

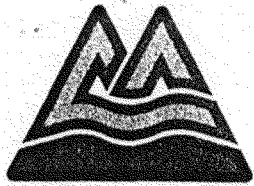
BIDS

December 27, 1988

69  
5162

Informal Review of Bids and Requests for )  
Proposals: a) Microfilm card reader/printer, )  
b) Reprographic Services 1. )

Lillie Walker, Purchasing Director, responded to Board questions, and there being no Board objections, the Bids and Requests for Proposals are hereby approved.



# MULTNOMAH COUNTY OREGON

12/27/88  
#1 approved

DEPARTMENT OF GENERAL SERVICES  
PURCHASING SECTION  
2505 S.E. 11TH AVENUE  
PORTLAND, OREGON 97202  
(503) 248-5111

GLADYS McCOY  
COUNTY CHAIR

## MEMORANDUM

TO: Jane McGarvin, Clerk of the Board  
FROM: Lillie M. Walker, Director, Purchasing Section  
DATE: December 21, 1988  
SUBJECT: FORMAL BIDS AND REQUESTS FOR PROPOSALS SCHEDULED FOR INFORMAL BOARD

The following Formal Bids and/or Professional Services Request for Proposals (RFPs) are being presented for Board review at the Informal Board on Tuesday, December 27, 1988.

Bid/RFP No.	Description/Buyer	Initiating Department
B39-310-3276	MICROFILM CARD READER/PRINTER	DES
	Buyer: Roger Bruno Ex. 5111	Contact: Bob Pearson Phone: 5050
B69-850-3277	REPROGRAPHIC SERVICES	DGS
	Buyer: Roger Bruno Ex. 5111	Contact: Dwight Wallis Phone: 3741
	Buyer: Ex. 5111	Contact: Phone:

cc: Gladys McCoy, County Chair  
Board of County Commissioners  
Linda Alexander, Director, DGS  
Commissioner Caroline Miller/332  
Commissioner Elect Rick Bauman 101/606

Copies of the bids and RFPs are available from the Clerk of the Board.



TO: DAILY JOURNAL OF COMMERCE

Please run the following Classified Advertisement as indicated below, under your  
"CALL FOR BID" section

MULTNOMAH COUNTY

Proposals Due: January 12, 1989 at 2:00 P.M.

Proposal No. B69-850-3277

Sealed proposals will be received by the Director of Purchasing, 2505 S.E. 11th Ave., Portland, OR 97202 for:

The furnishing of Reprographic Services on a requirements basis  
for period of one year with two optional years

as per specifications on file with the Purchasing Director. No proposal will be received or considered unless the proposal contains a statement by the bidder as part of his bid that the requirements of ORS 279.350 shall be included. Multnomah County reserves the right to reject any or all proposals.

Specifications may be obtained at: Multnomah County Purchasing Section  
2505 S.E. 11th Avenue  
Portland, OR 97202  
(503) 248-5111

Lillie M. Walker, Director  
Purchasing Section

PUBLISH: December 29, 1988

AD2:PURCH2



MULTNOMAH COUNTY OREGON

INVITATION FOR BIDS # B69-850-3277 To be opened 2 P.M. January 12, 1989

SEALED BIDS will be received by the Purchasing Director of Multnomah County in the Ford Building Lobby, 2505 S.E. 11th Avenue, Portland, Oregon, 97202, until 2 P.M. Pacific Time and will be publicly opened and read for furnishing  
Reprographic Services on a Requirements Basis

in estimated quantities and as per specifications as indicated herein. To insure 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 five (5) 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 may be required to furnish a performance bond satisfactory to the Board in the full amount of the contract.

Surety Bond: W A I V E D

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

Dated at Portland, Oregon December 21, 1988.

Board of County Commissioners  
MULTNOMAH COUNTY, OREGON

Publication Dates December 29, 1988

By \_\_\_\_\_  
Lillie M. Walker, Director  
Purchasing Section

(Continued on reverse)

Form PD 13  
Rev. 10-88

**INSTRUCTIONS TO BIDDERS**

**CLARIFICATION**

Any vendor requiring clarification of the information or protesting any provision herein, must submit specific comments in writing to:

Roger Bruno, Buyer  
2505 S.E. 11th Avenue  
Portland, OR 97202

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 IFB. Questions will not be answered verbally except those which would clarify specifications and requirements of this IFB 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 IFB.

Oral instructions or information concerning the specifications or the project given out by County managers, employees, or agents to prospective bidders shall not bind Multnomah County. All Addenda shall be issued by the Purchasing Director not later than five (5) days prior to bid opening.

**METHOD OF AWARD**

Award will be made to the bidder submitting the lowest responsive bid. The award will be made on an all-or-none basis. The right is expressly reserved to reject any or all bids.

**CANCELLATION**

Multnomah County reserves the right to cancel award of the contract 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.

**BID DISQUALIFICATION**

Bids which do not meet all mandatory requirements may be considered as alternate proposals. Any vendor responding erroneously in presenting a bid shall be liable for disqualification.

INVITATION FOR BIDS, continued  
Bid No. B 69-850-3277

Page 4

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TERMS

**TERMS OF PAYMENT**

Discounts for early payment will be considered in awarding the bid if at least 20 days are allowed for making payment. Discount time shall commence upon receipt of materials/services or properly executed invoice, whichever is the latter.

Please indicate terms in space provided Page 1.

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

**GUARANTEE OF PURCHASES**

The County makes no guarantee as to the quantity of purchases that will be made from this agreement.

**PRICING**

The bid pricing must remain valid for the length of the contract.

**PICKUP AND DELIVERY**

All prices are to include pickup and return to agency requesting service. Pickup and delivery may be from more than one location. Normal turnaround time shall not exceed twenty-four (24) hours unless the size of special requirements of the order either require quicker delivery or preclude such speed. In such cases, a mutual understanding of delivery time shall be resolved.

**CHARGES AND INVOICES**

When the completed job is returned, it must be accompanied by the County work order, priced, plus a copy of the original invoice, priced. No alternation of this price will be permitted unless both parties agree it is the result of a gross billing error.

Failure to comply with this section shall be grounds for cancellation of the contract.

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**CONTRACT CONDITIONS**

**TERM OF CONTRACT**

The time period for this contract shall be from date of signature through January 31, 1990.

**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 30 day written notice. Any price adjustments must be submitted by the Contractor, with its approval of the renewal agreement, before the first 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.

Should the County not receive written acceptance of the renewal offer within two 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.

**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.

**ASSIGNMENT**

Neither the resultant 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 Multnomah County.

**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 or goods shall be borne by the Contractor and deducted from future invoices or invoices submitted by Contractor.

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

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued  
Bid No. B 69-850-3277

Page 6

SPECIFICATIONS

Proposal for furnishing reprographic services.

Bidder to submit prices for the following items:

	UNIT PRICE
Blue/line/Black/line Prints	\$_____/sq. ft.
Sepia & Brown/line Prints	\$_____/sq. ft.
5 Mil White Opaque Diazo Mylar	\$_____/sq. ft.
Rush Order Charge, if any	\$_____

ESTIMATED QUANTITIES:

		SQUARE FOOTAGE FACTOR USED PER PRINT	TOTAL PER PRINT	TOTAL PRICE
24# Diazo Blue/line				
30" x 36"	4,500 prints	sq ft.	\$_____	\$_____
18" x 24"	2,800 prints	sq ft.	\$_____	\$_____
21" x 33"	800 prints	sq ft.	\$_____	\$_____
Brown/line Reproducible Sepias				
30" x 36"	650 prints	sq ft.	\$_____	\$_____
18" x 24"	450 prints	sq ft.	\$_____	\$_____
21" x 33"	200 prints	sq ft.	\$_____	\$_____
5 Mil White Opaque Diazo Mylar (#SPD, 5, bl, wo)				
30" X 36"	200 prints	sq ft.	\$_____	\$_____

The above quantities and sizes are an estimate of usage for the contract period, provided for bidding purposes only. Actual quantities and sizes may vary.

TO: DAILY JOURNAL OF COMMERCE

Please run the following Classified Advertisement as indicated below, under your  
"CALL FOR BID" section

MULTNOMAH COUNTY

Proposals Due: January 12, 1989 at 2:00 P.M.

Proposal No. B39-310-3276

Sealed proposals will be received by the Director of Purchasing, 2505 S.E. 11th Ave., Portland, OR 97202 for:

The purchase of One Current UNUSED model Microfilm

Aperture Card Reader/Printer

as per specifications on file with the Purchasing Director. No proposal will be received or considered unless the proposal contains a statement by the bidder as part of his bid that the requirements of ORS 279.350 shall be included. Multnomah County reserves the right to reject any or all proposals.

Specifications may be obtained at: Multnomah County Purchasing Section

2505 S.E. 11th Avenue

Portland, OR 97202

(503) 248-5111

Lillie M. Walker, Director  
Purchasing Section

PUBLISH: December 29, 1988

AD2:PURCH2





MULTNOMAH COUNTY OREGON

INVITATION FOR BIDS # B39-310-3276 To be opened 2 P.M. January 12, 1989

SEALED BIDS will be received by the Purchasing Director of Multnomah County in the Ford Building Lobby, 2505 S.E. 11th Avenue, Portland, Oregon, 97202, until 2 P.M. Pacific Time and will be publicly opened and read for furnishing  
One Microfilm Aperture Card Reader Printer

in estimated quantities and as per specifications as indicated herein. To insure 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 five (5) 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 may be required to furnish a performance bond satisfactory to the Board in the full amount of the contract.

Surety Bond: W A I V E D

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

Dated at Portland, Oregon December 21, 1988.

Board of County Commissioners  
MULTNOMAH COUNTY, OREGON

Publication Dates December 29, 1988

By \_\_\_\_\_  
Lillie M. Walker, Director  
Purchasing Section

(Continued on reverse)

Form PD 13  
Rev. 10-88



# MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued  
Bid No. B39-310-3276

Page 3

## 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 microfilm/microfiche reader/printers, please send a written "NO BID" to the above address or call Roger Bruno at 503-248-5111 and submit a verbal "NO BID" no later than January 10, 1989.

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.

### EQUIVALENT PRODUCTS

Product brands or models, if stated or implied by the specifications, indicate type, design, and quality desired, and shall not restrict bidding to one manufacturer. Products which meet or exceed specification requirements for design, quality, and functional utility will be considered. Ref. ORS 279.017.

If bid is for an equivalent item, include descriptive information brochure and/or specifications sufficient for the County to make a determination as to equivalency.

Any variations from specifications on equivalent products must be itemized. Failure to do so may cause rejection of the bid or rejection of the unit or product after delivery if unitemized variations are found upon inspection of the unit.

### METHOD OF AWARD

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

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued  
Bid No. B39-310-3276

Page 4

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**CLARIFICATION**

Any vendor requiring clarification of the information or protesting any provision herein, must submit specific comments in writing to:

Roger Bruno, Buyer  
2505 S.E. 11th Avenue  
Portland, OR 97202

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 IFB. Questions will not be answered verbally except those which would clarify specifications and requirements of this IFB 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 IFB.

Oral instructions or information concerning the specifications or the project given out by County managers, employees, or agents to prospective bidders shall not bind Multnomah County. All Addenda shall be issued by the Purchasing Director not later than five (5) days prior to bid opening.

**CANCELLATION**

Multnomah County reserves the right to cancel award of the contract 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 RFP.

M U L T N O M A H   C O U N T Y ,   O R E G O N

INVITATION FOR BIDS, continued  
Bid No. B39-310-3276

Page 5

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TERMS

TERMS OF PAYMENT

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

Please indicate terms in space provided above on Page 1. If terms are not indicated on the bid, the invoice(s) will be paid on a net 30 days basis.

F.O.B.

All prices are to be quoted F.O.B. destination to:

Multnomah County  
Transportation Division  
1620 S.E. 190th Avenue  
Portland, OR 97233

MICROFILM APERTURE CARD READER PRINTER

BID SPECIFICATIONS

The specifications below are minimal requirements of Multnomah County. Please indicate on the lines to the right of the specifications the precise description of the equipment or service you are offering, using the following guidelines:

- 1) If you meet the specifications, type "AS SPECIFIED."
- 2) If you exceed the specifications, type "EXCEEDS" and enter the exact specifications of the equipment or service you are offering.
- 3) If you do not meet specifications, type "DOES NOT MEET SPECIFICATIONS" and enter the exact specifications of the equipment or service, if any, you are offering.

1. Must be capable of producing plain paper prints up to 18" x 24" in size

\_\_\_\_\_

2. Must have viewing screen size at least 18" x 24"

\_\_\_\_\_

3. Must have multiple built-in lenses - 7.5x - 14.5x - 21x.

\_\_\_\_\_

4. In addition to the paper fed from roll stock, machine must have a manual sheet bypass that can be used without changing the paper roll.

\_\_\_\_\_

5. Must have ability to print on vellum.

\_\_\_\_\_

6. Exposure control to allow adjustments for optimum print quality from varied density film.

\_\_\_\_\_

7. Control panel in one location and clearly identified for easy operation

\_\_\_\_\_

8. Must have copy count selector to automatically produce multiple copies.

\_\_\_\_\_

9. Chemicals should be premeasured. Their addition should be easily and cleanly accomplished.

\_\_\_\_\_

10. Machine must meet all city, state, and federal requirements for location in a public building.

\_\_\_\_\_

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued  
Bid No. B39-310-3276

Page 7

- 
11. Machine to be current unused model. \_\_\_\_\_
  12. State service technician location. \_\_\_\_\_
  13. Unit price. \_\_\_\_\_
  14. Trade in allowance for 3M 500 Reader Printer. \_\_\_\_\_
  15. Trade in allowance for 3M 201 Reader Printer. \_\_\_\_\_
- NOTE: Multnomah County will not turn in the trade-in until acceptance and complete installing of the new unit.
16. Supply costs (estimating 10,000 copies @ 18" x 24")(list supplies: toner, developer, paper, etc. \_\_\_\_\_
  17. 35mm roll film attachment cost, if available \_\_\_\_\_
  18. Maintenance agreement annual cost (provide maintenance program information) \_\_\_\_\_
  19. Hourly rate for service not covered under the manufacturer's warranty \_\_\_\_\_

Each vendor is asked to provide descriptive literature of model quoted.

Bids will be accepted for the 3M model 1630, the OCE Model 3210, the Minolta Model RP 509, or equal.

RB:CLS  
121488

DATE SUBMITTED

12-19-88

(For Clerk's Use)

Meeting Date

12/27/88

Agenda No.

R-1

Liquor Licenses

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSES

69  
5162

Informal Only\*

(Date)

Formal Only 12-29-88

(Date)

DEPARTMENT Sheriff's Office

DIVISION

CONTACT Sgt. Ed Hausafus

TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD

Sally Anderson

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

Application for a RESTAURANT license renewal for the La Casita Especialle, 12113 SE Foster; applicants Gabriel T & Deanna L Gefre with recommendation for approval.

Application for a RETAIL MALT BEVERAGE license renewal for the Columbia Country C.B.'ers, Inc (Rose City Music Club), 12334 SE Division; applicants Richard Haley, Melvin C. Beatty, & Ollie A. Tabor with recommendation for approval.

SEE REVERSE SIDE

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

ACTION REQUESTED:

☐

INFORMATION ONLY

☐

PRELIMINARY APPROVAL

☐

POLICY DIRECTION

☐

APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA

CONSENT AGENDA

IMPACT:

PERSONNEL

☐

FISCAL/BUDGETARY

☐

General Fund

Other

Wesley's Malt  
prop by applicant  
Rest to Civil Process  
at Home  
12/27/88

RECEIVED  
DEC 19 1988  
DEPARTMENT OF  
JUSTICE SERVICES

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER:

SEA 12-19-88  
Sally Anderson

BUDGET / PERSONNEL

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts)

OTHER

(Purchasing, Facilities Management, etc.)

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

Application for a PACKAGE STORE license renewal for the Weece's Market, 7310 SE Pleasant Home Rd; applicants Hyun Jang Kim, Ae Ja Kim, and Hong B. Kim with recommendation for approval.

RECEIVED  
DEC 19 1988  
DEPARTMENT OF  
JUSTICE SERVICES



# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

## MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce/w*

DATE: December 13, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

Attached is the restaurant liquor license renewal for the La Casita Especialle, 12113 SE Foster, Portland, Oregon. The applicant(s) Gabriel T. and Deanna L. Gefre have no criminal record and I recommend that the application be approved.

EH/jz/1792N

Attachment

RECEIVED  
DEC 19 1988  
DEPARTMENT OF  
JUSTICE SERVICES





# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

## MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce*  
Sheriff

DATE: December 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

Attached is the package store liquor license renewal for the Weece's Market, 7310 SE Pleasant Home Road, Gresham, Oregon. The applicant(s) Hyun Jang Kim, Ae Ja Kim, and Hong B. Kim have no criminal record and I recommend that the application be approved.

EH/jz/1778N

Attachment

RECEIVED  
DEC 19 1988  
DEPARTMENT OF  
JUSTICE SERVICES



# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

## MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce*  
Sheriff

DATE: December 13, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

Attached is the Retail Malt Beverage liquor license renewal for the Columbia Country C.B.'ers, Inc. (Rose City Music Club), 12334 SE Division, Portland, Oregon. The applicant(s) Richard Haley, Melvin C. Beatty, and Ollie A. Tabor have no criminal record and I recommend that the application be approved.

EH/tjb/1794N

Attachment

RECEIVED  
DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES

DATE SUBMITTED 12-19-88

(For Clerk's Use)

Meeting Date \_\_\_\_\_  
Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSE

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 12-29-88  
(Date)

DEPARTMENT Sheriff's Office DIVISION \_\_\_\_\_

CONTACT Sgt. Ed Hausafus TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Sally Anderson

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

Application for a RETAIL MALT BEVERAGE license renewal for the Velvet Keg, 12131 SE Holgate; applicants Sandra J. Fleck & Charles F. Makvasil with recommendation for approval.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA CONSENT AGENDA

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

Other \_\_\_\_\_

RECEIVED  
DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Sally Anderson

BUDGET / PERSONNEL /

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

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

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



# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

## MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce*

DATE: December 13, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

Attached is the retail malt beverage liquor license renewal for the Velvet Keg, 12131 SE Holgate, Portland, Oregon. The applicant(s) Sandra J. Fleck and Charles F. Makvasil have no criminal record and I recommend that the application be approved.

EH/jz/1795N

Attachment

RECEIVED

DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES

DATE SUBMITTED 12-19-88

(For Clerk's Use)

Meeting Date \_\_\_\_\_  
Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSES

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 12-29-88  
(Date)

DEPARTMENT Sheriff's Office DIVISION \_\_\_\_\_

CONTACT Sgt. Ed Hausafus TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Sally Anderson

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SEE REVERSE SIDE

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_ CONSENT AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

Other \_\_\_\_\_

RECEIVED  
DEC 19 1988  
DEPARTMENT OF  
JUSTICE SERVICES

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Sally Anderson w

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

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

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

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

Application for a PACKAGE STORE license renewal for the Weece's Market, 7310 SE Pleasant Home Rd; applicants Hyun Jang Kim, Ae Ja Kim, and Hong B. Kim with recommendation for approval.

RECEIVED  
JUL 15 1998  
OFFICE OF  
ALCOHOL & TOBACCO

ALCOHOL & TOBACCO  
DIVISION

ALCOHOL & TOBACCO  
DIVISION

ALCOHOL & TOBACCO  
DIVISION

ALCOHOL & TOBACCO  
DIVISION

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JUL 15 1998  
OFFICE OF  
ALCOHOL & TOBACCO

ALCOHOL & TOBACCO  
DIVISION

ALCOHOL & TOBACCO  
DIVISION

ALCOHOL & TOBACCO  
DIVISION

ALCOHOL & TOBACCO  
DIVISION

DATE SUBMITTED 12-19-88

(For Clerk's Use)

Meeting Date \_\_\_\_\_  
Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSE

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 12-29-88  
(Date)

DEPARTMENT Sheriff's Office DIVISION \_\_\_\_\_

CONTACT Sgt. Ed Hausafus TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Sally Anderson

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

Application for a RETAIL MALT BEVERAGE license renewal for the Velvet Keg, 12131 SE Holgate; applicants Sandra J. Fleck & Charles F. Makvasil with recommendation for approval.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA CONSENT AGENDA

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

Other \_\_\_\_\_

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DEPARTMENT OF  
JUSTICE SERVICES

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Sally Anderson 12-19-88

BUDGET / PERSONNEL /

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

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

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



# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

## MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce/w*

DATE: December 13, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

Attached is the retail malt beverage liquor license renewal for the Velvet Keg, 12131 SE Holgate, Portland, Oregon. The applicant(s) Sandra J. Fleck and Charles F. Makvasil have no criminal record and I recommend that the application be approved.

EH/jz/1795N

Attachment

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DEPARTMENT OF  
JUSTICE SERVICES



# LICENSE RENEWAL APPLICATION

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	FEES	DISTRICT	CITY/COUNTY	DPLRN	CODE
RMB	RETAIL MALT BEVERAGE SERVER EDUCATION STUDENT FEE	\$200.00 2.60	1	2600	R00244A	C

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

FLECK SANDRA J  
VELVET KEG  
12131 SE HOLGATE  
PORTLAND OR

97266

FLECK SANDRA J  
NAKVASIL CHARLES F

VELVET KEG  
12131 SE HOLGATE  
PORTLAND OR

DEC-9 PM 2:39  
 CIVIL PROCESS UNIT  
 \*E\*

97266

- Please list a daytime phone number in case we need more information: 256-9712
- Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
YES ☐ NO ☒ IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_  

OFFENSE	DATE	CITY/STATE	RESULT
- Will anyone share in the profits who is not a licensee? YES ☐ NO ☒  
If yes, please give name(s) and explain: \_\_\_\_\_
- Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?  
YES ☐ NO ☒ IF YES, EXPLAIN: \_\_\_\_\_

## RENEWAL FEE / SERVER EDUCATION STUDENT FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$202.60 MADE PAYABLE TO "OLCC".

### LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-31-88, or you must pay an additional fee of \$50.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED ☒ REFUSED ☐  
DATE OF ENDORSEMENT: Dec 29, 1988

SIGNED: Wladyslaw McElroyTITLE OF SIGNER: County Chair

## SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

SANDRA J. FLECK  
PRINT YOUR NAME

CHARLES F. NAKVASIL  
PRINT YOUR NAME

PRINT YOUR NAME

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

542-48-0700 4-18-43  
SOCIAL SECURITY NUMBER D.O.B.

544-34-9474 7-29-35  
SOCIAL SECURITY NUMBER D.O.B.

SOCIAL SECURITY NUMBER

D.O.B.

**\*\*NOTICE\*\*** All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.

RECEIVED  
DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES



# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

## MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce*  
Sheriff

DATE: December 13, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

RECEIVED

DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES

Attached is the Retail Malt Beverage liquor license renewal for the Columbia Country C.B.'ers, Inc. (Rose City Music Club), 12334 SE Division, Portland, Oregon. The applicant(s) Richard Haley, Melvin C. Beatty, and Ollie A. Tabor have no criminal record and I recommend that the application be approved.

EH/tjb/1794N

Attachment

# LICENSE RENEWAL APPLICATION

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	FEES	DISTRICT	CITY/COUNTY	DPLRN	CODE
RMB	RETAIL MALT BEVERAGE SERVER EDUCATION STUDENT FEE	\$200.00 2.60	1	2600	R14471A	C

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

COLUMBIA COUNTRY C.B.'ERS INC  
COLUMBIA COUNTRY C.B.'ERS INC  
12334 SE DIVISION ST  
PO BOX 16001  
PORTLAND OR

97216

COLUMBIA COUNTRY C.B.'ERS INC  
DEANGELO DOROTHY

\*T\*

COLUMBIA COUNTRY C.B.'ERS INC  
12334 SE DIVISION ST  
PO BOX 16001  
PORTLAND OR

97216

*Change To Rose City  
Music Club*

\* Is Server Education designee(s), indicated by \*T\* above, correct? Yes ☒ No ☐

\*\* If no, who is your new designee? \_\_\_\_\_

SS#

1. Please list a daytime phone number in case we need more information: 760-7005-7644
2. Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).

YES ☐ NO ☒ IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

OFFENSE

DATE

CITY/STATE

RESULT

3. Will anyone share in the profits who is not a licensee? YES ☐ NO ☒

If yes, please give name(s) and explain: \_\_\_\_\_

4. Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?

YES ☐ NO ☒ IF YES, EXPLAIN: WILL JAN 1-1989 Change To Rose City Music Club

## RENEWAL FEE / SERVER EDUCATION STUDENT FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$202.60 MADE PAYABLE TO "OLCC"

LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-31-88, or you must pay an additional fee of \$50.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED ☒ REFUSED ☐

DATE OF ENDORSEMENT: Dec 27, 1988

SIGNED:

TITLE OF SIGNER:

## SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

Richard Haley  
PRINT YOUR NAME

x Melvin C. Beatty  
PRINT YOUR NAME

Ellie A. Tabor  
PRINT YOUR NAME

Richard Haley  
SIGNATURE

Melvin C. Beatty  
SIGNATURE

Ellie A. Tabor  
SIGNATURE

541-40 8793-5-23-37  
SOCIAL SECURITY NUMBER

506-28-6631  
SOCIAL SECURITY NUMBER

541-40-3646-7/12/38  
SOCIAL SECURITY NUMBER

\*\*NOTICE\*\* All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.

RECEIVED

DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES





# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

## MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce*  
Sheriff

DATE: December 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

Attached is the package store liquor license renewal for the Weece's Market, 7310 SE Pleasant Home Road, Gresham, Oregon. The applicant(s) Hyun Jang Kim, Ae Ja Kim, and Hong B. Kim have no criminal record and I recommend that the application be approved.

EH/jz/1778N

Attachment

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DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES

# LICENSE RENEWAL APPLICATION

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522

1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	24PLRN	CODE
PS	PACKAGE STORE	\$50.00	1	2600	R00277A	F

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

KIM AE JA  
WEECE'S MARKET  
7310 SE PLEASANT HOME ROAD  
GRESHAM OR 97080

KIM AE JA  
KIM HONG B  
KIM HYUN JANG

WEECE'S MARKET  
7310 SE PLEASANT HOME ROAD  
GRESHAM OR 97080

RECEIVED  
SHERIFF'S OFFICE  
CIVIL PROCESS UNIT  
DEC 22 11:10:59  
97080

1. Please list a daytime phone number in case we need more information: 503-663-3141 761-1600 Kim
2. Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
YES NO X IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

OFFENSE	DATE	CITY/STATE	RESULT
---------	------	------------	--------

3. Will anyone share in the profits who is not a licensee? YES NO X  
If yes, please give name(s) and explain: \_\_\_\_\_

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC"  
LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED X REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: \_\_\_\_\_

December 27, 1988

SIGNED: \_\_\_\_\_

TITLE OF SIGNER: County Chair

## SIGNATURES

EACH LICENSEE OR authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

HYUN JANG Kim  
PRINT YOUR NAME

AE JA Kim  
PRINT YOUR NAME

HONG B. Kim  
PRINT YOUR NAME

Hyun Jang Kim 12-10-88  
SIGNATURE DATE

AE JA Kim 12-10-88  
SIGNATURE DATE

Hong B. Kim 12-10-88  
SIGNATURE DATE

544-17-6072  
SOCIAL SECURITY NUMBER D.O.B.

544-17-4445  
SOCIAL SECURITY NUMBER D.O.B.

544-17-4684  
SOCIAL SECURITY NUMBER D.O.B.

36-3-15

45-7-1

66-6-1

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DEPARTMENT OF  
HUMAN SERVICES



# Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE  
SHERIFF

(503) 255-3600

## MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce*  
Sheriff

DATE: December 13, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

Attached is the restaurant liquor license renewal for the La Casita Especialle, 12113 SE Foster, Portland, Oregon. The applicant(s) Gabriel T. and Deanna L. Gefre have no criminal record and I recommend that the application be approved.

EH/jz/1792N

Attachment

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DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES

# LICENSE RENEWAL APPLICATION

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	FEES	DISTRICT	CITY/COUNTY	DPLRN	CODE
RMB	RETAIL MALT BEVERAGE SERVER EDUCATION STUDENT FEE	\$200.00 2.60	1	2600	R14471A	C

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

COLUMBIA COUNTRY C.B.'ERS INC  
COLUMBIA COUNTRY C.B.'ERS INC  
12334 SE DIVISION ST  
PO BOX 16001  
PORTLAND OR

97216

COLUMBIA COUNTRY C.B.'ERS INC

DEANGELO JOROTHY

\*T\*

Change To Rose City  
Music Club

COLUMBIA COUNTRY C.B.'ERS INC  
12334 SE DIVISION ST  
PO BOX 16001  
PORTLAND OR

97216

\* Is Server Education designee(s), indicated by \*T\* above, correct? Yes ☒ No ☐

\*\* If no, who is your new designee? \_\_\_\_\_

SS#

2529811

1. Please list a daytime phone number in case we need more information: 760-7005-7644658
2. Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).

YES ☐ NO ☒ IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

OFFENSE

DATE

CITY/STATE

RESULT

3. Will anyone share in the profits who is not a licensee? YES ☐ NO ☒

If yes, please give name(s) and explain: \_\_\_\_\_

4. Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?

YES ☐ NO ☒ IF YES, EXPLAIN: will Jan 1-1989 change To Rose City Music Club

## RENEWAL FEE / SERVER EDUCATION STUDENT FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$202.60 MADE PAYABLE TO "OLCC".

LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-31-88, or you must pay an additional fee of \$50.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED ☒ REFUSED ☐

DATE OF ENDORSEMENT: Dec 27, 1988

SIGNED:

TITLE OF SIGNER:

## SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

Richard Haley  
PRINT YOUR NAME

x Melvin C. Beatty  
PRINT YOUR NAME

Ellie A. Tabor  
PRINT YOUR NAME

Richard Haley  
SIGNATURE

Melvin C. Beatty  
SIGNATURE

Ellie A. Tabor  
SIGNATURE

541-40 8793-5-23-37  
SOCIAL SECURITY NUMBER D.O.B.

506-28-6631  
SOCIAL SECURITY NUMBER D.O.B.

541-40-3646-2/12/38  
SOCIAL SECURITY NUMBER D.O.B.

\*\*NOTICE\*\* All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.

RECEIVED

DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES



# LICENSE RENEWAL APPLICATION

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	FEES	DISTRICT	CITY/COUNTY	DPLRN	CODE
R	RESTAURANT SERVER EDUCATION STUDENT FEE	\$200.00 2.60	1	2600	R15479A	C

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

GEFRE DEANNA L  
LA CASITA ESPECIALLE  
12113 SE FOSTER  
PORTLAND OR

97266

GEFRE DEANNA L  
GEFRE GABRIEL T

LA CASITA ESPECIALLE  
12113 SE FOSTER  
PORTLAND OR

DEC-8 PM 1:25  
ALCOHOL & TOBACCO  
MAIL PROCESS UNIT

97266

- Please list a daytime phone number in case we need more information: 761-0455.
- Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
YES NO X IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S):  

OFFENSE	DATE	CITY/STATE	RESULT
- Will anyone share in the profits who is not a licensee? YES NO X  
If yes, please give name(s) and explain: \_\_\_\_\_
- Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?  
YES NO X IF YES, EXPLAIN: \_\_\_\_\_

## RENEWAL FEE / SERVER EDUCATION STUDENT FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$202.60 MADE PAYABLE TO "OLCC".

### LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-31-88, or you must pay an additional fee of \$50.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED X REFUSED \_\_\_\_\_  
DATE OF ENDORSEMENT: Dec. 27, 1988

SIGNED: Gladys McClary TITLE OF SIGNER: County Chair

## SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

Deanna L. Gefre  
PRINT YOUR NAME

GABRIEL T GEFRE JR.  
PRINT YOUR NAME

Deanna L. Gefre 11/11/88  
SIGNATURE DATE

Gabriel T Gefre Jr. 1/11/89  
SIGNATURE DATE

544-70 9834 11/27/55  
SOCIAL SECURITY NUMBER D.O.B.

540 70 8431 1/12/55  
SOCIAL SECURITY NUMBER D.O.B.

\_\_\_\_\_  
SIGNATURE DATE

**\*\*NOTICE\*\*** All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.

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DEC 19 1988

DEPARTMENT OF  
JUSTICE SERVICES



69  
J/62

December 27, 1988

In the matter of the reappointments and appoint- )  
ments to the Metropolitan Human Relations Com- )  
missions as follows: Reappointments: Ramona )  
Soto Rank (Pos. #10) and Sidney A. Galton )  
(Pos. #13) - terms expiring December 31, 1991. )  
Appointments: Donald B. Schwehn (Pos. #8) - term )  
expiring December 31, 1991, and Luis R. Machorro )  
(Pos. #9) - term expiring December 31, 1989 R-2)

Upon motion of Commissioner Anderson, duly seconded by  
Commissioner Kafoury, it is unanimously

ORDERED that said appointment(s) be confirmed.

BOARDS & COMMISSIONS APPOINTMENTS

December 27, 1988

70  
5162

In the matter the of the appointment of Audrey )  
Parsons to the Food Services Advisory Board, )  
term expiring March, 1990 R-3 )

Upon motion of Commissioner Anderson, duly seconded by  
Commissioner Kafoury, it is unanimously

ORDERED that said appointment be confirmed.

BOARDS & COMMISSION APPOINTMENTS

76  
J162

December 27, 1988

In the matter of the appointment of Chris Swiberg)  
to the Skyline Crest Road District No. 1 R-4 )

Upon motion of Commissioner Anderson, duly seconded by  
Commissioner Kafoury, it is unanimously

ORDERED that said appointment be confirmed.

BOARDS & COMMISSIONS APPOINTMENTS

70  
5162

December 27, 1988

In the matter of the appointment of T. L. Lewis )  
to the Department of General Services Citizen )  
Budget Advisory Committee, term expiring Septem- )  
ber, 1990 R-5 )

Upon motion of Commissioner Anderson, duly seconded by  
Commissioner Kafoury, it is unanimously

ORDERED that said appointment(s) be confirmed.

BOARDS & COMMISSIONS

APPOINTMENTS

December 27, 1988

70  
5162

In the matter of appointments to the Citizen       )  
Involvement Committee of Karma Sweet and Vivian   )  
Starbuck, terms expiring April, 1991               R-6 )

Upon motion of Commissioner Anderson, duly seconded by  
Commissioner Kafoury, it is unanimously

ORDERED that said appointment(s) be confirmed.

DATE SUBMITTED 12/21/88

(For Clerk's Use)  
Meeting Date 12/27/88  
Agenda No. R-2-6

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Appointments to Boards and Commissions

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only Tuesday, December 27, 1988  
(Date)

DEPARTMENT County Chair DIVISION \_\_\_\_\_

CONTACT Judy Boyer TELEPHONE 248-3308

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Judy Boyer

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

See attached listing.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY

☐ General Fund

☐ Other \_\_\_\_\_

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1988 DEC 21 AM 10:28

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Maureen McCaffrey

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

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

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

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

Re-appointment of Ramona Soto Rank to position #10 and Sidney A. Galton to position #13 of the Metropolitan Human Relations Commission. Terms expire 12/31/91.

Appointment of Donald B. Schwehn to position #8 of the Metropolitan Human Relations Commission. Term expires 12/31/91.

Appointment of Luis R. Machorro to position #9 of the Metropolitan Human Relations Commission. Term expires 12/31/89.

---

Appointment of Audrey Parsons to the Food Service Advisory Board. Term expires 3/90.

---

Appointment of Chris Swiberg to the Skyline Crest Road District #1.

---

Appointment of T. L. Lewis to the Dept of General Services Citizen Budget Advisory Committee. Term expires 9/90.

---

Appointment of Karma Sweet to the Citizen Involvement Committee. Term expires 4/91.

Appointment of Vivian Starbuck to the Citizen Involvement Committee. Term expires 4/91.

---

INTEREST FORM FOR METROPOLITAN HUMAN RELATIONS COMMISSION  
PLEASE COMPLETE AND RETURN TO:

**METROPOLITAN HUMAN  
RELATIONS COMMISSION**

1120 S.W. Fifth Avenue  
Room 520  
Portland, Oregon 97204-1989

**RECEIVED**

OCT 11 1988

**HUMAN RELATIONS COMMS.**

The purpose of this form is to obtain general information for use in making recommendations for Commissioners appointments. If you have a recently prepared biography, feel free to attach it to this form. Thank you for your interest.

PERSONAL DATA

Name Schwehn, Donald B.

(Please type or print, last name, first name, and middle initial)

Residence Address 199 E. Ave. #304 Lake Oswego, Clackamas  
Street Address City County Zip 97034

Business Address 5325 N.E. Union Portland, Multnomah 97211  
Street Address City County Zip

Residence Telephone 636-0712 Business Telephone 280-6940

Spouse's Name Divorced

Affirmative Action Information M Caucasian  
Sex Racial/Ethnic Background

OCCUPATION

Present Occupation Vocational Rehabilitation Counselor

List major paid employment and volunteer activities which may relate to service on Boards and Commissions. List chronologically beginning with most recent experiences and include all experiences you believe are relevant:

\* resume

<u>Dates</u> (From/To)	<u>Employer or Volunteer Activities</u> (State of Oregon-Human Resources Dept.)	<u>Responsibility</u>
<u>12/65 to Present</u>	<u>Vocational Rehabilitation Division</u>	<u>Program Specialist Asst. Regional Mgr. Counselor</u>
<u>12/65 to Present</u>	<u>National Rehabilitation Assoc. member Board of Directors (85/86; 87-89)</u>	<u>Develop Programs for Rehab. Profession.</u>
<u>9/87 to Present</u>	<u>Oregon Head Injury Foundation Board of Directors</u>	<u>Develop Information + Referral To Resources.</u>

List skills and special knowledge that you may have acquired from the activities you listed: Knowledge and understanding of mental and physical disabilities, functional limitations resulting, and rehabilitation necessary for management thereof. Understanding of and use of manual sign language for the deaf + hearing impaired. Understanding of rehabilitation of substance abusers. Planning ability related to personnel, budgets and programs related to vocational rehabilitation. Affirmative Action, 503-504 rights of handicapped.  
(Over)



## EDUCATION

Schools attended, dates attended, degrees earned:

\_\_\_\_\_ of Wisconsin-Milwaukee - B.S. (Special Education)  
Graduate studies at U of Oregon (Medical School), P.S.U., U.C.L.A.,  
and U. of Oklahoma

## AREAS OF INTEREST

Select from the following list one or more fields in which you have interest and ability; number your choices in priority order:

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Affirmative Action | <input type="checkbox"/> Corrections/Law                | <input type="checkbox"/> Government/                      | <input type="checkbox"/> Mediation                 |
| <input type="checkbox"/> Aging, Elderly                | <input type="checkbox"/> Enforcement                    | <input type="checkbox"/> Election Process                 | <input type="checkbox"/> Police Community          |
| <input type="checkbox"/> Arts/Architecture             | <input type="checkbox"/> Desegregation/                 | <input checked="" type="checkbox"/> Handicapped           | <input type="checkbox"/> Relations                 |
| <input checked="" type="checkbox"/> Athletics          | <input type="checkbox"/> Integration                    | <input type="checkbox"/> Health Care/Delivery             | <input type="checkbox"/> Recreation                |
| <input type="checkbox"/> Career/Vocational             | <input type="checkbox"/> Economic Development           | <input type="checkbox"/> Housing                          | <input checked="" type="checkbox"/> Transportation |
| <input type="checkbox"/> Education                     | <input type="checkbox"/> and Trade                      | <input checked="" type="checkbox"/> Labor/Labor Relations | <input type="checkbox"/> Women                     |
| <input type="checkbox"/> Child Care                    | <input checked="" type="checkbox"/> Education           | <input type="checkbox"/> Land Use Planning                | <input type="checkbox"/> Other _____               |
| <input checked="" type="checkbox"/> Civil Rights/      | <input checked="" type="checkbox"/> Employment/Training | <input type="checkbox"/> Law/Legal Service                |  |
| <input type="checkbox"/> Discrimination                | <input type="checkbox"/> Equal Justice                  |   |  |

Describe why you are interested in serving on the Metropolitan Human Relations Commission. Include information not already mentioned about yourself and your experience and background that supports your interest. Attach a separate sheet, if necessary. Metropolitan Human Relations Commission appointees are subject to confirmation by the appointing authority.

I would like the opportunity to ensure that there is equality  
of opportunity for every individual including minorities,  
the aged, and persons with disabilities with regard  
to education, recreation, employment, housing, and  
transportation. My understanding, education and exper-  
ience working in the fields of education and rehabili-  
tation with persons having a mental or physical  
disability would hopefully enable me to provide  
meaningful contribution to efforts which are  
meant to achieve fairness to all in regard to law  
and human rights. I believe the Metropolitan Human  
Relations Commission has provided the means to  
realize these goals.

DONALD B. SCHWEHN  
805 Hemlock  
Lake Oswego, Oregon 97034  
Res: Phone: 636-~~0712~~  
Bus: Phone: 280-6940

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**WORK HISTORY**

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9/84-  
Present

Vocational Rehabilitation Division-2045 Silverton Rd. NE Salem OR 97310  
(503) 378-3830

Rehabilitation Counselor II

Provide comprehensive vocational rehabilitation services to assigned caseload of disabled clients. Primary attention is given to spinal cord injured and head injured clientele. Act as liaison with assigned community resources and represent VRD and the disabled to the community and other public and private agencies.

6/82-  
9/84

Vocational Rehabilitation Division-2045 Silverton Rd. NE Salem OR 97310  
(503) 378-3830

Supervising Counselor-Office Manager

Supervise, train and coordinate subordinate counselors' activities with secretarial support to provide vocational rehabilitation services to severely disabled clientele, including quadriplegic and brain damaged individuals. Maintain office operational budget records; monitor/control expenditures for services and office. Do outreach, data collection and resource utilization.

1/82-  
6/82

Vocational Rehabilitation Division-2045 Silverton Rd. NE Salem OR 97310  
(503) 378-3830

Program Specialist (Facilities)

Provide guidance to field staff in utilization of workshop programs; assure compliance with Federal and State Regulations and guidelines by Workshop Facilities regarding wage/hour standards, as well as operational/program standards. Maintain operations/program/budget records for Agency regarding utilization of Facilities; provide input for planning of programs with facilities.

3/81-  
12/81

Vocational Rehabilitation Division-2045 Silverton Rd. NE Salem OR 97310  
(503) 378-3830

Regional Manager-Region I

Direct the operation of Agency Programs for Region I with a span of control of five First Line Supervising Counselors. Assemble, synthesize and submit fiscal, manpower and performance planning data; plan and develop long-range objectives and short-range operational goals for Region; manage all rehabilitation activities in Region; supervise all personnel assigned to Region; analyze and evaluate program effectiveness and insure conformance with agency policies, regulations and procedures; assemble prepare and justify budgetary data necessary for program operation within Region.

9/72- Vocational Rehabilitation Division-2045 Silverton Rd NE, Salem OR 97310  
3/81 (503) 378-3830

Assistant Regional Manager

Direct operation of Agency programs for three field offices within Region (Portland). Span of control of three Supervising Counselors/Office Managers; manage full diverse range of operational services to clients with administrative supervision of activities; coordinate and liaison with other Human Resources Department Managers; long range agency planning and political representation in Tri-County area.

7/70- Vocational Rehabilitation Division-2045 Silverton Rd NE, Salem OR 97310  
9/72 (503) 378-3830

Program Specialist

Responsible for availability of effective evaluation, treatment, and training facilities and resources necessary for the rehabilitation process in Region I. Review and monitor individual counseling techniques as they relate to effective counselor-client relationships in the rehabilitation process. Conduct individual and group training sessions which are relevant to improved professional skills in all operational staff assignments. Analyze and recommend adjustments in program operations to meet changes in client needs, to respond to fluctuations in social action, or to take advantage of newly developed resources. Develop and coordinate, with Rehabilitation Managers and counseling staff, the implementation of better methods for achieving greater communication and cooperation with other agencies and community resources. Represent the rehabilitation program, it's goals, objectives and process, to other agencies and interested community organizations or groups.

7/69- Vocational Rehabilitation Division-2045 Silverton Rd NE, Salem OR 97310  
6/70 (503) 378-3830

Supervisor of Regional Mental Health and Deaf Programs

Liaison with facilities, hospitals and institutions to accomplish goals of rehabilitation for specialized caseloads. Coordinate State programs for kidney dialysis clientele. Supervise caseload development and performance of three counselors providing services to clients having hearing disorders and those having mental health disorders; supervise facilities program for identified special caseload clients; provide rehabilitation services to a representative caseload of clients having hearing, mental health or mental retardation disorders.

12/65- Vocational Rehabilitation Division-2045 Silverton Rd NE, Salem OR 97310  
7/69 (503) 378-3830

Rehabilitation Specialist 1A, 1B

Provide full scope of rehabilitation services to assigned caseload. Developed community resources and established liaison activities with same. Assist physically and/or mentally handicapped persons in the development of rehabilitation programs through guidance and counseling; obtain, analyze and evaluate pertinent medical, social and vocational data to determine eligibility for service and kinds of services necessary for vocational rehabilitation of the client; assist clients in planning vocational rehabilitation programs designed to develop self-sufficiency and employment.

9/60-  
10/65

Wedgewood Homes, Inc.-9055 SW Beaverton-Hillsdale Highway  
Beaverton OR 97005

Sales Representative & Customer Service Manager

Manage problems and interests of employer, customers, sub-contractors, and other builders related to finances, house construction and plans, land development and public relations as regards sales of new homes. Act as sales representative for new homes to be custom-built.

9/51-  
9/60

Portland School District #1                 and                 Burlingame Public Schools  
Portland OR   Burlingame CA

Teacher and Counselor of the Deaf

Elementary and High School Teacher of students having hearing loss requiring special instruction of language development, speech, lip-reading and auditory training. Coach of swimming and tennis teams. Member of Curriculum Council in High School; High School Class Advisor; Business Manager of athletic functions.

3/45-  
7/47

U.S. Army Air Force- A.T.C.-Paris, France

Corporal

Remote Turret Mechanic-electronics; Air Traffic Control

### EDUCATION

B.S. University of Wisconsin-Milwaukee  
Special Education  
Education of the Deaf  
Speech Therapy  
Teaching Certificate

## GRADUATE STUDIES, SEMINARS AND WORKSHOPS

## Personnel

1. Personnel Administration, PSU, Spring 1981;
2. Managing Interpersonal Conflict, OSU, Fall 1976;
3. Affirmative Action for the Disabled, 1975;

## Management

1. Advanced Management Seminar, Executive Department, Fall 1980;
2. Rehabilitation Organization and Management Agency, RAMP, Spring 1980;
3. Management Development Seminar, University of Oklahoma, Spring 1970;
4. How to Improve Individual Managers' Performance, American Management Association, Summer 1973;
5. Interagency Middle Management Conference, Executive Dept., spring 1973;
6. Communication for Supervisors, Executive Department, Fall 1970;

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GRADUATE STUDIES, SEMINARS AND WORKSHOPS, continued

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Medical

1. Symposium on Seizure Disorder, Epilepsy Association of America, 1970;
2. Aspects of Severely Disabled, University of Washington, Spring 1979;
3. Werner Institute of Drug Problems, Summer School 1969 and Summer 1970;
4. Prosthetic-Orthotics Rehabilitation Personnel, UCLA, Fall 1968;

Medical-Counseling and Guidance

1. Psychiatric Aspects of Vocational Rehabilitation, University of Oregon Medical School, six month internship, 1967;
2. Psychiatric Interviewing, Northwest Mental Health Foundation, Winter 1966-Spring 1967;

Specialized

1. Personal and Social Adjustment Training-Deaf, University of Tennessee, Summer 1979;
2. Sign Language and Manual Alphabet, PSU, Fall 1969;
3. National Association of Hearing and Speech Agencies, Workshop for Adult Deaf, Spring 1967;
4. Audiology, PSU. Fall 1965;
5. Practicum-Organic Language Disabilities, PSU, Spring 1959.

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AFFILIATIONS:

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National Rehabilitation Association-Board of Directors

Epilepsy Association of Oregon-Board of Directors

Spinal Cord Injury Association

City/County Advisory Committee for the Disabled

Teaching Certificate-Academic, American Schools for the Deaf

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REFERENCES

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Personal and Professional, upon request.



INTEREST FORM FOR METROPOLITAN HUMAN RELATIONS COMMISSION  
PLEASE COMPLETE AND RETURN TO:

RECEIVED

**METROPOLITAN HUMAN  
RELATIONS COMMISSION**

1120 S.W. Fifth Avenue  
Room 520  
Portland, Oregon 97204-1989

OCT 14 1988

Workers' Comp. Board  
Hearings Portland

The purpose of this form is to obtain general information for use in making recommendations for Commissioners appointments. If you have a recently prepared biography, feel free to attach it to this form. Thank you for your interest.

PERSONAL DATA

Name MACHORRO, Luis R.  
(Please type or print, last name, first name, and middle initial)

Residence Address 3027 NE 29th Portland OR Multnomah 97212  
Street Address City County Zip

Business Address 500 N-E MULTNOMAH PORTLAND MULTNOMAH 97232  
Street Address City County Zip

Residence Telephone 284-6263 Business Telephone 239-7023

Spouse's Name CHRISTINE

Affirmative Action Information Male HISPANIC (MEXICAN)  
Sex Racial/Ethnic Background

OCCUPATION

Present Occupation Vocational Rehabilitation Counselor

List major paid employment and volunteer activities which may relate to service on Boards and Commissions. List chronologically beginning with most recent experiences and include all experiences you believe are relevant:

<u>Dates</u> (From/To)	<u>Employer or Volunteer Activities</u>	<u>Responsibility</u>
<u>Please See Resume</u>		

List skills and special knowledge that you may have acquired from the activities you listed:

Skills: Counseling, Public Speaking, Motivating, Planning,  
directing, Supervising, Mediating, Teaching.

Special Knowledge: (over)

## EDUCATION

Schools attended, dates attended, degrees earned:

Please see Resume

## AREAS OF INTEREST

Select from the following list one or more fields in which you have interest and ability; number your choices in priority order:

- |  |  |   |   |
|--|--|---|---|
| <u>6</u> <input checked="" type="checkbox"/> Affirmative Action          | <u>1</u> <input checked="" type="checkbox"/> Corrections/Law Enforcement | <input type="checkbox"/> Government/ Election Process | <u>3</u> <input checked="" type="checkbox"/> Mediation                  |
| <input checked="" type="checkbox"/> Aging, Elderly                       | <input type="checkbox"/> Desegregation/ Integration                      | <input type="checkbox"/> Handicapped                  | <u>5</u> <input checked="" type="checkbox"/> Police Community Relations |
| <input type="checkbox"/> Arts/Architecture                               | <input type="checkbox"/> Economic Development and Trade                  | <input type="checkbox"/> Health Care/Delivery         | <input type="checkbox"/> Recreation                                     |
| <input type="checkbox"/> Athletics                                       | <input type="checkbox"/> Education                                       | <input type="checkbox"/> Housing                      | <input type="checkbox"/> Transportation                                 |
| <u>1</u> <input checked="" type="checkbox"/> Career/Vocational Education | <u>4</u> <input checked="" type="checkbox"/> Labor/Labor Relations       | <input type="checkbox"/> Land Use Planning            | <input type="checkbox"/> Women  |
| <u>7</u> <input checked="" type="checkbox"/> Child Care                  | <input type="checkbox"/> Employment/Training                             | <input type="checkbox"/> Law/Legal Service            | <input type="checkbox"/> Other _____                                    |
| <input type="checkbox"/> Civil Rights/ Discrimination                    | <u>2</u> <input checked="" type="checkbox"/> Equal Justice               |   |   |

Describe why you are interested in serving on the Metropolitan Human Relations Commission. Include information not already mentioned about yourself and your experience and background that supports your interest. Attach a separate sheet, if necessary. Metropolitan Human Relations Commission appointees are subject to confirmation by the appointing authority.

I believe That The Commission Needs Additional  
Input And Expertise On And With The Problems  
Of The Hispanic Community. My Experience, Training And  
Formal And Informal Education Have Afforded Me  
Considerable Experience With Migrant Workers,  
Community Service Programs And Indigent People And  
Their Needs.

I would like to serve to help alleviate  
The plight of the Hispanics And other ~~are~~ Need.

## EDUCATION

Schools attended, dates attended, degrees earned:

Please see Resume

## AREAS OF INTEREST

Select from the following list one or more fields in which you have interest and ability; number your choices in priority order:

- |  |   |   |  |
|--|---|---|--|
| ⑥ <input checked="" type="checkbox"/> Affirmative Action           | ⑧ <input checked="" type="checkbox"/> Corrections/Law Enforcement | <input type="checkbox"/> Government/ Election Process | ③ <input checked="" type="checkbox"/> Mediation                  |
| <input checked="" type="checkbox"/> Aging, Elderly                 | <input type="checkbox"/> Desegregation/ Integration               | <input type="checkbox"/> Handicapped                  | ⑤ <input checked="" type="checkbox"/> Police Community Relations |
| <input type="checkbox"/> Arts/Architecture                         | <input type="checkbox"/> Economic Development and Trade           | <input type="checkbox"/> Health Care/Delivery         | <input type="checkbox"/> Recreation                              |
| ① <input checked="" type="checkbox"/> Athletics                    | <input type="checkbox"/> Education                                | <input type="checkbox"/> Housing                      | <input type="checkbox"/> Transportation                          |
| ⑦ <input checked="" type="checkbox"/> Career/Vocational Education  | ④ <input checked="" type="checkbox"/> Labor/Labor Relations       | <input type="checkbox"/> Land Use Planning            | <input type="checkbox"/> Women                                   |
| <input checked="" type="checkbox"/> Child Care                     | <input type="checkbox"/> Employment/Training                      | <input type="checkbox"/> Law/Legal Service            | <input type="checkbox"/> Other _____                             |
| ⑦ <input checked="" type="checkbox"/> Civil Rights/ Discrimination | <input type="checkbox"/> Equal Justice                            |   |  |

Describe why you are interested in serving on the Metropolitan Human Relations Commission. Include information not already mentioned about yourself and your experience and background that supports your interest. Attach a separate sheet, if necessary. Metropolitan Human Relations Commission appointees are subject to confirmation by the appointing authority.

I believe that the Commission needs additional input and expertise on and with the problems of the Hispanic community. My experience, training and formal and informal education have afforded me considerable experience with migrant workers, community service programs and indigent people and their needs.

I would like to serve to help alleviate the plight of the Hispanics and other in need.



LUIS R. MACHORRO  
3027 N.E. 29th, Portland, OR 97212  
(503) 284-6263

#### EDUCATION

Northeastern University, Boston, MA. B.A., 1969  
Indiana University, Bloomington, IN. M.A., 1974.  
University of Washington, Seattle, WA. U.S. Office of Education Fellow,  
Bilingual Education, 1975-1977.

#### SPECIALIZED TRAINING

Bilingual, Spanish/English  
GATB/NATB Certified

#### CERTIFICATIONS

State of Oregon, Workers' Compensation Division, full certification.

#### WORK HISTORY

Vocational Rehabilitation Counselor  
4/82 - present

Duties: Provide vocational rehabilitation services to qualified injured workers referred by insurance carriers. Attempt to return the worker to regular or modified employment with the employer at injury. Evaluate the worker's vocational needs and assess transferable skills, abilities and aptitudes. Prepare vocational rehabilitation plans for direct placement or training assistance. Perform labor market surveys and job analyses. Provide job search skills instruction, monitoring while in training, return-to-work follow-up, and job leads. Prepare monthly reports, administer GATB and NATB testing, and perform vocational Abilities Information System (AIS) searches. Worked in the states of Washington and Oregon, handled Oregon, Washington and California cases. Employed by International Rehabilitation Associates, Spokane, WA; Jose and Associates, Portland, OR; and Verk Consultants, Inc., Portland, OR (2/84 - present).

Training Director, Pasteje, Mexico  
5/81 - 1/82

Duties: Directed Manpower Training Program to meet the needs of joint government/private industry project designed to relocate Mexican industry away from Mexico City, utilizing local labor with no previous industrial experience. Work involved the creation of training teams, development and implementation of industry-specific training programs, and start-up of two schools serving a population of 1,200 workers. - Acted in a supervisory/advisory capacity, assisting personnel department officials from thirteen major industries and the Mexican federal government.

Manpower Training Program Supervisor/Director

4/76 - 11/80

Duties: Directed bilingual employment training and English as a second language program, serving the needs of Snohomish County in Washington State, providing staff development, writing proposals and supervising a staff of eight, including three instructors and one counselor. Provided similar service to the Manpower Training Program designed to meet training needs in the area of occupational English as a second language for the City of Portland. Supervised three instructors, one secretary and one curriculum developer.

Placement Counselor, University of Washington, Seattle, WA

3/75 - 8/75

Duties: Acted as a placement counselor for the secondary education graduates and students of the University. Provided employment counseling and assisted potential secondary education teachers to prepare resumes, obtain interviews and conduct their own job search, using the facilities and resources of the University.

Financial Aid Counselor, Indiana University, Bloomington, IN.

6/73 - 8/74

Duties: Provided needs assessment and financial aid packaging for the Bloomington campus of Indiana University in Bloomington, Indiana (32,000 students). In charge of needs analysis and financial aid packaging for minority students.

Language Coordinator, Migrant Education Project, Commonwealth of Massachusetts

1969-1971

Duties: Developed, implemented and monitored GED-ABE and ESL programs designed to meet the needs of the Spanish-speaking migrant population of the Northeast Sector of the Commonwealth of Massachusetts.

Teaching Assistant, Commonwealth of Massachusetts

1967-1969

Duties: Taught English as a second language (ESL) methodology and Spanish-language classes to migrant education program staff, VISTA and Commonwealth Service Corps volunteers responsible for educational program of the Migrant Education Department of the Commonwealth of Massachusetts Northeast Sector.

Additional Experience:

Taught technical English in Army-Air Force base in Esfahan, Iran. Teaching assistant and research assistant, University of Washington and Indiana University, while enrolled in doctoral program. Owned and operated import/export business.

REFERENCES

Provided upon request.



JKB  
DEC 7 1988

### INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

*Food Sec Advisory Comm*

- B. Name

*Audrey A Parsons*

Address

*6918 N. Commercial*

City

*Portland*

State

*Oregon*

Zip

*97212*

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

Home Phone

*286-4143 (mess)*

- C. Current Employer

*Local 701 Operating Eng Apprenticeship*

Address

*1529 S.W. 12<sup>th</sup>*

City

*Portland*

State

*Oreg*

Zip

*97207*

Your Job Title

*Apprenticeship Consultant*

Work Phone

*226 3551*

(Ext)

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

- D. Previous Employers

Dates

Job Title

*State of Oregon Bur of Labor Ind 1967-1988*

*Apprenticeship Consultant*

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134

PORTLAND, OREGON 97204

(503) 248-3308

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
Proff. Skills Ad Bd	1987-present	Member
Mt Hood Ad Comm	1986 - "	Member
Near N.E. Senior Citizens	1985 - "	Member

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Elliott Grade School - "	1935-1940	Gen
Washington High School	1940-1945	Gen
PCC - P State U -	1967-68-69	B Ed cat- Psychology

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

Mrs Daniel Boyd 4249 SE 42nd 775/378  
 Mrs M. Johnson 3203 NE 13 282-4951

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

N/A

I. Affirmative Action Information

F Black

sex / racial ethnic background

birth date: Month Aug Day 3 Year 1981

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

Signature

Wendy Parson

Date

Dec 6, 1988

lom  
6/83

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
Proff. Skills Ad Bd	1987-present	Member
Mt Hood Ad Comm	1986 - "	Member
Near N.E. Senior Citizens	1985 - "	Member

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Elliott Grade School - "	1935-1940	Gen
Washington High School	1940-1945	Gen
PCC - P State U -	1967-68-69	GED cert - Psychology

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

Mrs Harriet Boyd	4249 SE 42 <sup>nd</sup>	775/378
Mrs M. Johnson	3203 NE 13	282 4951

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

N/A

I. Affirmative Action Information

F Black

sex / racial ethnic background

birth date: Month Aug Day 3 Year 1981

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

Signature

Audrey Parsons

Date

Dec 6, 1988





### INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

Skyline Crest Road District #1

- B. Name Chris Swiberg

Address 817 N.W. Skyline Crest

City PORTLAND State OR Zip 97229

Do you live in ☒ unincorporated Multnomah County or ☐ a city within Multnomah County.

Home Phone 292-0872

- C. Current Employer STATE of OR, Dept of Corrections

Address 400 SW 12<sup>th</sup>

City PORTLAND State OR Zip 97205

Your Job Title HUMAN RESOURCE COORDINATOR

Work Phone 229-5089 (Ext) \_\_\_\_\_

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

- D. Previous Employers

Dates

Job Title

TEKTRONIX, INC

1972-86

MID-LEVEL MFG PLAN

XEROX, INC

1966-70

MANAGER

Asst Editor, ADVERTISING

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134

PORTLAND, OREGON 97204

(503) 248-3308

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
UNITED WAY	1986-88	ASS'T DOREEN AKKERMANN
WASH CO MENTAL HEALTH	1983-1986	PRES 1 YR; ASSISTED WITH 5-YR PLANNING FOR SERVICES
Advisory Board to the Board of Commissioners		

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
OREGON STATE U	1960-65	B.S. DEGREE
UNIVERSITY OF PORTLAND	1975-77	M.B.A. DEGREE

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

WASH CO 648-8775  
 Alice McCarter Director of Mental Health  
 Richard Anderson Mgr, Consolidated Freightway  
 226-4692

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

(None Known)

I. Affirmative Action Information

F WHITE  
 sex / racial ethnic background

birth date: Month 2 Day 23 Year 42

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

Signature Chris Swiberg Date 11-30-88

lom  
 6/83

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
UNITED WAY	1986-88	ASS'T DOREEN ATKERMAN RESOURCE SPEC.
WASH CO MENTAL HEALTH	1983-1986	PRES 1 YR; ASSISTED WITH 5 YR PLANNING FOR SERVICES
Advisory Board to the Board of Commissioners		

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
OREGON STATE U	1960-65	B.S. DEGREE
UNIVERSITY OF PORTLAND	1975-77	M.B.A. DEGREE

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

WASH CO 648-8775  
 Alice McCarter Director of Mental Health  
 Richard Anderson Mgr, Consolidated Freightway  
 226-4692

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

(None Known)

I. Affirmative Action Information

F WHITE  
 sex / racial ethnic background

birth date: Month 2 Day 23 Year 42

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

Signature Chris Swiberg Date 11-30-88



©BAC  
Multnomah County Citizen Involvement Committee  
VOLUNTEER INTEREST FORM



NAME Rev DR TL LEWIS 1836  
~~286-6826~~  
HOME ADDRESS: 3241 NE 11<sup>th</sup> AVE Zip 97212 Phone 284-8210  
PLACE OF EMPLOYMENT MORNING STAR Baptist Church  
ADDRESS 106 NE Ivy, Portland, OR 97212 281-4925  
OCCUPATION SENIOR MINISTER

OPTIONAL: AGE 37 SEX MALE  
ETHNICITY: BLACK ☒ HISPANIC ☐ NATIVE AMERICAN ☐  
ASIAN/PACIFIC ISLANDER ☐ WHITE (non Spanish Sp.) ☐

PLEASE CHECK MAILING ADDRESS PREFERENCE: HOME ☒ OFFICE ☐

ARE YOU A RESIDENT OF MULTNOMAH COUNTY? YES ☒ NO ☐

CITIZEN ADVISORY COMMITTEE PREFERENCE: See attached for list of County Boards, Commissions and Committees:

1. Dept General Service 2. Citizen Involvement Comm. 3. Library Association of Portland

VOLUNTEER/BOARD/COMMITTEE EXPERIENCE: General Baptist Conventions of the Northwest, Union District Baptist Association, Executive Committee Portland District SS, BTU, Fishers' Congress

OTHER RELEVANT EXPERIENCE Commissioner Bogles' Pastoral Advisory Staff

PLEASE LIST NAME, ADDRESS AND TELEPHONE NUMBERS OF TWO REFERENCES:

1. Alberta Phillips (Christian Women Against Crime) 120 NE Ivy, City 282-1316  
2. Dr Joe S. Hardie 108 NE Morris, Portland, OR 97212 (287-7504)

WOULD YOU HAVE A POTENTIAL CONFLICT OF INTEREST RELEVANT TO ANY COUNTY DEPARTMENT?

NONE

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return to: Office of Citizen Involvement  
2115 S.E. Morrison, Rm. 215, Portland, Oregon 97214  
Phone: 248-3450

Multnomah County Citizen Involvement Committee  
VOLUNTEER INTEREST FORM



NAME Karma Sweet

*Mailing*  
HOME ADDRESS: PO Box 06906 Zip 97206 Phone 775-6494

PLACE OF EMPLOYMENT Self

*home*  
ADDRESS 6744 SE Gladstone St.

OCCUPATION counselor / sales

OPTIONAL: AGE 53 SEX F

ETHNICITY: BLACK ☐ HISPANIC ☐ NATIVE AMERICAN ☐

ASIAN/PACIFIC ISLANDER ☐ WHITE (non Spanish Sp.) ☒

PLEASE CHECK MAILING ADDRESS PREFERENCE: HOME ☐ OFFICE ☒ *mailing*

ARE YOU A RESIDENT OF MULTNOMAH COUNTY? YES ☒ NO ☐

CITIZEN ADVISORY COMMITTEE PREFERENCE: See attached for list of County Boards, Commissions and Committees:

1. CIC 2.  3.

VOLUNTEER/BOARD/COMMITTEE EXPERIENCE: Bac - personell.

OTHER RELEVANT EXPERIENCE counseling - own business.

assisted variety of small business & offices  
set up & clean out.

PLEASE LIST NAME, ADDRESS AND TELEPHONE NUMBERS OF TWO REFERENCES:

1. Rachel Summers. 5722 SE Bush. 775-3267

2. Roger Redfern. 1704 SE Todd Ave 233-2011

WOULD YOU HAVE A POTENTIAL CONFLICT OF INTEREST RELEVANT TO ANY COUNTY DEPARTMENT? not that I know of

SIGNATURE \_\_\_\_\_ DATE 10/31/88

Please return to: Office of Citizen Involvement  
2115 S.E. Morrison, Rm. 215, Portland, Oregon 97214  
Phone: 248-3450

## MULTNOMAH COUNTY CITIZEN ADVISORY BOARDS AND COMMISSIONS

1. Agricultural Board of Review
2. Ambulance Rate Structure Task Force
3. Blue Lake Task Force
4. Board of Equalization
5. Building Code Board of Appeals and Plumbing Board
6. Cable Regulatory Commission
7. Citizen Budget Advisory Committees:  
Department of Environmental Services  
Department of General Services  
Department of Human Services  
Department of Justice Services  
Auditor  
District Attorney  
Non-Departmental  
Sheriff
8. Citizen Involvement Committee
9. City-County Services Evaluation Task Force
10. City-County Emergency Basic Needs Committee
11. Communications Task Force for the Sylvan and Dunthorpe Communities
12. Community Corrections Advisory Committee
13. Community Health Council
14. DUII Action Program Advisory Board
15. Economic Development Advisory Commission
16. Exposition Center Advisory Committee
17. Food Service Advisory Board
18. Investment Advisory Board
19. Justice Coordinating Council
20. Juvenile Court Advisory Council
21. Juvenile Services Commission
22. Library Association of Portland Board
23. Mental Health Advisory Committee
24. Merit System Civil Service Council
25. Metropolitan Arts Commission
26. Metropolitan Human Relations Commission
27. Multnomah Council of Chemical Dependency
28. Multnomah County Community Action Agency Administering Board (MCCAA)
29. New Horizons Fair Housing Task Force
30. Parks Commission
31. Planning Commission
32. Portland Multnomah Commission on Aging
33. Primary Prevention Advisory Committee
34. Project Self Sufficiency Task Force
35. Restitution Center Advisory Committee
36. Task Force on Potentially Dangerous and Chronically Mentally Ill Persons
37. Welfare Board

*Rep*

Multnomah County Citizen Involvement Committee  
VOLUNTEER INTEREST FORM



NAME VIVIAN STARKBUK  
HOME ADDRESS: P.O. Box 121, FAIRVIEW Zip 97024 Phone 665-9245  
PLACE OF EMPLOYMENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
OCCUPATION HSWR.

OPTIONAL: AGE 53 SEX F  
ETHNICITY: BLACK \_\_\_\_\_ HISPANIC \_\_\_\_\_ NATIVE AMERICAN \_\_\_\_\_  
ASIAN/PACIFIC ISLANDER \_\_\_\_\_ WHITE (non Spanish Sp.) X

PLEASE CHECK MAILING ADDRESS PREFERENCE: HOME X OFFICE \_\_\_\_\_

ARE YOU A RESIDENT OF MULTNOMAH COUNTY? YES X NO \_\_\_\_\_

CITIZEN ADVISORY COMMITTEE PREFERENCE: See attached for list of County Boards, Commissions and Committees:

*PARKS ADVISORY Committee*  
: MULTI-CITIZENS DOCUMENT COMMITTEE

VOLUNTEER/BOARD/COMMITTEE EXPERIENCE: BOARD MBR. LEACH BOTANICAL PARK, SEC. PLANT SALE COMM CHR. FAIRVIEW PARK COMMITTEE, CHR. SEC. DURS. CHR.

OTHER RELEVANT EXPERIENCE MULT. CO. TASK FORCE FOR JUVENILE CONCERNS/REYNOLDS DIST. BUDGET COMM MBR. FAIRVIEW CITY COUNCIL MBR. FAIRVIEW GRADE SCH. ADV. COMM

PLEASE LIST NAME, ADDRESS AND TELEPHONE NUMBERS OF TWO REFERENCES:

1. KATHY CAVALI, 23680 N.E. HOLLADAY, TIDE, 661-5802
2. EUNICE DE CAMP, 225 BRIDGE ST. FAIRVIEW, 665-3462

WOULD YOU HAVE A POTENTIAL CONFLICT OF INTEREST RELEVANT TO ANY COUNTY DEPARTMENT? NO

SIGNATURE Vivian Starkbuk DATE 6-6-88

Please return to: Office of Citizen Involvement  
2115 S.E. Morrison, Rm. 215, Portland, Oregon 97214  
Phone: 248-3450

BOARDS & COMMISSIONS APPOINTMENTS

December 27, 1988

70  
5162

In the matter of the appointment to the Citizen )  
Budget Advisory Committees as follows: F. Frank )  
Howatt - Dept. of General Services; Morgan )  
Dickerson - Dept. of Justice Services; Bob Gentry )  
- District Attorney; Alex Pierce - Dept. of )  
Justice Services R-7 )

Upon motion of Commissioner Anderson, duly seconded by  
Commissioner Kafoury, it is unanimously

ORDERED that said appointment(s) be confirmed.

DATE SUBMITTED 12/21/88

(For Clerk's Use)  
Meeting Date 12/27/88  
Agenda No. R-7

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Appointments to CBACs

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only Tues, Dec. 27, 1988  
(Date)

DEPARTMENT County Chair DIVISION \_\_\_\_\_

CONTACT Judy Boyer TELEPHONE 248-3308

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Judy Boyer

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

See attached listing

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY

☐ General Fund

☐ Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Charles McLaughlin

BUDGET / PERSONNEL /

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

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

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





# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

Citizen Budget Advisory Committee, Dept. of General Services

- B. Name F. Frank Howatt

Address 438 N. Hayden Bay Dr.

City Portland State Oregon Zip 97217

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

Home Phone 289-9362

- C. Current Employer retired

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Your Job Title \_\_\_\_\_

Work Phone \_\_\_\_\_ (Ext) \_\_\_\_\_

Is your place of employment located in Multnomah County? Yes \_\_\_\_\_ No \_\_\_\_\_

- D. Previous Employers \_\_\_\_\_ Dates \_\_\_\_\_ Job Title \_\_\_\_\_

State of Ore., Workers Comp. Dept. 1981-1985 Div. Administrator

State of Ore., Insurance Div. 1959-1980 Deputy Ins. Comsr.,  
Actuary

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134

PORTLAND, OREGON 97204

(503) 248-3308

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
City of Portland, Office of Fiscal Admin. Bureau Advis. Comm.	1987-	
City of Portland, Bureau Advis. Coordinating Com. (BACC)	1987-	
Hayden Is. neighborhood	1985-	annexation; cable TV; org. neighborhood assn.

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Reed College, Portland	1943	Physics
Wheaton College, Ill.	1942-43	Physics
Univ. of Oregon, Eugene	1946-48	Mathematics, accounting
Society of Actuaries	1948-57	Actuarial science

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

Ted Kulongoski, Director, Dept. of Insurance & Finance, St. of Ore., Salem 378-4100  
Ben Whiteley, President, Standard Insurance Co., Standard Plaza, Portland 248-2700

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

Membership on City of Portland citizen committees (named above)

I. Affirmative Action Information

Male/Caucasian  
sex / racial ethnic background

birth date: Month March Day 26 Year 1925

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

lom  
6/83

789  
Oct 22  
4:00 pm  
w/ early  
winning



# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

Youth

- B. Name Morgan Dickerson

Address 5324 N.E. Webster Ct.

City Portland State OR Zip 97218

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

Home Phone 281-5932

- C. Current Employer Portland Public Schools

Address 531 S.E. 14th

City Portland State OR Zip 97218

Your Job Title School Social Worker (Special Ed)

Work Phone 280-6538 (Ext) \_\_\_\_\_

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

- D. Previous Employers
- | Previous Employers                    | Dates        | Job Title  |
|---------------------------------------|--------------|--|
| <u>Center for Comm. Mental Health</u> | <u>83-86</u> | <u>Therapist</u>   |
| <u>N/NE Comm. Mental Health</u>       | <u>82-83</u> | <u>Adult Day Care Program Director</u>                       |
| <u>City/County Comm. on Aging</u>     | <u>72-82</u> | <u>Aging Specialist</u><br><u>Assoc. Dir. Comm. on Aging</u> |

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134

PORTLAND, OREGON 97204

(503) 248-3308

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
NABSW	1986-87	President
Lloyd Lions Club	1980-Present	Past President

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
McPherson College	1966	B.S. Sociology
Portland State Univ	1972	MSW
"	1978	MPA

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

Norm Norroe	292-1411 (work)
Teletha Benjamin	2004 N.E. Cramer 284-0518

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

None that comes to mind

I. Affirmative Action Information

Black  
sex / racial ethnic background

birth date: Month 4 Day 10 Year 41

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

Signature Joyan H. Dickerson Date 10-16-87

Multnomah County Citizen Involvement Committee  
VOLUNTEER INTEREST FORM



NAME BOB GENTRY  
HOME ADDRESS: 17730 N.E. FLANDERS Zip 97230 Phone 667-6345  
PLACE OF EMPLOYMENT RETIRED

ADDRESS \_\_\_\_\_

OCCUPATION \_\_\_\_\_

OPTIONAL: AGE 61 SEX M  
ETHNICITY: BLACK     HISPANIC     NATIVE AMERICAN      
ASIAN/PACIFIC ISLANDER     WHITE (non Spanish Sp.)    

PLEASE CHECK MAILING ADDRESS PREFERENCE: HOME ☒ OFFICE    

ARE YOU A RESIDENT OF MULTNOMAH COUNTY? YES ☒ NO    

CITIZEN ADVISORY COMMITTEE PREFERENCE: See attached for list of County Boards, Commissions and Committees:

1. BUDGET 2. PARKS 3. PLANNING

VOLUNTEER/BOARD/COMMITTEE EXPERIENCE: NONE

OTHER RELEVANT EXPERIENCE IN BUSINESS MID MANAGEMENT  
AND MANAGEMENT FOR LAST 20 YRS.

PLEASE LIST NAME, ADDRESS AND TELEPHONE NUMBERS OF TWO REFERENCES:

1. GREG PATTERSON - 6725 S.W. WHISPER CRT. - BEAVERTON - 231-1166
2. SID ALBRECHT - 380 N.E. 178<sup>TH</sup> - PORTLAND - 665-4307

WOULD YOU HAVE A POTENTIAL CONFLICT OF INTEREST RELEVANT TO ANY COUNTY DEPARTMENT? NO

SIGNATURE Bob Gentry DATE \_\_\_\_\_

Please return to: Office of Citizen Involvement  
2115 S.E. Morrison, Rm. 215, Portland, Oregon 97214  
Phone: 248-3450



**INTEREST FORM FOR MULTNOMAH COUNTY  
CITIZEN INVOLVEMENT COMMITTEE**

In order for the Multnomah County Commission to assess more thoroughly the qualifications of persons interested in serving on the Citizen Involvement Committee, you are requested to fill out this interest form. Please feel free to attach or enclose supplemental information or a resume which further details your involvement in volunteer activities, public affairs, civic services, affiliations, etc.

We consider information from Sections I through III public, and it may be used in press releases announcing appointments.

Name of Nominating Group Northwest District Assn.

Section I

Name Alex Pierce Address 650 N.W. St. Helens Ave.

City Portland State OR Zip 97229 Phone: Wk 292-4033 Hm 292-4033

Is your residence located in Multnomah County? Yes X No       

Section II

Why are you interested in serving on the Multnomah County Citizen Involvement Committee? To represent concerns of the Northwest District Neighborhoods

Section III

Please list three volunteer/civic activities.

Name of Organization	Dates	Responsibilities
Forest Park Neighborhood Assn.		Board Member

Section IV

Please list the name, address and telephone numbers of two people who may be contacted as references. Please name those who know about your interests and qualifications to serve on the Citizen Involvement Committee.

Mel Zucker - 228-0159

Ger. Ethen 223-3331



Appointment of F. Frank Howatt to the Dept of General Services CBAC.

Appointment of Morgan Dickerson to the Dept of Justice Services CBAC

Appointment of Bob Gentry to the District Attorney CBAC

Appointment of Alex Pierce to the Dept of Justice Services CBAC.

Dean = Scholls Jerry Ct -

---

R-80-

Pat Mac Donald -  
The Realty Group -

225-1115

DEC 19 1988  
DEC 19 1988

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

*Deeds & Easements  
(Roads)*

(For Clerk's Use)

Meeting Date 12/27/88  
Agenda No. A-8a

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Deed/Order for County Road Purposes

*70  
J/62*

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Environmental Services

DIVISION Transportation

CONTACT Dick Howard *DWH*

TELEPHONE Ext. 3599

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Dick Howard

BRIEF SUMMARY

N. E. GLISAN STREET/COUNTY ROAD NO. 1183/ITEM NO. 87-269

Deed from Vancouver Federal Savings Bank, Sang Sup Lee and Kyung Ja Lee for road purposes.

Order Accepting Deed conveying property for county road purposes.

ACTION REQUESTED:

/ INFORMATION ONLY / PRELIMINARY APPROVAL / POLICY DIRECTION /X APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

/ PERSONNEL

/ FISCAL/BUDGETARY

/ General Fund

Other \_\_\_\_\_

*88-223  
To R/E/2  
12/27/88*

BOARD OF  
COUNTY COMMISSIONERS  
1988 DEC 20 PM 3:03  
MULTNOMAH COUNTY  
OREGON

SIGNATURES:

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

BUDGET/PERSONNEL /

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

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

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

12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

ORDER #88-223 ACCEPT DEED FOR CO RD - FROM VANCOUVER SAVINGS BANK - N E GLISANT ST  
Item 87-269

**101837**

R-8a

**101838**

DEED TO BE RECORDED

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -3 AM 7:10  
MULTNOMAH COUNTY  
OREGON

12-29-88

0001

#	101831
#	32
#	33
#	34
#	35
#	36
#	37
#	38

\*

79062

A

12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

ORDER #88-223 ACCEPT DEED FOR CO RD - FROM VANCOUVER SAVINGS BANK - N E GLISANT ST  
Item 87-269

R-8a

DEED TO BE RECORDED

*Cathy Kramer*



BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 PM 2:26

MULTNOMAH COUNTY  
OREGON

12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

ORDER #88-223 ACCEPT DEED FOR CO RD - FROM VANCOUVER SAVINGS BANK - N E GLISANT ST  
Item 87-269

R-8a

DEED TO BE RECORDED

PLEASE SIGN & RETURN THIS RECEIPT TO COMMISSIONERS OFFICE

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -5 PM 4:10

MULTNOMAH COUNTY  
OREGON

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

(For Clerk's Use)

Meeting Date 12/27/88

Agenda No. B-8c

*Deed & Easements  
(Roads)*

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Deed/Order for Road Purposes

21  
5/62

Informal Only\* \_\_\_\_\_

(Date)

Formal Only \_\_\_\_\_

(Date)

DEPARTMENT Environmental Services

DIVISION Transportation

CONTACT Dick Howard *RHB*

TELEPHONE Ext. 3599

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Dick Howard

BRIEF SUMMARY

N.E. INTERLACHEN LANE/ITEM NO. 88-347

Deed from Larry K. and Lorely J. Zgonc for public road purposes.

Order Accepting Deed conveying property for public road purposes.

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 \_\_\_\_\_

*88-225  
To REZ  
12/27/88*

BOARD OF  
COUNTY COMMISSIONERS  
1988 DEC 20 PM 3:04  
MULTNOMAH COUNTY  
OREGON

SIGNATURES:

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

BUDGET/PERSONNEL 1

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

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

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

12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

ORDER #88-225 ACCEPT DEED FROM LARRY K. Zgonc & Lorely J. Zgonc FOR CO RD.  
NE INTERLACHEN LANE ITEM 88-347

R-8c

DEED TO BE RECORDED

*Cathy Kramer*

BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 PM 2:26

MULTNOMAH COUNTY  
OREGON



12/27/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

ORDER #88-225 ACCEPT DEED FROM LARRY K. Zgonc & Lorely J. Zgonc FOR CO RD.  
NE INTERLACHEN LANE ITEM 88-347

101831

R-8c

101832

DEED TO BE RECORDED

12/27/88

RECEIVED FROM JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

ORDER #88-225 ACCEPT DEED FROM LARRY K. Zgonc & Lorely J. Zgonc FOR CO RD.  
NE INTERLACHEN LANE ITEM 88-347

R-8c

DEED TO BE RECORDED

Form CC-2

PLEASE SIGN & RETURN THIS RECEIPT TO COMMISSIONERS OFFICE

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -5 PM 4:10

MULTNOMAH COUNTY  
OREGON



3

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

(For Clerk's Use)

Meeting Date 12/27/88

Agenda No. R-8d

DEEDS + Easements  
(Roads)

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Deed/Order for Road Purposes

71  
5162

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Environmental Services

DIVISION Transportation

CONTACT Dick Howard RWH

TELEPHONE 3599

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Dick Howard

BRIEF SUMMARY

N.E. 223rd AVENUE/COUNTY ROAD NO. 4967/ITEM 87-304

Deed from Ples L. Irwin for county road purposes.

Director of DES recommends said deed be accepted and recorded in Multnomah County Deed Records, together with the EXHIBIT "A", which is attached to said deed.

ACTION REQUESTED:

/ INFORMATION ONLY / PRELIMINARY APPROVAL / POLICY DIRECTION /X APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

/ PERSONNEL

/ FISCAL/BUDGETARY

/ General Fund

88-226 TO R/E/2  
12/27/88

1988 DEC 20 PM 4:00  
MULTNOMAH COUNTY  
OREGON

Other DEED/ORDER/EXHIBIT TO BE RECORDED IN MULTNOMAH COUNTY DEED RECORDS.

SIGNATURES:

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

BUDGET/PERSONNEL /

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

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

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

12/27/88

RECEIVED FROM JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

recording

engineering

zoning

ORDER #88-226 ACCEPT DEED FOR CO RD FROM PLES L. IRWIN - NE 223rd Avenue  
Item 87-304

R-8d

DEED TO BE RECORDED

*Cathy Kramer*

BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 PM 2:26

MULTNOMAH COUNTY  
OREGON

RECEIVED

1988

1988

1988

RECEIVED

DEC 29 1988



12/27/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

recording

engineering

zoning

ORDER #88-226 ACCEPT DEED FOR CO RD FROM PLES L. IRWIN - NE 223rd Avenue  
Item 87-304

R-8d

101835  
101836

DEED TO BE RECORDED

12/27/88

RECEIVED FROM JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

recording

engineering

zoning

ORDER #88-226 ACCEPT DEED FOR CO RD FROM PLES L. IRWIN - NE 223rd Avenue  
Item 87-304

R-8d

DEED TO BE RECORDED

  
PLEASE SIGN & RETURN THIS RECEIPT TO COMMISSIONERS OFFICE

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -5 PM 4:08

MULTNOMAH COUNTY  
OREGON

12/29/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

A & T DRAFTING

ENGINEERING

ZONING

CORRECTED ORDER FOR FINAL VACATION NO 4966 - North Hayden Island Drive.

R-9

BOARD OF  
COUNTY COMMISSIONERS  
1989 JUN -9 PM 3:50  
MULTNOMAH COUNTY  
OREGON



PLEASE SIGN & RETURN THIS RECEIPT TO COMMISSIONERS OFFICE

[illegible]

1989 JUN -9 AM 10: 16

MULTNOMAH COUNTY  
OREGON

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

(For Clerk's Use)

Meeting Date 12/27/88

Agenda No. R-88

*Deed & Agreements  
(Roads)*

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Deed/Order for Real Property

*71  
5162*

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Environmental Services

DIVISION Transportation

CONTACT Dick Howarad *RWH*

TELEPHONE Ext. 3599

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Dick Howard

BRIEF SUMMARY

S.W. SCHOLLS FERRY COURT/ITEM NO. 88-283

Deed from Catharine Grosness, Elizabeth Dean Larsen, Kirk J. H. Dean, and Stewart Allison Dean.

Order Accepting Deed conveying property to Multnomah County.

ACTION REQUESTED:

/ / INFORMATION ONLY / / PRELIMINARY APPROVAL / / POLICY DIRECTION /X / APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

/ / PERSONNEL

/ / FISCAL/BUDGETARY

/ / General Fund

Other \_\_\_\_\_

*88-224  
To (12/27/88)  
R/E/2*

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1988 DEC 20 PM 3:03

SIGNATURES:

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

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

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

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

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



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Acceptance of a Deed	)	ORDER ACCEPTING DEED #88-224
from Catharine Grosness, Elizabeth Dean	)	FOR REAL PROPERTY
Larsen, Kirk J. H. Dean and Stewart	)	
Allison Dean for Real Property.	)	
	)	S.W. SCHOLLS FERRY COURT
	)	West of Scholls Ferry Road
	)	Item No. 88-283

---

WHEREAS, Catharine Grosness, Elizabeth Dean Larsen, Kirk J. H. Dean and Stewart Allison Dean have tendered to MULTNOMAH COUNTY a deed for real property; and

WHEREAS, MULTNOMAH COUNTY does not desire the property for public road purposes, but the Director of the Department of Environmental Services has recommended that the property be accepted.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. The deed from Catharine Grosness, Elizabeth Dean Larsen, Kirk J. H. Dean and Stewart Allison Dean to MULTNOMAH COUNTY is accepted, but not accepted for use as a public road at this time.

2. The real property conveyed to MULTNOMAH COUNTY and accepted by this Order is described as follows:

Tract A, SPRINGS SUB., Multnomah County and state of Oregon.

S.W. SCHOLLS FERRY COURT  
West of Scholls Ferry Road  
Item No. 88-283  
Page 2

BOOK 2167 PAGE 235

DATED the 27th day of December, 1988

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

(SEAL)

By Gladys McCoy  
GLADYS MCCOY  
Multnomah County Chair

APPROVED:

LARRY F. NICHOLAS, P.E.  
County Engineer  
for Multnomah County, Oregon

By [Signature]

APPROVED AS TO FORM:

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By [Signature]  
JOHN L. DUBAY  
Assistant County Counsel

101833

0088W/0912W

STATE OF OREGON }  
Multnomah County ss.

I, a Deputy for the Recorder of Conveyances, in and for  
said County, do hereby certify that the within instrument of  
writing was received for record and recorded in the record  
of said County  
1988 DEC 29 AM 9 03

RECORDING SECTION  
MULTNOMAH CO. OREGON

In Book On Page

BOOK 2167 PAGE 234

witness my hand and seal of office affixed.  
Recorder of Conveyances

[Signature] Deputy

D. H. 101/12/127

12/27/88

RECEIVED FROM JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

#88-224

ORDER ACCEPT DEED FOR REAL PROPERTY FROM CATHERINE GROSNESS, ELIZABETH DEAN LARSEN,  
KIRK J.H. DEAN & STEWARD ALLISON DEAN

R-8b

DEED TO BE RECORDED

Catherine Kramer

BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 PM 2:26

MULTNOMAH COUNTY  
OREGON

12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

#88-224

ORDER ACCEPT DEED FOR REAL PROPERTY FROM CATHERINE GROSNESS, ELIZABETH DEAN LARSEN,  
KIRK J.H. DEAN & STEWARD ALLISON DEAN

**101833**

R-8b

**101834**

DEED TO BE RECORDED

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -3 AM 7:10

MULTNOMAH COUNTY  
OREGON



12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

RECORDING

ENGINEERING

ZONING

#88-224

ORDER ACCEPT DEED FOR REAL PROPERTY FROM CATHERINE GROSNESS, ELIZABETH DEAN LARSEN,  
KIRK J.H. DEAN & STEWARD ALLISON DEAN

R-8b

DEED TO BE RECORDED

BOARD OF  
COUNTY COMMISSIONERS

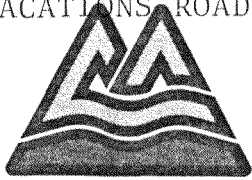
1989 JAN - 5 PM 4: 09

MULTNOMAH COUNTY  
OREGON

RECEIVED

1989 JAN 5

PLEASE RETURN THIS RECEIPT TO COMMISSIONERS OFFICE



# MULTNOMAH COUNTY OREGON

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

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

December 27, 1988

Mr. Paul Yarborough, Director  
Department of Environmental Services  
2115 SE Morrison  
Portland, OR

Dear Mr. Yarborough:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

Recommendation and Report of the Director of )  
Environmental Services that Vacation of portion )  
of North Hayden Island Drive, in Section 33, )  
T2N, R1E, W.M., Multnomah County, Oregon, be )  
approved without further notice or hearing; )  
Petition No. 4966 R-9 )

In the Matter of the Vacation of a Portion) #88-227  
of a Portion of North Hayden Island Drive,) ORDER OF FINAL  
in Section 33, T2N, R1E, W.M., Multnomah ) VACATION NO. 4966  
County, Oregon, Vacation No. 4966 R-9)

Upon motion of Commissioner Casterline, duly seconded by Commissioner Anderson, it is unanimously

ORDERED that said recommendation and Order of Final Vacation be approved.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Transportation  
A & T Drafting

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

(For Clerk's Use)

Meeting Date 12/27/88  
Agenda No. R-9

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: North Hayden Island Drive Vacation 4966

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Environmental Services

DIVISION Transportation

CONTACT Dick Howard

TELEPHONE Ext. 3599

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Dick Howard

BRIEF SUMMARY

This is the Department of Environmental Services Report and Recommendation and Order in the matter of vacation of a portion of North Hayden Island Drive (Vacation No. 4966).

ACTION REQUESTED:

/ / INFORMATION ONLY / / PRELIMINARY APPROVAL / / POLICY DIRECTION /X/ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

/ / PERSONNEL

/ / FISCAL/BUDGETARY

/ / General Fund

Other All costs paid by the petitioners.

*To-AsT Draft / Eng / zoning  
12/27/88*

*12/29/88 - corrected copy & E/Z  
AsT w/ correct the original.*

BOARD OF  
COUNTY COMMISSIONERS  
1988 DEC 20 PM 3:05  
MULTNOMAH COUNTY  
OREGON

SIGNATURES:

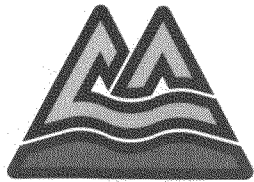
DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: *[Signature]*

BUDGET/PERSONNEL *[Signature]*

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

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

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



## MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
TRANSPORTATION DIVISION  
1620 S.E. 190TH AVENUE  
PORTLAND, OREGON 97233  
(503) 248-5050

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

December 8, 1988

Board of County Commissioners  
606 Courthouse  
1021 SW Fourth Avenue  
Portland, Oregon 97204

RE: North Hayden Island Drive - Vacation No. 4966

Dear Commissioners:

We are in receipt of your order of August 4, 1988, in the matter of a petition for vacation of a portion of North Hayden Island Drive, directing that it be referred to the Department of Environmental Services for investigation and report.

This department has investigated the proposed vacation at your request and the following is our report:

1. This proceeding involves vacation of North Hayden Island Drive from Engineers Centerline Station 47+06.24 northwesterly to the Burlington Northern Railroad right-of-way, and subsequent dedication of a generally parallel alignment having the same termini.
2. All the present right-of-way is a dedicated street which has never been improved to county standards or accepted as a county road.
3. All of the property abutting the area proposed for vacation is owned by the petitioners and abuts the right-of-way of the Burlington Northern, which has signed a letter consenting to the realignment.
4. Stewart Title Company, in Report No. 88019144-M, indicates the existence of certain easements in the area which will have no adverse effect on the area proposed for vacation.
5. This vacation is coupled with the dedication of a new street alignment which will replace that street to be vacated. The applicant has signed a Multnomah County Project Agreement and has furnished a performance guarantee to ensure improvement of the new street.
6. As a condition of the vacation, the applicant will tender to Multnomah County a deed for the right-of-way for the new alignment.

7. As the western terminus of the realignment is to be the same as the proposed vacation, there will be no adverse impact to the down-island property owners.
8. Since 100% of the abutting property owners have consented to this road vacation and realignment, and there is no adverse effect on any other property owner, it is the opinion of this department that it would be in the best interest of the general public to vacate and realign this street as petitioned.

Therefore, it is the recommendation of this department that the following described portion of North Hayden Island Drive be vacated as a public road.

A parcel of land in Section 33, Township 2 North, Range 1 East, Willamette Meridian, Multnomah County, Oregon, described as follows:

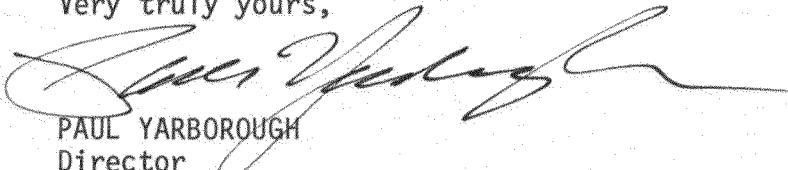
Beginning at a point on the centerline of North Hayden Island Drive, County Road No. 4882, at Engineers Centerline Station 47+06.24, said point which bears N 55°04'30" W, 3,201.92 feet from the East one-quarter corner of said Section 33; thence leaving said centerline N 53°15'50" W, 30.00 feet to a point on the southwesterly right-of-way line of the existing North Hayden Island Drive, County Road No. 4882; thence N 36°44'10" E, 196.45 feet; thence along the arc of a 220.00 foot radius curve left, through a central angle of 64°56'00", a distance of 249.33 feet to a point which bears N 04°16'10" E, 236.20 feet from the last described point; thence N 28°11'50" W, 240.27 feet; thence along the arc of an 870.00 foot radius curve left through a central angle of 19°00'27", a distance of 288.62 feet to a point which bears N 37°42'04" W, 287.29 feet from the last described point and being a point on the north line of said Section 33; thence S 89°10'35" E, 86.40 feet along said section line; thence along the arc of a 930.00 foot radius curve right through a central angle of 15°02'49", a distance of 244.24 feet to a point which bears S 35°43'14" E, 243.53 feet from the last described point; thence S 28°11'50" E, 240.27 feet; thence along the arc of a 280.00 foot radius curve right through a central angle of 64°56'00", a distance of 317.32 feet to a point which bears S 04°16'10" W, 300.61 feet from the last described point; thence S 36°44'10" W, 196.45 feet; thence leaving said right-of-way N 53°15'50" W, 30.00 feet to the point of beginning.

Said vacation of North Hayden Island Drive is subject to the following conditions:

- (1) That the County Counsel finds the petition to be in proper legal form and meeting all the requirements of the Oregon Revised Statutes.
- (2) Any existing utilities within the vacation area shall be protected and their facilities shall, by this instrument, be granted easement.

- (3) The deed of dedication covering the new street, which is replacing North Hayden Island Drive being vacated, be accepted by the Board of County Commissioners as a dedicated street, and the Order be executed. Upon execution, the documents should be recorded in the Deed Records of Multnomah County.
- (4) That the executed Order of Final Vacation be recorded in the Deed Records of Multnomah County, Oregon.

Very truly yours,



PAUL YARBOROUGH  
Director  
Dept. of Environmental Services

RTH/PY/js  
Encls.: Vacation File No. 4966  
Order of Final Vacation  
Sketch

5321V



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Vacation of a Portion )  
of North Hayden Island Drive in Section 33, )  
T2N, R1E, W.M., Multnomah County, Oregon, )  
Vacation No. 4966 )

#88-277  
ORDER OF FINAL  
VACATION NO. 4966

A Consent to Vacation in proper legal form of Hayden Corporation for vacation of an undeveloped portion of North Hayden Island Drive extending northerly and northwesterly from Engineer's Centerline Station 47+06.24 of County Road No. 4882, in Section 33, T2N, R1E, W.M., Multnomah County, Oregon, more particularly hereinafter described, having been filed herein; and

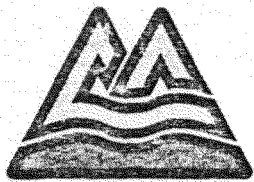
It appearing that the petition contains the signatures of 100% of the abutting property owners; and

It appearing that the Board of County Commissioners referred the petition to the Director of the Department of Environmental Services for a report and recommendation as to the advisability of said vacation, which road is unnecessary for any public purpose, and that the Director has filed a report indicating that the proposed vacation is in the public interest and recommending that the petition for vacation be granted, subject to certain conditions:

- 1) That portion of North Hayden Island Drive which is to be vacated is described as follows:

A parcel of land in Section 33, T2N, R1E, W.M., Multnomah County, Oregon, described as follows:

Beginning at a point on the centerline of North Hayden Island Drive, County Road No. 4882, at Engineer's Centerline Station 47+06.24, said point which bears N 55°04'30" W, 3,201.92 feet from the east one-quarter corner of said Section 33; thence leaving said centerline N 53°15'50" W, 30.00 feet to a point on the southwesterly right-of-way line of the existing North Hayden Island Drive, County Road No. 4882; thence N 36°44'10" E, 196.45 feet; thence along the arc of a 220.00 foot radius curve left through a central angle of 64°56'00", a distance of 249.33 feet to a point which bears N 04°16'10" E, 236.20 feet from the last described point; thence N 28°11'50" W, 240.27 feet; thence along the arc of an 870.00 foot radius curve left through a central angle of 19°00'27", a distance of 288.62 feet to a point which bears N 37°42'04" W, 287.29 feet from the last described point, and being a point on the north line of said Section 33; thence S 89°10'35" E, 86.40 feet along said section line; thence along the arc of a 930.00 foot radius curve right through a central angle of 15°02'49", a distance of 244.24 feet to a point which bears S 35°43'14" E, 243.53 feet from the last described point; thence S 28°11'50" E, 240.27 feet; thence along the arc of a 280.00 foot radius curve right through a central angle of 64°56'00", a distance of 317.32 feet to a point which bears S 04°16'10" W, 300.61 feet from the last described point; thence S 36°44'10" W, 196.45 feet; thence leaving said right-of-way N 53°15'50" W, 30.00 feet to the point of beginning.



## MULTNOMAH COUNTY OREGON

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

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

August 4, 1988

Paul Yarborough, Director  
Dept. of Environmental Services  
2115 SE Morrison  
Portland, OR

Dear Mr. Yarborough:

Be it remembered, that at a meeting of the Board of County Commissioners held August 4, 1988, the following action was taken:

Petition #4966 in the matter of vacation of a portion of N. Hayden Island Drive to be referred to the Department of Environmental Services for investigation and report C-3

Upon motion of Commissioner Miller, duly seconded by Commissioner Kafoury, it is unanimously

ORDERED that Petition #4966 be referred to the Department of Environmental Services for investigation and report.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By

*Jane McGarvin*  
Jane McGarvin

Clerk of the Board

jm  
cc: Transportation

PETITION FOR VACATION AND REALIGNMENT  
OF PUBLIC STREETS

4966

July 1988  
MULTNOMAH COUNTY, OREGON  
BOARD OF COUNTY COMMISSIONERS

WHEREAS the below signed corporation is the owner of at least sixty percent of the property abutting that portion of North Hayden Island Drive a public street described as:

A Parcel of land in Section 33, Township 2 North, Range 1 East, Willamette Meridian, Multnomah County, Oregon, described as follows:

Beginning at a point on the Centerline of N. Hayden Island Drive County Road No. 4882 at Engineers Centerline Station 47+06.24, said point which bears N 55° 04' 30" W., 3201.92 feet from the East 1/4 Corner of said Section 33; thence leaving said centerline N 53° 15' 50" W., 30.00 feet to a point on the southwesterly Right of Way Line of the Existing N. Hayden Island Drive County Road No. 4882; thence N 36° 44' 10" E., 196.45 feet; thence along the Arc of a 220.00 foot Radius Curve Left, thru a Central Angle of 64° 56' 00" a distance of 249.33 feet to a point which bears N 4° 16' 10" E., 236.20 feet from the last described point; thence N 28° 11' 50" W., 240.27 feet ; thence along the Arc of a 870.00 foot Radius Curve Left, thru a Central Angle of 19° 00' 27" a distance of 288.62 feet to a point which bears N 37° 42' 04" W., 287.29 feet from the last described point and being a point on the north line of said Section 33; thence S 89° 10' 35" E., 86.40 feet along said Section line; thence along the Arc of a 930.00 foot Radius Curve Right, thru a Central Angle of 15° 02' 49" a distance of 244.24 feet to a point which bears S 35° 43' 14" E., 243.53 feet from the last described point; thence S 28° 11' 50" E., 240.27 feet; thence along the Arc of a 280.00 foot Radius Curve Right, thru a Central Angle of 64° 56' 00" a distance of 317.32 feet to a point which bears S 4° 16' 10" W., 300.61 feet from the last described point; thence S 36° 44' 10" W., 196.45 feet; thence leaving said Right of Way N 53° 15' 50" W., 30.00 feet to the point of beginning.

WHEREAS all portions of public street described above will be realigned as described in Exhibit "A".

WHEREAS the above described public rights of way are no longer required for street purposes by reason of the realignments noted.

NOW THEREFORE, the undersigned hereby request that all portions of the public streets described above be vacated and deeded to the undersigned.

ATTACHMENTS:

Exhibit "A": Legal description for realignment.

Exhibit "B": A report from Stewart Title Insurance Co.  
indicating the names and addresses of all  
persons holding recorded interest in the  
property to be vacated.

Exhibit "C": The names and addresses of all persons  
owning any improvements constructed on  
public property proposed to be vacated.

The names and addresses of all persons  
owning any real property abutting public  
property proposed to be vacated.

Exhibit "D": Letters from UTILITY COMPANIES.

STATE OF OREGON

COUNTY OF MULTNOMAH

Dirk Koopman  
Dirk Koopman  
Vice President, Hayden Corp.

On this 21st day of July, 1988, before me  
personally appeared DIRK KOOPMAN, to me known to  
be the SR. VICE PRESIDENT of the corporation that executed  
the within and foregoing instrument, and acknowledged said  
instrument to be the free and voluntary act and deed of said  
corporation, for the uses and purposes therein mentioned, and on  
oath stated that they were authorized to execute said instrument  
and that the seal affixed is the corporate seal of said corpor-  
ation.

In Witness Whereof, I have hereunto set my hand and affixed my  
official seal the day and year first above written.

Rebecca Bauld  
Notary Public in and for the  
State of Oregon, residing at  
Portland



MEMBER  
PROFESSIONAL  
LAND SURVEYORS  
OF OREGON

# KEN V. COCHRAN

REGISTERED LAND SURVEYOR No. 2045  
900 N. TOMAHAWK ISLAND DR., SUITE 170  
PORTLAND, OREGON 97217

MODERN EQUIPMENT  
MODERN METHODS

PHONE 289-3806

June 10, 1988

## Description Proposed Realignment Hayden Island Drive

A Parcel of land in Section 33, Township 2 North, Range 1 East, Willamette Meridian, Multnomah County, Oregon, described as follows:

Beginning at a point on the Centerline of N. Hayden Island Drive County Road No. 4882 at Engineers Centerline Station 47+06.24, said point which bears N 55° 04' 30" W., 3201.92 feet from the East 1/4 Corner of said Section 33; thence leaving said centerline N 53° 15' 50" W., 30.00 feet to a point on the southwesterly Right of Way Line of the proposed relocation; thence along the Arc of a 220.00 foot Radius Curve Left, thru a Central Angle of 64° 56' 00" a distance of 249.33 feet to a point which bears N 4° 16' 10" E., 236.20 feet from the last described point; thence N 28° 11' 50" W., 279.98 feet; thence along the Arc of a 280.00 foot Radius Curve Right, thru a Central Angle of 39° 57' 02" a distance of 195.24 feet to a point which bears N 8° 13' 19" W., 191.30 feet from the last described point; thence along the Arc of a 220.00 foot Radius Curve Left, thru a Central Angle of 43° 31' 21" a distance of 167.11 feet to a point which bears N 10° 00' 29" W., 163.13 feet from the last described point and being a point on the North line of said Section 33; thence S 89° 10' 35" E., 68.33 feet along said Section line; thence leaving said Section line on the Arc of a 280.00 foot Radius Curve Right, thru a Central Angle of 35° 58' 07" a distance of 175.78 feet to a point which bears S 6° 13' 52" E., 172.90 feet from the last described point; thence along the Arc of a 220.00 foot Radius Curve Left, thru a Central Angle of 39° 57' 02" a distance of 153.40 feet to a point which bears S 8° 13' 19" E., 150.31 feet from the last described point; thence S 28° 11' 50" E., 279.98 feet; thence along the Arc of a 280.00 foot Radius Curve Right, thru a Central Angle of 64° 56' 00" a distance of 317.32 feet to a point which bears S 4° 16' 10" W., 300.61 feet from the last described point; thence leaving said Right of Way Line N 53° 15' 50" W., 30.00 feet to the aforesaid Centerline and the Point of Beginning.

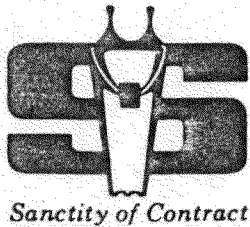
Containing 1.252 Acres, More or Less.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Kenneth V. Cochran*  
OREGON  
JULY 15, 1983  
KENNETH V. COCHRAN  
2045

EXHIBIT "A"





# STEWART TITLE — TRI COUNTY OFFICE

9570 S.W. Barbur Blvd.  
Portland, Oregon 97219 • (503) 246-3720

## PRELIMINARY COMMITMENT FOR TITLE INSURANCE

Stewart Title of Oregon, Inc.  
200 S.W. Market Street  
Portland, Oregon 97201

Order Number: 88019144-M  
Date: July 13, 1988

Attention: **Becky Wissbaum**

### REVISED REPORT

Customer Number:

Reference: **HAYDEN/HILLMAN**

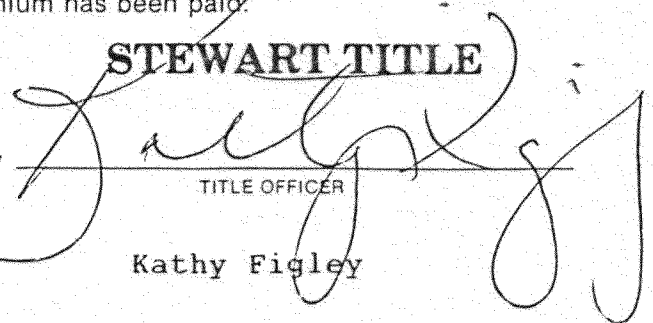
	<u>Amount</u>	<u>Premium</u>
( <input checked="" type="checkbox"/> ) Owner's Standard Coverage	\$217,800.00	\$ 743.00
( ) Purchaser's Standard Coverage		
( ) Mortgagee's Standard Coverage		
( ) Mortgagee's ALTA Coverage		
( ) Lien Search		
( )		
( )		

This is a preliminary billing only; a consolidated statement of all charges, credits, and advances, if any in connection with this order will be provided at closing.

Stewart Title is prepared to issue on request and on recording of any appropriate documents, a policy or policies as applied for, with coverages as indicated, based on this preliminary commitment that as of **July 01, 1988 at 5:00 pm** title of the property described herein is vested in

**HAYDEN CORPORATION,  
a Delaware Corporation**

Subject only to the exceptions shown herein and to the terms, conditions and exceptions contained in the policy form. No liability is assumed until a full premium has been paid.

**STEWART TITLE**  
By   
TITLE OFFICER  
**Kathy Figley**

Description:

**SEE REVISED EXHIBIT "A"**

**EXHIBIT "B"**

(continued)

## SCHEDULE B

Order Number: 88019144-M

Page 2

### EXCEPTIONS:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.

2. Any facts, rights, interests, or claims which are not shown by the public records but which could be ascertained by an inspection of said land or by making inquiry of persons in possession thereof.

3. Easements, liens or encumbrances, or claims thereof, which are not shown by the public records; unpatented mining claims; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.

4. Discrepancies, conflicts in boundary lines, shortage in area, encroachments or any other facts which a correct survey would disclose.

5. 1988-89 taxes, a lien not yet payable.

AFFECTS ALL PARCELS

6. The herein described premises have not been assessed for the 1987-88 tax year, due to their status as a public road. At such time as said premises cease to be used as a public road, they will be subject to re-assessment.

AFFECTS PARCEL II

7. Right, title or interest of the public, including governmental bodies in and to that portion of said premises lying below the ordinary high water line of the Columbia River and public rights of fishing and recreation in and to the shoreline of said river. AFFECTS PARCEL I

8. All matters arising from any shifting in the course of Columbia River including but not limited to accretion, reliction and avulsion.

AFFECTS PARCEL I

Continued on next page

EXHIBIT "B"



Order No. 88019144-M

SCHEDULE B CONTINUED:

9. Reservation contained in Deed from Portland General Electric Company grantor, to Hayden Island Amusement Comany, grantee, recorded April 25, 1956 in Book 1780, Page 461, as follows:

"Also excepting and reserving any rights acquired by the Portland Gas & Coke Company under certain permits dated January 29, 1913 and August 6, 1916, issued by the Portland Railway Light & Power Company to the Portland Gas & Coke Company for the placing and maintaining of a gas main through said property."

AFFECTS ALL PARCELS

10. Easement for utilities over and across the premises formerly included within the boundaries of vacated plat of Haydenton and vacated streets and alleys associated therewith as disclosed by Vacation Order recorded September 27, 1960 in Book 2030, Page 175, Multnomah County Records.

AFFECTS ALL PARCELS

11. Easement for utilities over and across the premises formerly included within the boundaries of vacated Hayden Island Drive as vacated by Order recorded December 13, 1978 in Book 1315, Page 1428 Multnomah County Records.

AFFECTS PARCEL I

12. Agreement, including the terms and provisions thereof:

Regarding: Maintenance responsibilities for storm drainage facilites.

Between: Hayden Island Inc., a corporation

And: Multnomah County, a political subdivision of the State of Oregon

Recorded: February 8, 1979

Book: 1329 Page: 957

AFFECTS ALL PARCELS

13. Easement, including the terms and provisions thereof:

For: Water and sanitary sewer

Granted to: Jantzen Beach Water Company

Recorded: March 15, 1979

Book: 1337, Page: 1091

Affects: Water lines and valves as needed within 5 feet of all buildings, as necessary.

AFFECTS ALL PARCELS

14. Easement for utilities over and across the premises formerly included within the boundaries of N. Hayden Island Drive as vacated by Order No. 4809, as recorded October 22, 1985 in Book 1859, Page 1485.

Continued on next page

EXHIBIT "B"

Order No. 88019144-M

15. Easement, including the terms and provisions thereof:

For: Road Purposes  
Granted to: Multnomah County  
Recorded: October 22, 1985  
Book: 1859 Page: 1488  
And Accepted by instrument:  
Recorded: December 19, 1985  
Book: 1872 Page: 1166

AFFECTS PARCEL II AND THOSE PORTIONS OF PARCEL III WHICH OVERLAP  
PARCEL II

16. Restrictive Covenant to Waive Remonstrance:

For: Street improvements  
Recorded: December 20, 1985  
Book: 1872 Page: 2341

AFFECTS PARCEL III

17. Unrecorded leaseholds, rights of parties in possession, and  
security interests in trade fixtures, personal property or unattached  
improvements, if any.

18. No search has been made for Financing Statements filed in the  
office of the Secretary of State. Exception may be taken to such  
matters as may be shown thereby. No liability is assumed if a  
financing statement is filed in the office of the County Recorder  
covering timber/crops/fixtures/contracts on the premises wherein the  
lands are described other than by metes and bounds or under the  
rectangular survey system or by recorded lot and block.

NOTE: Taxes paid in full for 1987-88:

Amount: \$4,973.33  
Account No.: R-95133-0560  
Levy Code: 017  
Map No.: 332N1E  
AFFECTS PARCEL I AND OTHER PROPERTY ALSO

Taxes paid in full for 1987-88:

Amount: \$2,921.56  
Account No.: R-95133-0610  
Levy Code: 017  
Map No.: 332N1E  
AFFECTS PARCEL III AND OTHER PROPERTY ALSO

NOTE: We find no Judgments or Federal Tax Liens against George D.  
Heisley, Jr.

KF:djm

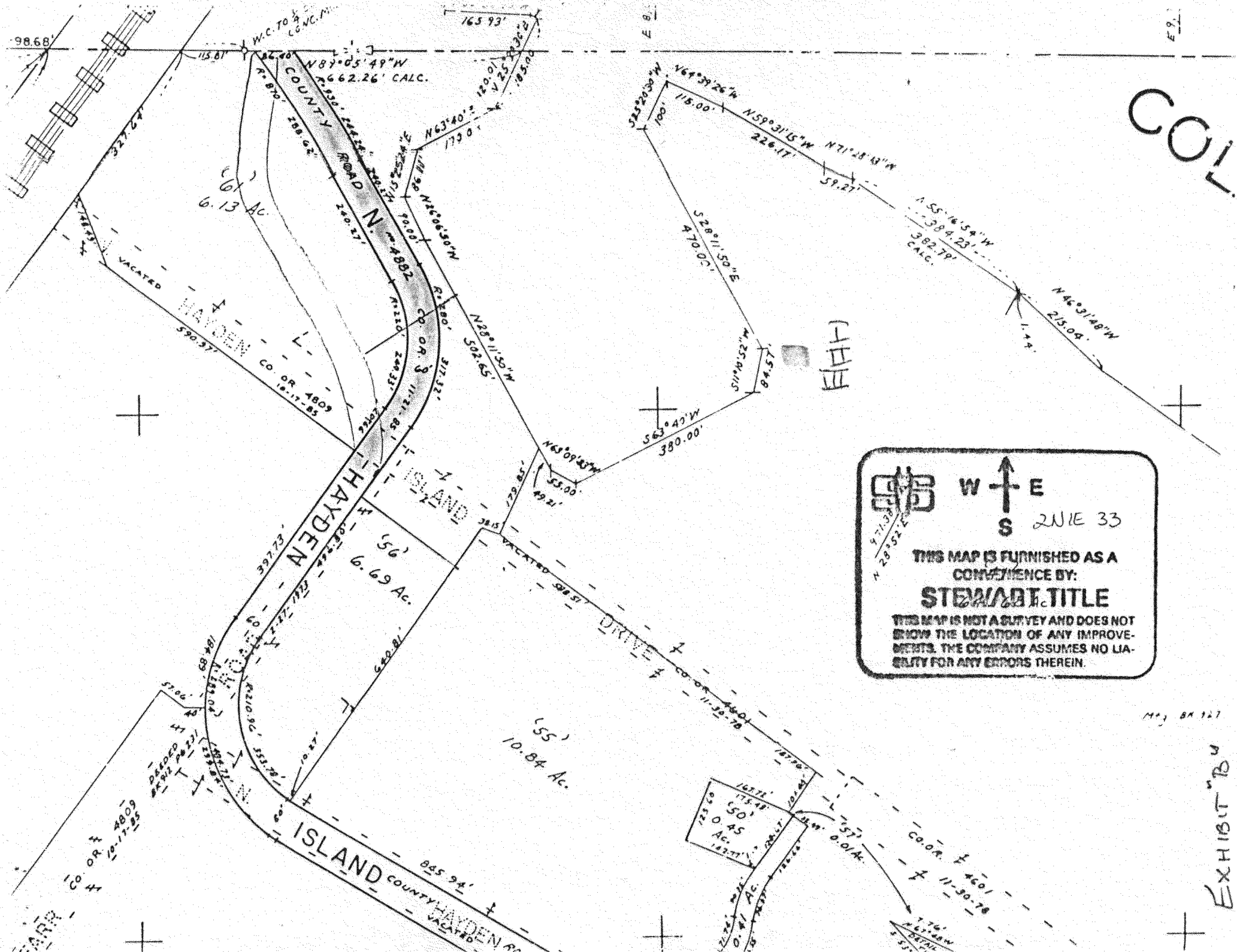
Continued on next page

EXHIBIT "B"

Order No. 88019144-M

IF YOU HAVE ANY QUESTIONS REGARDING THIS REPORT OR YOUR ESCROW CLOSING  
PLEASE CALL BECKY WISSBAUM AT 226-4203. BECKY IS LOCATED AT 200 S.W.  
MARKET, SUITE 104, PORTLAND, OREGON 97201.

EXHIBIT "B"



W ↑ E  
S

JUNE 33

THIS MAP IS FURNISHED AS A  
CONVENIENCE BY:  
**STEWART TITLE**

THIS MAP IS NOT A SURVEY AND DOES NOT  
SHOW THE LOCATION OF ANY IMPROVE-  
MENTS. THE COMPANY ASSUMES NO LI-  
ABILITY FOR ANY ERRORS THEREIN.

EXHIBIT "B"

REVISED EXHIBIT "A"

PARCEL I:

A parcel of land in Section 33, Township 2 North, Range 1 East, Willamette Meridian, Multnomah County, Oregon, described as follows: BEGINNING at the West 1/4 corner of said Section 34; thence North 34 degrees 21'17" East, 187.63 feet to a point on the Northerly right of way line of North Hayden Island Drive and being the Southwesterly corner of the U.S. Bank parcel; thence South 28 degrees 00'47" West, 14.00 feet; thence North 61 degrees 00'13" West, 599.02 feet parallel to and 21 feet Northerly of the centerline of North Hayden Island Drive; thence North 50 degrees 38'35" West, 76.30 feet to a point that is 35 feet North of the centerline of said Hayden Island Drive thence North 61 degrees 13' West, 178.46 feet; thence along the arc of a 639.07 foot radius curve right, thru a central angle of 8 degrees 01'; a distance of 89.41 feet to a point which bears North 57 degrees 12' 30" West, 89.34 feet from the last described point; thence North 53 degrees 12' West, 272.77 feet; thence North 36 degrees 48' East 5.00 feet; thence along the arc of a 290 foot radius curve left, thru a central angle of 70 degrees 30' a distance of 356.83 feet to a point which bears North 88 degrees 27' West 334.74 feet from the last described point; thence South 56 degrees 18' West 234.71 feet; thence along the arc of a 210 foot radius curve right, thru a central angle of 64 degrees 21' a distance of 235.86 feet to a point which bears South 88 degrees 28'30" West, 223.65 feet from the last described point; thence North 59 degrees 21' West, 1191.73 feet; thence leaving said right of way line North 36 degrees 48' 00" East, 552.99 feet to the true point of beginning of the herein described parcel; thence North 53 degrees 15'50" West, 244.15 feet to the Northerly right of way line of North Hayden Island Drive; thence along said right of way North 36 degrees 44' 10" East, 151.86 feet; thence along the arc of a 280.00 foot radius curve left thru a central angle of 41 degrees 06'06" a distance of 200.86 feet to a point which bears North 16 degrees 11'07" East, 196.58 feet from the last described point; thence leaving said right of way line North 61 degrees 48' 10" East, 65.93 feet to a point on the 16 foot contour line (Columbia River datum) on the North bank of Hayden Island; thence upstream along said 16 foot contour line South 28 degrees 11'50" East, 300.00 feet; thence leaving said 16 foot contour line South 20 degrees 21'50" West, 179.85 feet; thence North 66 degrees 36'43", West 38.15 feet; thence South 36 degrees 48'00" West, 87.19 feet to the true point of beginning:

PARCEL II:

A parcel of land in Section 33, Township 2 North, Range 1 East, Willamette Meridian, Multnomah County, Oregon, described as follows;

Continued on next page

EXHIBIT "B"

Order No. 88019144-M

BEGINNING at a point on the centerline of N. Hayden Island Drive County Road No. 4882 at Engineers Centerline Station 47+06.24, said point which bears North 55 degrees 04'30" West, 3201.92 feet from the East 1/4 corner of said Section 33; thence leaving said centerline North 53 degrees 15'50" West, 30.00 feet to a point on the Southwesterly right of way line of the existing N. Hayden Island Drive County Road No. 4882; thence North 36 degrees 44'10" East, 196.45 feet; thence along the arc of a 220.00 foot radius curve left, thru a central angle of 64 degrees 56'00" a distance of 249.33 feet to a point which bears North 4 degrees 16'10" East, 236.20 feet from the last described point; thence North 28 degrees 11'50" West, 240.27 feet; thence along the arc of a 870.00 foot radius curve left, thru a central angle of 19 degrees 00'27" a distance of 288.62 feet to a point which bears North 37 degrees 42'04" West, 287.29 feet from the last described point and being a point on the North line of said Section 33; thence South 89 degrees 10'35" East, 86.40 feet along said section line; thence along the arc of a 930.00 foot radius curve right, thru a central angle of 15 degrees 02'49" a distance of 244.24 feet to a point which bears South 35 degrees 43'14" East, 243.53 feet from the last described point; thence South 28 degrees 11'50" East, 240.27 feet; thence along the arc of a 280.00 foot radius curve right, thru a central angle of 64 degrees 56'00" a distance of 317.32 feet to a point which bears South 4 degrees 16'10" West, 300.61 feet from the last described point; thence South 36 degrees 44'10" West, 196.45 feet; thence leaving said right of way North 53 degrees 15'50" West, 30.00 feet to the point of beginning;

PARCEL III:

A parcel of land in Section 33, Township 2 North, Range 1 East, Willamette Meridian, Multnomah County, Oregon, described as follows: BEGINNING at a point on the centerline of N. Hayden Island Drive County Road No. 4882 at Engineers centerline station 47+06.24, said point which bears North 55 degrees 04'30" West, 3201.92 feet from the East 1/4 corner of said Section 33; thence leaving said centerline North 53 degrees 15'50" West, 30.00 feet to a point on the Southwesterly right of way line of the proposed relocation; thence along the arc of a 220.00 foot radius curve left, thru a central angle of 64 degrees 56'00" a distance of 249.33 feet to a point which bears North 4 degrees 16'10" East, 236.20 feet from the last described point; thence North 28 degrees 11'50" West 279.98 feet; thence along the arc of a 280.00 foot radius curve right, thru a central angle of 39 degrees 57'02" a distance of 195.24 feet to a point which bears North 8 degrees 13'19" West, 191.30 feet from the last described point; thence along the arc of a 220.00 foot radius curve left, thru a central angle of 43 degrees 31'21" a distance of 167.11 feet to a point which bears North 10 degrees 00'29" West 163.13 feet from the last described point and being a point on the North line

Continued on next page

EXHIBIT "B"



Order No. 88019144-M

of said Section 33; thence South 89 degrees 10'35" East 68.33 feet along said section line; thence leaving said sectionline on the arc of a 280.00 foot radius curve right, thru a central angle of 35 degrees 58'07" a distance of 175.78 feet to a point which bears south 6 degrees 13'52" East, 172.90 feet from the last described point; thence along the arc of a 220.00 foot radius curve left, thru a central angle of 39 degrees 57'02" a distance of 153.40 feet to a point which bears South 8 degrees 13'19" East, 150.31 feet from the last described point; thence South 28 degrees 11'50" East 279.98 feet; thence along the arc of a 280.00 foot radius curve right, thru a central angle of 64 degrees 56'00" a distance of 317.32 feet to a point which bears South 4 degrees 16'10" West, 300.61 feet from the last described point; thence leaving said right of way line North 53 degrees 15'50" West, 30.00 feet to the aforesaid centerline and the point of beginning.

EXHIBIT "B"



EXHIBIT 'C'

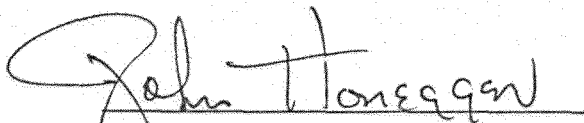
Persons owning improvements constructed on public property  
herein proposed to be vacated:

1. HAYDEN ISLAND, INC.  
900 N. Tomahawk Island Drive  
Portland, Oregon 97217
2. MULTNOMAH COUNTY, OREGON  
A Municipal Corporation

Persons owning real property abutting public property herein  
proposed to be vacated:

1. HAYDEN ISLAND, INC.  
900 N. Tomahawk Island Drive  
Portland, Oregon 97217
2. BURLINGTON NORTHERN RAILROAD COMPANY  
777 Main Street #2680  
Fort Worth, Texas 76102
3. GENERAL ELECTRIC CREDIT AUTO AUCTION, INC.  
600 Hart Road #310  
Burrington, Illinois 60010

Acknowledge and Consent to  
"Petition For" Realignment  
of Hayden Island Drive



John Honegger  
General Manager  
Portland Auto Auction  
a G.E. Capital  
Auto Auctions Company

9-14-88

EXHIBIT "C"

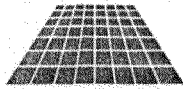
STATE OF Oregon )  
COUNTY OF Multnomah ) ss

On this 14<sup>th</sup> day of September, 1988 before me, personally  
appeared JOHN HONEGGER and \_\_\_\_\_

of the PORTLAND AUTO AUCTION A G.E. CAPITAL AUTO AUCTIONS COMPANY  
that executed the within and foregoing instrument, and acknowledged said instrument  
to be the free and voluntary act and deed of said (X) Company, ( ) Corporation  
( ) \_\_\_\_\_ for the uses and purposes therein mentioned and on  
oath stated that (he, they) were authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal  
the day and year first above written.

Sena C. Ramsley  
NOTARY PUBLIC In and for the State of  
Washington - residing at: Vancouver  
My Commission expires: July 15, 1990



GLACIER PARK COMPANY  
Land Management for Increased Opportunities.

November 22, 1988

Mr. Doug Hardesty  
Hillman Properties Northwest  
2000 E. Columbia Way  
Vancouver, Washington 98661

Dear Doug:

Re: Realignment - North Hayden Island Drive  
Hayden Island

As requested, Burlington Northern Railroad Company and Glacier Park Company have reviewed the plans you provided showing the proposed realignment of North Hayden Island Drive. Burlington Northern Railroad Company and Glacier Park Company support this realignment.

As discussed, the ownership of the Hayden Island property with the exception of the 200-foot right of way has been transferred to Glacier Park Company. The confirmation deeds for this transfer should be recorded by January 1, 1989.

Thank you for your patience and cooperation in the various issues we discussed. Should you need additional information, please call me.

Sincerely,

M. G. Wood  
Director Property Management

MGW/lw  
1.M.62  
Attachment



Portland General Electric Company  
Eastern Region

June 30, 1988

Mr. Joe Leopold  
Hillman Properties  
900 N. Tomahawk Isl Dr  
Portland, Or. 97217-7999

JUL 5 REC'D

Dear Mr. Leopold:

Subject: Proposed Realignment of N. Hayden Island Drive,  
North of the Portland Auto Auction

After reviewing the map in the field of the proposed realignment of N. Hayden Island Drive, it doesn't look like it will impact the poles and overhead conductors that run along the north property line of the Portland Auto Auction. In the event that any of Portland General Electric facilities do need to be relocated, it will be done on a billing basis. Any relocation work will require a minimum of four weeks to complete.

The line running along the north property line of the Portland Auto Auction will be the source for any future electric needs of the adjacent property. When the load information for the future customer has been finalized, a letter detailing the customers responsibilities will be drafted.

Please feel free to call at me at 226-8745 if you have any further questions.

Sincerely,

*Steven B. Stocker*

Steven B. Stocker

cc: Rick Syring, PGE

EXHIBIT "D"

NORTHWEST



NATURAL GAS COMPANY

220 N.W. SECOND AVENUE

PORTLAND, OREGON 97209

(503) 226-4211

June 28, 1988

Mark Parsons, Field Superintendent  
Hillman Properties  
900 N. Tomahawk Drive  
Portland, OR 97217-7999

Dear Mark:

Northwest Natural Gas Company has no objections to the proposed realignment of Hayden Island Drive as submitted by your office. We do not have any gas facility within the proposed realignment area with the exception of a 4 inch pipeline on the south side of the original Hayden Island Road that has been vacated. If you plan any excavation in the area, please call our offices for a pipeline location before you begin any construction. I have attached a copy of a map of our facilities for your reference.

Northwest Natural Gas Company does have product and facilities available to facilitate future building construction in the area depending on the amount of the proposed gas usage.

If you have any further questions or if we can further assist you, please contact me at the above location.

Sincerely,

Dick Tennant, Supervisor  
Land Surveying

DT:s  
Enc.

EXHIBIT "D"



Pacific Northwest Bell

June 16, 1988

Hillman Properties Northwest  
Attn: Joe Leopold, Manager  
Island Sand Sales  
Land Development  
900 North Tomahawk Island Drive  
Portland, Oregon 97217-7999

RE: Street Realignment

Dear Mr. Leopold:

Pacific Northwest Bell does not have facilities beyond the point so marked on your prints, and currently has no easements regarding the undeveloped area.

We will extend our facilities along the proposed realignment road as property development occurs.

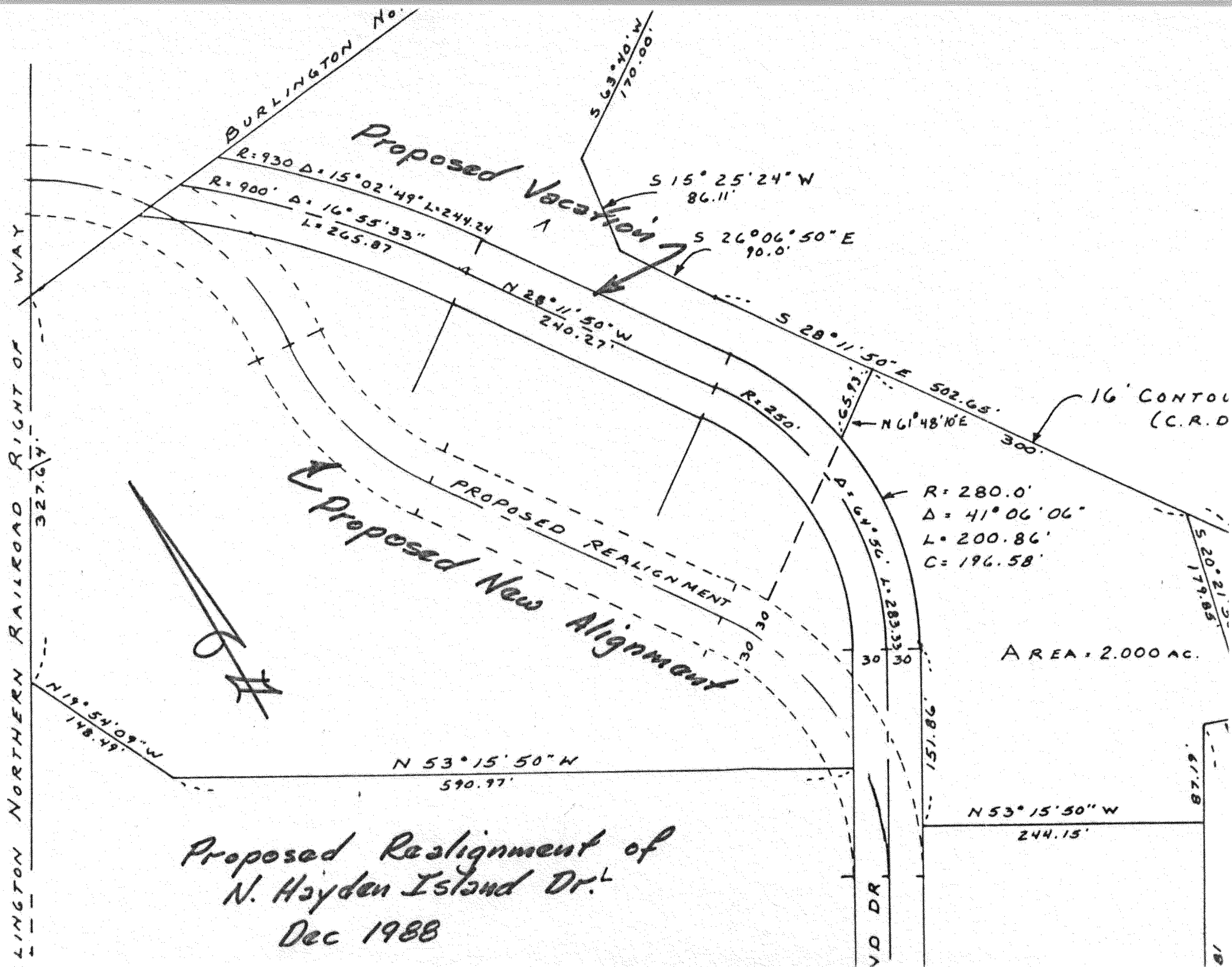
Sincerely,

L. L. Shipman  
Manager - Engineering  
Room 5N15  
421 S.W. Oak  
Portland, Oregon 97204  
242-7587

LLS:bjq

JUN 17 REC'D

EXHIBIT "D"





12/27/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

A & T

ENGINEERING

ZONING

#88-227

ORDER OF FINAL VACATION - portion of N. Hayden Island Drive No. 4966

R-9

DEED TO BE RECORDED.



BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 AM 10: 59

MULTNOMAH COUNTY  
OREGON

RECEIVED FROM

1988 DEC 28

1988 DEC 28 AM 10: 59

1988

1988 DEC 28

RECEIVED  
MULTNOMAH COUNTY  
1988 DEC 28 AM 10: 43  
JOHN B. YEON BUILDG.

FORWARD FOR & RETURN THIS RECEIPT TO COMMISSIONERS OFFICE

12/27/88

RECEIVED FROM JANE McGARVIN  
CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

A & T

ENGINEERING

ZONING

#88-227

ORDER OF FINAL VACATION - portion of N. Hayden Island Drive No. 4966

R-9

DEED TO BE RECORDED.



BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -5 PM 4:10

MULTNOMAH COUNTY  
OREGON

RECEIVED FROM

1989 JAN 5 PM 4:10

MULTNOMAH COUNTY

1989 JAN 5 PM 4:10

RECEIVED FROM

12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

A & T

*Drafting*

ENGINEERING

ZONING

#88-227

ORDER OF FINAL VACATION - portion of N. Hayden Island Drive No. 4966

R-9

DEED TO BE RECORDED.

*J. Calton*

DEPT. OF REVENUE - 1111 1/2 N. 10TH ST. SEASIDE, OREGON 97138

BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 PM 2:26

MULTNOMAH COUNTY  
OREGON

ALL COUNTY TAXES - 1111 1/2 N. 10TH ST. SEASIDE, OREGON 97138

1111 1/2 N. 10TH ST.

EX-100

EX-100

EX-100

EX-100

EX-100

27  
12/29/88

RECEIVED FROM JANE MCGARVIN  
CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

A & T DRAFTING

ENGINEERING

ZONING

CORRECTED ORDER FOR FINAL VACATION NO 4966 - North Hayden Island Drive.

R-9

JOHN B. YEON BLDG.  
1988 DEC 29 PM 4:34  
MULTNOMAH COUNTY  
RECEIVED

*Cathy James*

PLEASE SIGN & RETURN THIS RECEIPT TO COMMISSIONERS OFFICE



BOARD OF  
COUNTY COMMISSIONERS

1989 JAN - 3 AM 11:33

MULTNOMAH COUNTY  
OREGON

NOT RECORDED

City of Multnomah County - 1000 1st Avenue NE, Suite 200, Portland, OR 97232

PLEASE RETURN THIS RECEIPT TO COMMISSIONER'S OFFICE

12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

TAX TITLE

FACILITIES MANAGEMENT

#88-228

ORDER - DISTRIBUTION OF PROCEEDS FROM THE SALE OF TAX ACQUIRED PROPERTIES FOR  
THE PERIOD JUNE 1, 1988 - THROUGH NOVEMBER 30, 1988

R-10

*N.L. Holub.*

1988 DEC 29 AM 10:58

MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

72  
J162

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

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

December 27, 1988

Mr. Paul Yarborough, Director  
Department of Environmental Services  
2115 SE Morrison  
Portland, OR

Dear Mr. Yarborough:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

In the Matter of the Distribution of Proceeds	)	ORDER
from the Sale of Tax Acquired Properties for the	)	#88-228
Period June 1, 1988 through November 30, 1988	) R-10	

Commissioner Casterline explained that these monies have been received from the sale of tax foreclosures, and moved, duly seconded by Commissioner Kafoury, and unanimously

ORDERED that said Order be approved.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Tax Title

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

(For Clerk's Use)

Meeting Date 12/27/88

Agenda No. R-10

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: TAX TITLE TURNOVER

Informal Only\* \_\_\_\_\_ Formal Only \_\_\_\_\_

DEPARTMENT Environmental Services DIVISION Tax Title

CONTACT Larry Baxter TELEPHONE 248-3590

\*NAME(s) OF PERSON 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 of expenditures of \$65,931.18 property costs incurred and disbursed for supervision and maintenance of tax acquired properties and distribution of \$172,775.30 in accordance with the formula provided in ORS 311.390.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☒ FISCAL/BUDGETARY

☒ General Fund

Other Tax Title

To Tax Title  
Fac Mgmt  
12/27/88

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1988 DEC 20 PM 12:02

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: \_\_\_\_\_

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

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

OTHER Fallor Grady

(Purchasing, Facilities Management, etc.)

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



# MULTNOMAH COUNTY OREGON

72  
5162

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

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

December 27, 1988

Mr. Paul Yarborough, Director  
Department of Environmental Services  
2115 SE Morrison  
Portland, OR

Dear Mr. Yarborough:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

First Reading - An Ordinance in the matter of )	
increasing cemetery rates for county cemeteries, )	
amending Multnomah County Code 5.10.250; and de- )	ORDINANCE
claring an emergency R-11)	NO. 602

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

At this time a hearing was held; no one from the public wished to testify.

Commissioner Casterline explained this ordinance increases the rates for County cemeteries which has not been increased since June, 1987. This will bring the rates up to minimum rates charged by private cemeteries, therefore County rates will not be competing with private companies. She moved, duly seconded by Commissioner Anderson, to approve the above-entitled matter.

Commissioner Casterline commented she does not know why it is necessary to "declare an emergency".

Charles Ciecko, Parks Director, explained that the emergency is because the contractors rate increases begin January 1; and the Division is attempting to avoid paying subsidy to clients. In response to Commissioner McCoy's question, he responded that contractors charge certain rates for services, and if the increases have not been approved before January 1, then the County will have to pay the contractor the difference.

At this time, the motion was considered, and it is  
unanimously

ORDERED that said Ordinance be adopted upon its First  
Reading.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: County Counsel  
Parks Services



DATE SUBMITTED December 7, 1988

(For Clerk's Use)  
Meeting Date 12/27/88  
Agenda No. R-11

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Increase fees for Cemetery Services and Graves

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only December 22, 1988  
(Date)

DEPARTMENT Dept. of Environmental Services

DIVISION Parks Services

CONTACT Charles Ciecko/Joan Conrad

TELEPHONE 248-5050 or 248-3622

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Charles Ciecko/Joan Conrad

BRIEF SUMMARY

- 1) Adjust fees for Cemetery Services to reflect contractor increases scheduled for January 1, 1989.
- 2) Increase grave prices to stay competitive with private sector.
- 3) Declares an emergency - January 1, 1989, effective date - see attached memo for explanation.

ACTION REQUESTED:

/ INFORMATION ONLY / PRELIMINARY APPROVAL / POLICY DIRECTION /X APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 minutes

IMPACT:

/ PERSONNEL

/ FISCAL/BUDGETARY

/ General Fund

Other \_\_\_\_\_

SIGNATURES:

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

BUDGET/PERSONNEL /

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

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

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

BOARD OF  
COUNTY COMMISSIONERS  
1988 DEC 20 PM 3:03  
MULTNOMAH COUNTY  
OREGON

To Print Shop  
1/9/89

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 602

An Ordinance in the matter of increasing cemetery rates for county cemeteries, amending Multnomah County Code 5.10.250; and declaring an emergency.

Multnomah County ordains as follows:

SECTION I. FINDINGS.

This Ordinance must be adopted and become effective no later than January 1, 1989, in order to offset contractor fee increases which are scheduled to be implemented on the aforementioned date.

Furthermore, a survey of the charges of eight cemeteries that are geographically associated with the county cemeteries was taken. Based upon the survey it appears the county cemetery rates should be subject to an increase. The recommended increase of county rates will bring the county cemeteries in line with the cemeteries surveyed.

SECTION II.

Multnomah County Code 5.10.250 is amended to read as follows:

5.10.250 Fees for memorials and cemeteries. For the services of the Department of Environmental Services in connection with memorials, cemeteries, and related matters, the fee shall be:

<u>Type of Service</u>	<u>Fee</u>	
Grave Prices	[\$160-350]	<u>\$200-375</u>
Grave opening, adult liner	[\$250]	<u>\$295</u>
Grave opening, adult vault	[\$250]	<u>\$295</u>
Grave opening, cremation	[\$130]	<u>\$140</u>
Grave opening, baby 2' and 2'6"	[\$110]	<u>\$120</u>
Grave opening, child, 3'6"	[\$110]	<u>\$120</u>
Grave opening, child 4'6"	[\$110]	<u>\$120</u>
Concrete liner, 2'	\$80	
Concrete liner, 2'6"	\$80	
Concrete liner, 3'6"	\$85	
Concrete liner, 4'6"	\$95	
[Concrete liner, standard	\$160]	
Concrete liner, state	[\$140]	<u>\$195</u>
[Concrete liner, 6'6"	\$165]	
Foundation, single, 12" x 24", or under	\$80	
Foundation, double, 12" x 24" or 13" x 48"	\$115	

<u>Type of Service</u>	<u>Fee</u>	
Saturday overtime	[\$100]	<u>\$125</u>
Holiday/Sunday overtime	[\$125]	<u>\$175</u>
Double depth burial	[ \$65]	<u>\$75</u>

SECTION III. Adoption.

It being necessary, for the protection of the health and safety of the citizens of Multnomah County, an emergency is declared and this Ordinance shall take effect January 1, 1989. If the Board is unable to adopt this Ordinance prior to January 1, 1989, it shall become effective immediately upon adoption and signature of the County Chair.

Adopted this 27th day of December, 1988, being the date of its first reading before the Board of County Commissioners of Multnomah County, Oregon.

(SEAL)

APPROVED AS TO FORM:

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By [Signature]  
Assistant County Counsel

1933p

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

By [Signature]  
Gladys McCoy, Chair  
Board of County Commissioners

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 602

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Grave opening, adult liner	[\$250]	<u>\$295</u>
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Grave opening, baby 2' and 2'6"	[\$110]	<u>\$120</u>
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Concrete liner, 2'	\$80	
Concrete liner, 2'6"	\$80	
Concrete liner, 3'6"	\$85	
Concrete liner, 4'6"	\$95	
[Concrete liner, standard	\$160]	
Concrete liner, state	[\$140]	<u>\$195</u>
[Concrete liner, 6'6"	\$165]	
Foundation, single, 12" x 24", or under	\$80	
Foundation, double, 12" x 24" or 13" x 48"	\$115	

<u>Type of Service</u>	<u>Fee</u>	
Saturday overtime	[\$100]	\$125
Holiday/Sunday overtime	[\$125]	\$175
Double depth burial	[ \$65]	\$75

SECTION III. Adoption.

It being necessary, for the protection of the health and safety of the citizens of Multnomah County, an emergency is declared and this Ordinance shall take effect January 1, 1989. If the Board is unable to adopt this Ordinance prior to January 1, 1989, it shall become effective immediately upon adoption and signature of the County Chair.

Adopted this 27th day of December, 1988, being the date of its first reading before the Board of County Commissioners of Multnomah County, Oregon.

(SEAL)

APPROVED AS TO FORM:

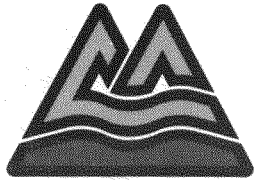
LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By *Laurence Kessel*  
Assistant County Counsel

1933p

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

By *Gladys McCoy*  
Gladys McCoy, Chair  
Board of County Commissioners



## MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
PARKS SERVICES DIVISION  
1620 S.E. 190TH AVE.  
PORTLAND, OREGON 97233  
(503) 248-5050

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

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

TO: Paul Yarborough  
FROM: Charles Ciecko *C.*  
DATE: December 6, 1988  
SUBJECT: Proposed Fee Increase - Cemetery Services and Graves

Please find attached a proposed Ordinance which would increase most fees for cemetery services. Our service fees were last adjusted in June of 1987.

As you know our services are provided by a private contractor whose contract is renewed annually. This year the contractor has notified us of service fee increases which will take effect on January 1, 1989. Our proposed fee increases for services will offset the contractor's price hikes. Subsequently, we are proposing that the Board declare an emergency to assure our fee increases coincide with the contractors.

Additionally, the proposed Ordinance increases grave prices. The last time grave prices were adjusted was either 1981 or 1983. Although it appears that low end prices are increasing by \$40.00/grave, this is not the case. All \$160.00 graves are sold. Our least expensive grave is now \$175.00. This Ordinance will increase all grave prices by \$25.00.

The proposed increases will prevent County subsidy to clients, keep us competitive and continue to offer fees which are less than most private providers.

I am attaching a copy of Joan's survey which was just recently completed.

Please contact me if you have any questions or concerns regarding this issue.

Thanks.

CC/rj

1933p

PIONEER CEMETERIES - COMPARISON OF CEMETERY SERVICE FEES, NOVEMBER, 1988

[illegible]





# MULTNOMAH COUNTY OREGON

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

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

December 27, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

In the matter of ratification of an Intergovern- )  
mental Revenue Agreement with State Community )  
Services for State Homeless Migrant Program funds )  
for emergency food and shelter, to be used by )  
Human Solutions, Inc. to provide shelter for )  
homeless stranded migrants R-12a)

Duane Zussy, Human Services Division, explained that under the agreement, monies will be received by the County, and passed through to Metropolitan Community Action and then to Human Solutions, Inc. (formerly MCCA) to provide services. Human Solutions had applied for \$46,000, but has actually received only \$15,000 which will require scaling down their operation to accommodate this change. Under the terms of this agreement, there is no cash match required, so County funds are not required since in-kind and volunteer services will be used, nor are there indirect costs involved.

Commissioner Anderson moved, duly seconded by Commissioner Kafoury, that the above-entitled matter be approved.

Mr. Zussy replied to Commissioner Casterline's question, that approximately \$10,000 will go for shelter with the remainder of the funds being dedicated to food purchases which is a voucher type program.



ORDERED that said Intergovernmental Agreement be ratified.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance

## CONTRACT APPROVAL FORM

(See instructions on reverse side)

DHS # 318 88-89

☐ Professional Services over \$10,000 (RFP, Exemption)

☐ PCR/B Contract

☐ Maintenance Agreement

☐ Licensing Agreement

Amendment to above, Number \_\_\_\_\_  
(Original Contract Amount \_\_\_\_\_)

Amendment to above, Number \_\_\_\_\_  
(Original Contract Amount \_\_\_\_\_)

Phone X 3782

Date 12/7/88

Division Administration

Bldg/Room 160/7th

~~Description of Contract Revenue agreement with State Community Services for State Homeless Migrant Program funds for emergency food and shelter. Awarded to County on the basis of a proposal submitted to SCS by Human Solutions Inc. Funds subcontracted through MCA; to be used by HSI for shelter costs only; to serve stranded homeless migrant farmworkers.~~

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_

Date of Exemption

Reviewed For ☐ MBE ☐ FBE Participation

Contractor is ☐ MBE ☐ FBE

Contractor Name State Community Services  
Mailing Address 207 Public Service Building

Phone 1-378-4729

Employer ID# or SS# N/A

Effective Date December 15, 1988

Termination Date June 30, 1988

Total Amount of Agreement \$ 15,000

## Payment Terms

☐ Lump Sum \$\_\_\_\_\_☐ Monthly \$\_\_\_\_\_☐ Other \_\_\_\_\_ \$ \_\_\_\_\_

☐ Requirements contract-requisition required

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

**Required Signatures:**

Department Head

Date \_\_\_\_\_

**Purchasing Director**

(Type II Contracts Only)

County Counsel

Date \_\_\_\_\_

Budget Office.

Date \_\_\_\_\_

County Executive/Sheriff.

Date \_\_\_\_\_

TRANSACTION CODE		P O		AGENCY		PO DATE		m m d d y y		ACCOUNTING PERIOD		m m y y		BUDGET FY		y y		ACTION <input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)	
VENDOR CODE				VENDOR NAME										TOTAL AMOUNT		\$			
LINE NO.	CONTRACT NUMBER	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION							AMOUNT		INC/DEC IND	
		156	010	0130					Rev. Code applied for							\$ 15,000.00			
																\$			
																\$			



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
426 S.W. STARK, 7TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3782

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

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair

VIA: Duane Zussy, Director, Department of Human Services *Duane Zussy (cc)*

FROM: Bill Thomas, Emergency Basic Needs Coordinator *Bill Thomas*

DATE: December 7, 1988

SUBJECT: Ratification of Intergovernmental Agreement with State Community Services and Bud Mod For A \$15,000 Homeless Migrant Program Grant

RECOMMENDATION: The Director's Office recommends ratification of the attached intergovernmental agreement with State Community Services and approval of Bud Mod DHS # 24 for \$15,000 in State Homeless Migrant Program funds for emergency shelter for migrants to be provided by Human Solutions Inc. (HSI).

ANALYSIS: This award of State General Funds to the County was the result of an application submitted to SCS by HSI on November 28, 1988. The application requested \$46,000 to fund \$25,000 of shelter for an estimated 60 families and \$20,000 of case management. In awarding the \$15,000, the State restricted eligible expenditures to actual shelter costs, i.e. no personnel or services. HSI had proposed in-kind local match of volunteers and donated resources. Funds will be subcontracted through Metropolitan Community Action (MCA). HSI requests a December 15 effective date.

BACKGROUND: On November 17, 1988, the Department received a Notice of Funds Availability (NOFA) announcement from State Community Services indicating SCS's intent to allocate \$500,000 in State General Funds to fund emergency food and shelter in counties containing substantial populations of stranded homeless migrant farmworkers. The NOFA was distributed before action by the Legislative Emergency Board on November 18 in actually allocating these funds. The NOFA stated that responses had to be received in Salem by 5:00 pm on November 28, 1988. A local match of twenty-five percent cash or in-kind of new resources (above current service levels) was required. Given the extremely short timeline, MCA was asked to contact its subcontract agencies by phone to determine if there was interest in applying. HSI was the only agency to develop and submit a proposal.

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

(For Clerk's Use)

COPY OF AGREEMENT AVAILABLE FROM CLERK OF THE BOARD

Meeting Date 12/27/88

Agenda No. B-12a

REQUEST FOR PLACEMENT ON THE AGENDA

Ratification of Intergovernmental Agreement

Subject: With State Community Services

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Human Services

DIVISION Director's Office

CONTACT Bill Thomas

TELEPHONE X 3782

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy/ Bill Thomas/Denise Chuckovich

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

The attached revenue agreement with State Community Services for \$15,000 in State Homeless Migrant Program funds, allocated by the Legislative Emergency Board for emergency food and shelter, will be used by Human Solutions Inc. (HSI) to provide shelter for homeless stranded migrants. These funds were awarded to Multnomah County on the basis of a proposal submitted to SCS by HSI. Funds will be subcontracted through Metropolitan Community Action.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

PERSONNEL

☒ FISCAL/BUDGETARY

☐ General Fund

Other Federal /State

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy (pi)

BUDGET / PERSONNEL /

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

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

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

Migrant: Amount \$ 15,000.00

AGREEMENT FOR THE DELEGATION OF MIGRANT  
HOMELESS PROGRAM (Migrant) FUNDS

BETWEEN

OREGON STATE COMMUNITY SERVICES  
Department of Human Resources  
(hereinafter referred to as SCS)

and

MULTNOMAH COUNTY  
(hereinafter referred to as SUBGRANTEE)

By this agreement and all the attachments and exhibits hereto, SCS transfers to SUBGRANTEE \$ 15,000.00 for the period DECEMBER 1, 1988 to JUNE 30, 1989 subject to the conditions and requirements specified herein.

1. Work to be Performed. SUBGRANTEE shall provide shelter and feeding services to homeless individuals and/or families as indicated in the work program attached hereto as Exhibit A, and by this reference made a part hereof. This work program shall include a program budget and shall demonstrate that 25% of the migrant homeless services provided by SUBGRANTEE are funded by non-SCS resources (either in cash or in kind) over and above those resources already committed to such service delivery activities on the date this agreement was signed. SUBGRANTEE shall perform all activities in accordance with the approved work program, the approved budget, and the terms of this agreement.

For purposes of assisting SCS to obtain federal reimbursement under the State Legalization Impact Assistance Grant (SLIAG), SUBGRANTEE shall obtain the following documentation from those persons who qualify for services funded under SLIAG:

- A. A signed self-declaration that the person is homeless and has an income at or below 125% of the poverty level, and
- B. The person's name and identification number taken from the individual's I-688A Employment Authorization Card, I-688 Card, or I-689 Fee Receipt. The expiration date must also be recorded.



2. Payments.

- A. SCS certifies that sufficient funds are available and authorized for expenditure to finance this agreement as indicated, provided, however, that continuation of this agreement, or any extension, after the end of the biennium (June 30, 1989) in which it is written, is contingent upon funds being made lawfully available for the succeeding period.
- B. SCS shall pay to SUBGRANTEE 50 percent of the herein delegated Migrant funds upon the signing of this agreement. Thereafter, SUBGRANTEE shall receive the remaining funds in two equal payments, the first such payment on February 1, 1989, and the final payment on March 1, 1989.

If SUBGRANTEE's delivery of services significantly increases from that anticipated in its work program, SUBGRANTEE may request an acceleration of these payments.

- C. SUBGRANTEE or its subcontractors shall not receive duplicate payment from SCS for the same services under any other agreement with SCS; any costs for which SCS makes payment under any other agreement with SUBGRANTEE or its subcontractors shall be deducted from those costs for which SUBGRANTEE would otherwise be entitled to payment under this agreement.

3. Records.

- A. SUBGRANTEE and its subcontractors shall prepare and maintain such records as necessary for performance of the approved work program and for compliance with the terms of this agreement.

SCS, the Secretary of State's Office of the State of Oregon, and, if federal funds have been used to reimburse the cost of services provided under this contract, the federal government, and the duly authorized representatives of such entities shall have free access to the books, documents, papers, audits and records of SUBGRANTEE and its Subcontractors which are directly pertinent to this agreement for the purpose of making audit, examination, excerpts, and transcripts. These records are the property of SCS which may take possession of them at any time with three business days' notice to SUBGRANTEE.

- B. All books, documents, papers, or other records, including but not limited to client records, income documentation, financial records, invoices and statistical records, and supporting documents pertinent to this agreement shall be retained by SUBGRANTEE and its subcontractors for three years after final payment

is made under this agreement or three years from the date of completion of any audit referenced in Section 6 hereof, whichever is later. If, however, any audit questions remain unresolved at the end of this three-year period, all records must be retained until final resolution. Records involving matters in litigation shall be kept no less than one year after resolution of all litigation, including appeals.

- C. SUBGRANTEE shall maintain in its records the required documentation on persons who have received services from SUBGRANTEE which qualify for funding under SLIAG.

#### 4. Reports.

- A. SUBGRANTEE shall submit timely, complete and accurate reports to SCS detailing the progress made toward the program objective(s) and including all expenditures. The report forms are attached hereto as Exhibit B.

The program reports shall be submitted monthly by SUBGRANTEE so as to be received by SCS on or before the 15th day of each month following the last day of the previous month. The first of such reports shall be due February 15, 1989.

A final budget and expenditure report shall be submitted by SUBGRANTEE so as to be received by SCS on or before the 30th day following the last day of the contract period.

- B. SUBGRANTEE shall prepare and furnish such plans, work plans, data, descriptive information and reports as may be requested by SCS as needed to comply with state or federal requirements. SUBGRANTEE agrees to, and does hereby grant SCS the right to reproduce, use, and disclose all or any part of the plans, reports, data, and technical information furnished to SCS.

#### 5. Fiscal Management.

- A. SUBGRANTEE and its subcontractors shall prepare and maintain accurate financial records documenting all expenditures made from funds delegated under this agreement. These records shall include adjustments to reconcile the accounting records, the financial reports to SCS and the audit report for the common accounting period.
- B. Expenditures of SUBGRANTEE and/or subcontractors may be charged to this contract only if they are: 1) in payment of services performed under this contract in conformance with applicable state and federal regulations and statutes and SUBGRANTEE's work program;

2) in payment of an obligation incurred during the contract period; and 3) not in excess of 100% of the funds delegated under this agreement, including amendments.

Expenditures shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, orders, cancelled checks, and/or any other accounting documents pertaining in whole or in part to the contract, in accordance with generally accepted accounting principles, Oregon Administrative Rules, and applicable federal requirements as specified herein. Expenditures shall be segregated by line item category within SUBGRANTEE's accounting system and so reported on the required fiscal reports.

- C. All income that is generated by or attributable to funds delegated under this agreement shall be identified and segregated for expenditures relating to the approved work program. If cash is deposited in a combined or centralized income-yielding account with funds other than those delegated under this agreement, an allocation procedure shall be in place to make the necessary income to program segregations. This allocation method should be rational and equitable, but not so complex and time-consuming that the allocation process is not cost-effective. Expenditures of income from funds delegated under this agreement are to be made within the grant period in which the income is earned.
  - D. All unexpended funds or income from such funds remaining at the end of the grant period set out in this agreement must be returned to SCS no later than 30 days following the expiration or termination of this agreement. Expenses not reported within this specified time period will be the sole responsibility of SUBGRANTEE.
  - E. Any costs disallowed as a result of any audits, review or site visits shall be the sole responsibility of SUBGRANTEE. If a cost is disallowed after reimbursement has occurred, SUBGRANTEE shall make repayment of such costs within thirty (30) days of receipt of formal notice of disallowance of such expenditure(s).
  - F. In cases of suspected fraud by applicants, employee, subcontractors, or vendors, SUBGRANTEE shall cooperate with all appropriate investigative agencies, and be solely responsible for fraudulent expenditures. The SUBGRANTEE will also assist in recovering invalid payments made by its employees.
6. Audits. No special audit shall be required. SUBGRANTEE shall provide SCS with a copy of the annual audit which is filed with the Secretary of State.



7. Monitoring and Sanctions. Monitoring of SUBGRANTEE will be done in accordance with federal requirements under the SLIAG program. SCS staff will give reasonable notification of monitoring schedules. The SUBGRANTEE must provide all records requested by SCS for this monitoring.
8. Withholding. SCS may withhold all payments due to SUBGRANTEE from all contracts and agreements in effect between SCS and SUBGRANTEE if SUBGRANTEE violates any provision of this agreement including, but not limited to, the submission of timely program, audit, or financial reports and the compliance with federal audit standards.
9. Amendments to Agreement. All amendments or modifications to this agreement shall be in writing. Either party to this agreement may initiate modifications to this agreement, the approved work program, and budget at any time. All modifications which have been mutually agreed upon shall be executed on forms provided by SCS, signed by both parties, and shall become amendments to this agreement.
10. Termination.
  - A. SCS may, upon 30 days written notice delivered to SUBGRANTEE by certified mail or in person, terminate this agreement in whole or in part, under any of the following conditions:
    - (1) If SUBGRANTEE fails to fulfill obligations under this agreement including but not limited to: filing of accurate, complete and timely reports and audits, filing of inventory records, compliance with applicable state and federal regulations, compliance with the approved work program and approved budget;
    - (2) If funds provided under this agreement are used improperly or illegally;
    - (3) If any license or certificate required by law or required to be held by SUBGRANTEE to provide the services required by this agreement is for any reason denied, revoked or not renewed;
    - (4) If SUBGRANTEE (a) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself or its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (e) is adjudicated a bankrupt or insolvent, (f) fails to controvert in

a timely or appropriate manner, or agrees in writing to, an involuntary petition for bankruptcy;

- (5) If SUBGRANTEE is suspended, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participating in agreement or contract with any federal department or agency.
  - (6) If SCS funding for the Migrant program is not obtained and continued at a level sufficient to allow for funding of the indicated transfer, this agreement may be modified to accommodate a reduction in funds.
- B. In the event of termination of this agreement, all money, property and finished or unfinished documents, data, studies, and reports purchased or prepared by SUBGRANTEE under this agreement, shall be returned to SCS.
- C. Upon issuance of the notice to terminate this agreement, SCS may require that all expenditures be suspended upon delivery of said notice and any additional expenditures must have prior approval by SCS. SUBGRANTEE shall be entitled to compensation for any unreimbursed expenses reasonably or necessarily incurred in satisfactory performance of this agreement and within its approved work program prior to receipt of a termination notice pursuant to this section, or, if SCS does not require suspension of expenditures upon receipt of the termination notice, prior to the effective date of the termination.

Notwithstanding the above, SUBGRANTEE shall not be relieved of its liability to SCS for damages sustained by SCS by virtue of any breach of this agreement by SUBGRANTEE. SCS may withhold any reimbursement to SUBGRANTEE for the purpose of compensation for damages until such time as the exact damages due to SCS from SUBGRANTEE are agreed upon or otherwise determined.

#### 11. Subcontracts.

- A. SUBGRANTEE shall not enter into any subcontract, except as indicated in its approved work program, without prior written approval of SCS.
- B. SUBGRANTEE shall have a written contract with each subcontract entity. All subcontracts must be executed prior to the first day of service, unless prior written approval has been granted by SCS. SUBGRANTEE agrees to furnish a copy of each subcontract to SCS upon request.

C. At a minimum all subcontract agreements must specify:

- (1) That subcontractor shall comply with all applicable provisions of this agreement between SCS and SUBGRANTEE, each of which must be specifically incorporated into the subcontract;
- (2) That subcontractor shall comply with all applicable federal, state, county and local statutes, rules, regulations, policies, guidelines, requirements and funding criteria governing services, facilities and operations; and
- (3) That subcontractor is an independent contractor and not an agent of SCS or SUBGRANTEE. The subcontractor shall indemnify, defend and hold harmless the State of Oregon, and SUBGRANTEE and their officers, agents and employees, from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the subcontractor, their own subcontractors or the employees of either; or on account of or in consequence of carrying out the terms of the subcontract; or because of any act or omission, neglect or misconduct of the subcontractor.

D. Full responsibility for program integrity shall remain with SUBGRANTEE. Any disallowed costs on the part of the subcontractors, due to error or otherwise, will be considered to be disallowed costs of SUBGRANTEE.

12. Compliance with laws. SUBGRANTEE shall comply with all federal laws, regulations and instructions, state statutes and regulations, and local ordinances and codes applicable to this agreement or the work to be performed or funds delegated by this agreement including, but not limited to:

-OAR 461-100-000 et seq

-The Assurances listed in Exhibits C hereto and by this reference incorporated herein

and to the extent that SUBGRANTEE provides services to any SLIAG-eligible individuals:

-45 CFR Part 74

-45 CFR Part 92

-45 CFR Part 402.

SUBGRANTEE will include this provision in its contract with any subcontractors.

13. Confidentiality. SUBGRANTEE shall protect the confidentiality of all information concerning applicants for and recipients of services funded by this agreement and shall not release or disclose any such information except as directly connected with the administration of this SCS program or as authorized in writing by the applicant or recipient. All records and files shall be appropriately secured to prevent access by unauthorized persons.

SUBGRANTEE and its subcontractors shall ensure that all officers, employees, and agents are aware of and comply with this confidentiality requirement

SUBGRANTEE will include the provisions of this section in its contract with any subcontractors.

14. Equal Opportunity. SUBGRANTEE shall ensure that no person or group of persons shall, on the ground of age, race, color, national origin, primary language, sex, religion, handicap, political affiliation or belief, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part by funds delegated under this agreement.

15. SUBGRANTEE status.

A. SUBGRANTEE certifies that the work performed under this agreement is that of an independent contractor and that SUBGRANTEE is not an officer, employee or agent of the state as those terms are used in ORS 30.265 with respect to work performed under this agreement. SUBGRANTEE agrees that insurance coverage for SUBGRANTEE's agents, employees, and subcontractors is the sole responsibility of SUBGRANTEE.

B. SUBGRANTEE certifies that it is not an employee of the federal government.

C. SUBGRANTEE certifies that it is not ineligible to enter into a contract involving federal funds by virtue of any of the reasons specified in Exhibit D attached hereto and by this reference incorporated herein.

16. Dual Payment. SUBGRANTEE shall not be compensated for work performed under this agreement from any other department of the State of Oregon, nor from any other source, including the federal government, unless such funds are used solely to increase the total services to be provided under this agreement. Any funds received through activities arising under this agreement shall immediately be reported to SCS.

17. Indemnity. SUBGRANTEE shall save, defend and hold harmless the State of Oregon, SCS, its officers, agents, employees and members, from all claims, suits or action of whatsoever

nature resulting from or arising out of the activities or omissions of SUBGRANTEE or its agents, employees, or subcontractors under this agreement.

18. Captions. The captions or headings in this agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions of this agreement.
19. Severability. If any terms or provision of this agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.
20. Waiver. The failure of SCS to enforce any provision of this agreement shall not constitute a waiver by SCS of that or any other provision.
21. MERGER. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE IN THE TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT.

SUBGRANTEE, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Multnomah County  
(County)

OREGON STATE COMMUNITY SERVICES  
207 Public Service Building  
Salem, Oregon 97310

426 SW Stark, 7th Floor  
(Address)

(Signature of Manager)

Portland OR 97204  
(City) (State) (Zip)

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

(Commissioner - Chairman)

Telephone: \_\_\_\_\_

(Signature of Commissioner)

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

EXHIBIT B  
PROGRAM REPORT  
Cost Allocation  
(Round to Nearest Dollar)

State of Oregon  
Department of Human Resources  
State Community Services

Program/Grant Year \_\_\_\_\_  
Contract Number \_\_\_\_\_  
Period Ending Date \_\_\_\_\_  
Agency Name \_\_\_\_\_  
Phone No. \_\_\_\_\_

CATEGORY	PROVIDED UNDER LOCAL GOVT. FUNDS	PROVIDED UNDER SHAP	PROVIDED UNDER MIGRANT	SLIAG ELIGIBLE
1. AMOUNT SPENT SHELTER				////////////////////
2. AMOUNT SPENT MEALS				////////////////////
3. NIGHTS OF SHELTER PROVIDED				
4. NUMBER OF MEALS PROVIDED				
5.				
6.				
7.				

I certify that the information herein and appended hereto, is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Person Preparing Report (please print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title



## HOMELESS SHELTER PROGRAM

PROGRAM NARRATIVE REPORT

State of Oregon  
Office of the Director  
Department of Human Resources  
State Community Services

Contract Date: \_\_\_\_\_  
Period Covered: \_\_\_\_\_  
Agency Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

A. <u>OBJECTIVES:</u>	Planned	Actual
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

B. <u>OTHER ACTIVITIES:</u>	Planned	Actual
1.		
2.		
3.		
4.		
5.		
6.		

C. CORRECTIVE ACTION UNDERTAKEN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-Use additional sheets if necessary-



## EXHIBIT C

### GENERAL ASSURANCES

The SUBGRANTEE hereby assures and certifies that it will comply with the regulation, policies, guidelines and requirements, including 45 CFR Part 74 and OMB Circulars No. A-102, A-110 and applicable cost principles, (Circulars: A-21, "Educational Institutions"; A-87, "Cost Principles for State and Local Governments"; and A-122, "Nonprofit Organizations"), as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the SUBGRANTEE assures and certifies with respect to the grant that:

1. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC § 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefitting from the grant-aided activity.
3. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
4. It will comply with the provisions of the Hatch Act which limits the political activity of employees.
5. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, (29 USC § 201) as they apply to employees of institutions of higher education, hospitals, other nonprofit organizations, and to employees of state and local governments who are not employed in integral operations in areas of traditional governmental functions.
6. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC § 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR § 800.0) by the grantee's activity and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply with the Age Discrimination Act of 1975 enacted as an amendment to the Older Americans Act) Pub. L. 94-135), which provides that: No person in the United States shall, on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, and program or activity for which the applicant receives Federal Financial assistance.

12. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 794), all requirements imposed by the applicable HHS regulation (45 CFR § 84), and all guidelines and interpretations issued pursuant thereto, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

13. It will comply with Title IX of the Education Amendments of 1972 (20 USC § 1681, et. seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution).

14. It will comply with Pub. L. 93-348 as implemented by part 46 of Title 45 (45 CFR § 46, 42 USC § 2891) regarding the protection of human subjects involved in research, development, and related activities supported by the grant.

EXHIBIT D

Certification Regarding Debarment, Suspension,  
and Other Responsibility Matters

1. MULTNOMAH COUNTY (SUBGRANTEE)  
certifies to the best of its knowledge and belief, that neither  
it nor any of its principals:
- (a) Are presently debarred, suspended, proposed for  
debarment, declared ineligible, or voluntarily excluded  
from covered transactions by any Federal department or  
agency;
  - (b) Have within a three-year period preceding this  
agreement been convicted of or had a civil judgment  
rendered against them for commission of fraud or a  
criminal offense in connection with obtaining,  
attempting to obtain, or performing a public (Federal,  
State or local) transaction or contract under a public  
transaction; violation of Federal or State antitrust  
statutes or commission of embezzlement, theft, forgery,  
bribery, falsification or destruction of records,  
making false statements, or receiving stolen property;
  - (c) Are presently indicted for or otherwise criminally or  
civilly charged by a governmental entity (Federal,  
State or local) with commission of any of the offenses  
enumerated in paragraph 1(b) of this certification; and
  - (d) Have within a three-year period preceding this  
agreement had one or more public transactions (Federal,  
State or local) terminated for cause or default.
2. Where the prospective SUBGRANTEE is unable to certify to any of  
the statements in this certification, such prospective SUBGRANTEE  
shall attach an explanation to this proposal.

\_\_\_\_\_  
(Commissioner), (Chairman)

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

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



# MULTNOMAH COUNTY OREGON

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

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

December 27, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

Request of the Director of Human Services for )  
approval of Budget Modification DHS #24 reflect- )  
ing additional revenues in the amount of \$386,415 )  
to Director's Office, Community Services budget )  
as a result of revenue agreement with United Way )  
(\$368,729) for Federal Emergency Food and Shelter )  
funds, State Community Services (\$15,000) for the )  
Homeless Migrant Program fund, and \$2,686 for )  
Indirect Costs R-12b)

Duane Zussy, Human Services Director, explained that this budget modification includes monies that flow from the Federal Management Agency (FEMA) which first go to United Way. In prior years the monies were allocated by a committee appointed by United Way, and then allocated to subcontractor agencies who were delegate agencies under the Community Action Program (CAP). This year, United Way is making the monies available to the Board of Commissioners for distribution. These monies are not received under an intergovernmental agreement because they come directly to United Way, and then are distributed to the County. The two funds were combined because the monies are being used for the same purpose. In answer to Commissioner Casterline's question, he explained that only the \$15,000 was dedicated to food and shelter, but that the \$386,000 is not yet dedicated and can be used for any homeless individual or family.

-2-

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, it is unanimously

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance



BUDGET MODIFICATION NO. DHS # 24(For Clerk's Use) Meeting Date  
Agenda No.

12/27/88

R-126

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR Dec. 29, 1988

(Date)

DEPARTMENT HUMAN SERVICESDIVISION DIRECTOR'S OFFICECONTACT BILL THOMASTELEPHONE 248-3782\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD DUANE ZUSSY/BILL THOMASTo Budget  
12/27/88SUGGESTEDAGENDA TITLE (to assist in preparing a description for the printed agenda)

DHS Budget Modification #24 requests to increase the Director's Office, Community Services budget by \$386,415, of which \$383,729 will be contracted to Metropolitan Community Action (MCA). This increase reflects a revenue agreement with United Way in the amount of \$368,729 for Federal Emergency Food and Shelter funds, an agreement with the State Community Services, \$15,000 Homeless Migrant Program funds and \$2,686 for Indirect Costs..

(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

The Emergency Food and Shelter Local Board has determined that FEMA funds (\$368,729) for the Tri-County area should be disbursed through local community action agencies. These funds will be subcontracted through Metropolitan Community Action (MCA) based upon established allocation plan: Food (\$46,000), Shelter (\$178,354), Rent Assistance (\$137,000), and Administration (\$7,375) for the rent assistance clearinghouse at the American Red Cross. In the past, the Local Board has had United Way contract these funds directly to providers. This year the Board determined that it would simplify the system, be more responsive to local needs and be more in keeping with the EBNC reorganization to contract the funds through the community action agency in each County.

The State Community Services (SCS) funds are \$15,000 in State Homeless Migrant Program funds, allocated by the Legislative Emergency Board for emergency food/shelter for homeless stranded migrants. These funds were awarded to Multnomah County on the basis of a proposal submitted to SCS by Human Solutions Inc. (HSI). The funds will be subcontracted through the Metropolitan Community Action Agency to HSI. The revenue agreement, DHS # 318 is being processed simultaneously and should be scheduled on the agenda with this budget modification.

The additional increase of \$2,686 in M&S is Indirect Cost representing .7% of \$383,729. Both of these revenue sources are not eligible to pay for administration or indirect costs.

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

Increase United Way revenue \$368,729

Increase Migrant Homeless funds \$15,000

Increase the service reimbursement from the Fed/State fund to the General Fund \$2,686.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

(Specify Fund) Contingency before this modification (as of \_\_\_\_\_) \$ \_\_\_\_\_  
(Date)

After this modification \$ \_\_\_\_\_

Originated By.

Date

Department Director

Date

Finance/Budget

Date

Employee Relations

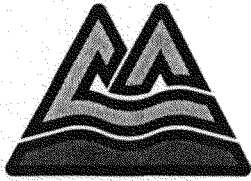
Date

Board Approval

Date







# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
426 S.W. STARK, 7TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3782

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

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair

VIA: Duane Zussy, Director, Department of Human Services *Duane Zussy (cc)*

FROM: Bill Thomas, Emergency Basic Needs Coordinator *Bill Thomas*

DATE: December 7, 1988

SUBJECT: Ratification of Intergovernmental Agreement with State Community Services and Bud Mod For A \$15,000 Homeless Migrant Program Grant

## RECOMMENDATION:

The Director's Office recommends ratification of the attached intergovernmental agreement with State Community Services and approval of Bud Mod DHS # 24 for \$15,000 in State Homeless Migrant Program funds for emergency shelter for migrants to be provided by Human Solutions Inc. (HSI).

## ANALYSIS:

This award of State General Funds to the County was the result of an application submitted to SCS by HSI on November 28, 1988. The application requested \$46,000 to fund \$25,000 of shelter for an estimated 60 families and \$20,000 of case management. In awarding the \$15,000, the State restricted eligible expenditures to actual shelter costs, i.e. no personnel or services. HSI had proposed in-kind local match of volunteers and donated resources. Funds will be subcontracted through Metropolitan Community Action (MCA). HSI requests a December 15 effective date.

## BACKGROUND:

On November 17, 1988, the Department received a Notice of Funds Availability (NOFA) announcement from State Community Services indicating SCS's intent to allocate \$500,000 in State General Funds to fund emergency food and shelter in counties containing substantial populations of stranded homeless migrant farmworkers. The NOFA was distributed before action by the Legislative Emergency Board on November 18 in actually allocating these funds. The NOFA stated that responses had to be received in Salem by 5:00 pm on November 28, 1988. A local match of twenty-five percent cash or in-kind of new resources (above current service levels) was required. Given the extremely short timeline, MCA was asked to contact its subcontract agencies by phone to determine if there was interest in applying. HSI was the only agency to develop and submit a proposal.



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
426 S.W. STARK, 7TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3782

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

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair

VIA: Duane Zussy, Director, Department of Human Services *Duane Zussy (vrs)*

FROM: Bill Thomas, Emergency Basic Needs Coordinator *Bill Thomas*

DATE: December 7, 1988

SUBJECT: Approval of Revenue Agreement with United Way of America and Budget Modification For An \$368,728 Emergency Food and Shelter Program Grant

**RECOMMENDATION:** The Director's Office recommends approval of the attached revenue agreement with United Way of America and Bud Mod DHS # 24 for \$368,728.52 in Emergency Food and Shelter Program grant funds, representing Federal Fiscal Year 1989 funds distributed on an entitlement basis to the Tri-County area under the Stewart B. McKinney Homeless Assistance Act.

**ANALYSIS:** The Emergency Food and Shelter Local Board has determined that Federal Emergency Management Agency (FEMA) phase VII funds for the Tri-County area should be disbursed through contracts with the local community action agency in each County. As the Board of County Commissioners became the countywide governing authority for community action on July 1, 1988, the Local Board has designated the Department of Human Services, as the County Board's administering agent, to receive these funds as a "local recipient organization".

Funds will be subcontracted through Metropolitan Community Action (MCA) based on the following allocation plan: food - \$11,000 for the Youth Shelter and \$35,000 set aside pending changes in federal emergency food assistance programs; shelter - \$178,353.94 for the emergency housing voucher program; shelter - \$137,000 for the rent assistance program; and \$7,374.58 for administration of the rent assistance clearinghouse at the American Red Cross. The allocation plan was developed and recommended to the Local Board by the MCA Community Services Advisory Committee. This body, replacing the HR 558 Committee, includes representation from County Departments and Board staff.

**BACKGROUND:**

The Stewart B. McKinney Homeless Assistance Act contains appropriations in over 20 program areas. The Emergency Food and Shelter Program, operated through the Federal Emergency Management Agency and United Way, predated the McKinney Act but has been absorbed by it. Funds in this Program are distributed on a formula basis to entitlement areas. The Tri-County area received \$624,128 in FFY 88 funds, of which 70% or \$432,274 was allocated to Multnomah County. A similar 70% share of the reduced FFY 89 award of \$526,755, or \$368,728, has been allocated to this County.

In past years the Local Board has had United Way contract these funds directly to providers (Red Cross, Food Bank, Youth Shelter, etc.) as local recipient organizations. This year the Local Board determined that it would simplify the system, be more responsive to local needs and be more in keeping with the ENBC reorganization to contract these funds through the community action agency in each County.

DEC 28 1988

12/27/88

RECEIVED FROM JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

BUDGET

BUDGET MODIFICATION DHS #24 APPROVED.

R-12b

Thomas D. Simpson





# MULTNOMAH COUNTY OREGON

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

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

December 27, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

In the matter of ratification of Amendment #24 )  
to the State Mental Health Contract making a re- )  
duction of \$9,028 in Local Administration as a )  
result of State DHR shortfall R-13a)

Request of the Director of Human Services for )  
approval of Budget Modification DHS #25 making an )  
appropriation reduction in the amount of \$9,028 )  
in Social Services, MED and SSD Administration )  
Budgets, Personal Services, as a result of )  
Amendment #24 to the State Mental Health Grant )  
R-13b)

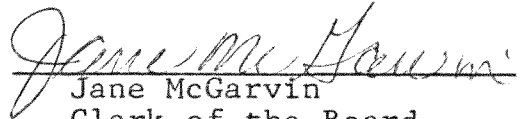
Duane Zussy, Human Services Director, explained that this is the latest amendment to the State Mental Health contract, and involves a reduction as a result of the \$22 billion shortfall being experienced by the State Department of Human Resources. The Human Services Division is able to cover the reductions from three vacant positions which have not been filled this fiscal year; this will meet State requirements that reductions be accomplished without reductions in direct service. In response to Commissioner McCoy's question, he replied that the positions were not filled because the one full-time position was created by the State, and by the time the County was able to advertise and hire a new person, one quarter of the year had passed. The other full-time position had to be advertised twice before finding an applicant that met requirements; and the part time position (\$989) just was not filled.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, it is unanimously

ORDERED that the above-entitled intergovernmental agreement amendment be ratified, and the request for budget modification be approved and implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm

cc: Budget  
Finance  
Purchasing  
Social Services  
Employee Services



BUDGET MODIFICATION NO. DHS #25

(For Clerk's Use) Meeting Date

12/27/88

Agenda No.

R-13b

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR Dec. 29, 1988

(Date)

DEPARTMENT Human ServicesDIVISION Social ServicesCONTACT Susan ClarkTELEPHONE 248-3691\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

## SUGGESTED

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

Budget Modification DHS #25 reduces the MED and SSD Administration budget by a net total of (\$9,028) to reflect Amendment #24 to the State Mental Health Grant.

(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.)

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

Budget modification DHS #25 requests Board approval to reduce the MED Operations budget by (\$3,012) and the Division Administration budget by (\$6,016) to reflect action required in Amendment #24 to the State Mental Health Grant. Both cuts will be taken out of the Permanent object code. This reduction is a result of a shortfall experienced by the State DHR and the cut is occurring state-wide in Local Administration funding. No services can be eliminated to address this cut. Due to a late hire and an underfilling of a position, the Division can make these cuts in personnel and not affect program operations.

This is a one-time-only reduction. Funds will be restored in Local Administration for the next biennium.

To budget  
12/27/88

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

State Mental Health Grant reduced by (\$9,028). Contract DHS #113-24. Service Reimbursement F/S to CGF reduced by (\$641). County General Fund reduced by (\$641).

To be processed simultaneously with contract DHS #113-24

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

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

Originated By

Date

Department Director

Date

Susan Clark 12/10/88Duane Zussy 12/14/88

Finance/Budget

Date

Employee Relations

Date

Thomas S. Sypso 12/19/88Susan Daniel 12/16/88

Board Approval

Date

Berlinda E. Jones

12/27/88

## 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
		156	010	1100		5100			(6,016)		Decrease Permanent
		156	010	1100		7100			(427)		Decrease Indirect
										(6,443)	Total Org. 1100
		156	010	1302		5100			(3,012)		Decrease Permanent
		156	010	1302		7100			(214)		Decrease Indirect
										(3,226)	Total Org. 1302
		100	010	0104		7608			(641)		Cash Transfer to F/S Fund

//////////////////////////////////////  
 TOTAL EXPENDITURE CHANGE // (10,310) 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
		156	010	1100		2605			(6,016)		State Mental Health Grant
		156	010	1302		2605			(427)		County General Fund
		156	010	1302		2605			(3,012)		State Mental Health Grant
		156	010	1302		2605			(214)		County General Fund
		100	045	7410		6602			(641)		Svc. Reimb. F/S to CGF

//////////////////////////////////////  
 TOTAL REVENUE CHANGE // (10,310) TOTAL REVENUE CHANGE

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	A n n u a l i z e d			
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	INSURANCE Increase (Decrease)	TOTAL Increase (Decrease)

NA--THIS IS A ONE-TIME-ONLY REDUCTION AND FUNDS WILL BE RESTORED FOR FY 89/90.

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.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	C u r r e n t F . Y			
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	INSURANCE Increase (Decrease)	TOTAL Increase (Decrease)
Full Time <i>Org 1302</i>	Reduction of 167 hours of 1.0 FTE PDS @ \$12.06 due to underfilling at .75 FTE. (Brady)	(2,014)	NA	NA	(2,014)
Part Time <i>Org 1302</i>	Reduction of 131 hours of .6 FTE OA2 @ \$7.62 due to delayed hire. (Vacant)	(998)	NA	NA	(998)
Full Time <i>Org 1100</i>	Reduction of 499 hours of 1.0 FTE PDS @ \$12.06 due to late hire. (Popp)	(6,016)	NA	NA	(6,016)
		(9,028)			(9,028)

DEC 28 1988

12/27/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

BUDGET

BUDGET MODIFICATION DHS #25 APPROVED

R-13b

THOMAS G. SUTTER

PLEASE SIGN & RETURN THIS RECEIPT TO COMMISSIONERS' OFFICE

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -3 AM 7:09

MULTNOMAH COUNTY  
OREGON

1-3

2

FROM: MULTNOMAH COUNTY OFFICE

DATE:

OFFICE OF THE COUNTY COMMISSIONERS - MULTNOMAH COUNTY, OREGON

RECEIVED FROM

THE BOARD



DATE SUBMITTED

(For Clerk's Use)

Meeting Date 12/27/88

Agenda No. 19-139

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of Intergovernmental Amendment

Informal Only\* \_\_\_\_\_  
(Date)

(Date)

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

(Date)

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Gary Smith

TELEPHONE 248-3691

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

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

Ratification of Amendment #24 whereby the State Mental Health Grant is reduced by (\$9,028) in Local Administration as a result of State DHR shortfall. No services will be impacted. This reduction is for FY 88/89 only.

A budget modification <sup>DHS #25</sup> accompanies this amendment and <sup>should be</sup> scheduled for ratification simultaneously.

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

**ACTION REQUESTED:**

☐ INFORMATION ONLY    ☐ PRELIMINARY APPROVAL    ☐ POLICY DIRECTION    ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA

IMPACT:

XX PERSONNEL

☒ FISCAL/BUDGETARY      Org. 1100 reduced by (6,016)

Org. 1302 reduced by (3,012)

☐ - General Fund

Other Federal/State

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Diane Tussy (PC)

BUDGET / PERSONNEL

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts)

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

(Purchasing, Facilities Management, etc.)

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

**CONTRACT APPROVAL FORM**  
(See instructions on reverse side)

DHS#113-24 88-89

## TYPE I

- ### TYPE II

- Amendment #
- 15
- to Contract #
- 15

Description of Contract funding as a result	Reduced State Grant net total of (\$9,028) in Local Administration of State DHR shortfall. Revenue adjusted in bud mod DHS # 35
---	---

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ FBE ☐ QRF

**Required Signatures:**

Purchase Order No.

Date 12/14/88

Date \_\_\_\_\_

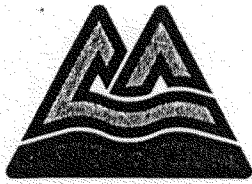
Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

TRANSACTION CODE		P O		AGENCY		PO DATE		m m d d y y		ACCOUNTING PERIOD		m m y y		BUDGET FY		y y		ACTION <input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)	
VENDOR CODE				VENDOR NAME										TOTAL AMOUNT		\$			
LINE NO.	CONTRACT NUMBER	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION							AMOUNT		INC/DEC IND	
		156	010	1100					Rev. Code 2605							\$ (6,016)			
				1302												\$ (3,012)			
																\$			
																\$			





# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy *Duane Zussy (w)*  
Director, Department of Human Services

FROM: Gary Smith *GS*  
Director, Social Services Division

DATE: December 12, 1988

SUBJECT: Recommendation to Ratify Amendment #24 to the State Mental Health  
Grant and Accompanying Budget Modification DHS #25

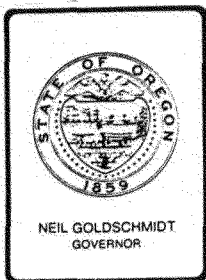
RETROACTIVE STATUS: The State initiates contract amendments based on a fiscal year appropriation. All State contract amendments reflect the July 1 through June 30 time period and are not considered retroactive.

RECOMMENDATION: Social Services Division recommends Board of Commissioner ratification of Amendment #24 to the State Mental Health Grant for the period July 1, 1988 through June 30, 1989.

ANALYSIS: This amendment reduces the State's Local Administration award to Multnomah County by (\$9,028) to reflect a budget shortfall within the State's Department of Human Resources. This was implemented under the direction of the Emergency Board. All counties in Oregon are required to take a 1.2% reduction for this fiscal year only and no services can be eliminated to meet this cut. Multnomah County can implement this reduction from unexpended personnel revenue which will not affect our current operations or staff. As a result of this cut, the net grant total is now \$24,390,604 for the 88/89 fiscal year.

Budget Modification DHS #25 initiates this reduction within the MED Operations budget (\$3,012) and the SSD Administration budget (\$6,016).

BACKGROUND: On November 28, 1988, Multnomah County was notified by Dr. Lippincott, Administrator for Mental Health, of impending reductions in Local Administration. The Emergency Board met the week of November 14th to review the DHR's budget balancing plan. \$1.7 million in AFS reductions was rejected by the E-Board. The Department was consequently required to identify an additional \$1.7 million to replace the unaccepted AFS reductions. The State Mental Health Division's portion of this reduction was \$146,517-- \$114,517 of this was taken at the State's Administrative level. The remaining \$32,000 in cuts was passed on to counties--a 1.2% reduction across the board. This is a one-time-only reduction and will be replaced for the next biennium.



Department of Human Resources  
**MENTAL HEALTH DIVISION**

2575 BITTERN STREET N.E., SALEM, OREGON 97310-0520

**1987-89 INTERGOVERNMENTAL AGREEMENT**

**PART I: AMENDMENT # 24**

**AGREEMENT FINANCIAL SUMMARY**

**DATE ISSUED:** November 30, 1988

**AGREEMENT NUMBER:** 26-001

**AGREEMENT PERIOD:** July 1, 1987 **Through** June 30, 1989

**LOCAL GOVERNMENT UNIT:** Multnomah County

426 SW Stark Street, 6th Floor

Portland, OR 97204

	<u>PART I-A</u>	<u>PART I-B</u>	<u>TOTAL</u>
<b>1987-88:</b>	<u>\$18,691,522</u>	<u>\$4,144,781</u>	<u>\$22,836,303</u>
<b>1988-89:</b>	<u>\$23,800,004</u>	<u>\$4,573,560</u>	<u>\$28,373,564</u>
		<b>BIENNIAL TOTAL:</b>	<u>\$51,209,867</u>

**THIS AMENDMENT IS REFLECTED IN REVISIONS TO THE ATTACHED DOCUMENTS:**

Part I - Notes

Part I-A, 1988-89

14c-6  
6-30-88

MHD/CCS#0356

Multnomah County  
#26-001, Amendment #24  
November 30, 1988

Part I - Notes

This amendment is 10 or more days' notice under Part II, Section I, Paragraph I.1. Amendment and Termination of the 1987-89 General Conditions that funding to the Division from the State of Oregon is not continued at a level sufficient to meet payment obligations of the Division for Local Administration (LA 01) for 1988-89. The Multnomah County amount for 1988-89 for LA 01 is therefore unilaterally reduced \$9,028 as provided for in the Agreement.

This reduces the 1987-89 Agreement to \$51,209,867.

(LA01)

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AMENDMENT TO BE EXECUTED BY THEIR AUTHORIZED OFFICERS.

MULTNOMAH COUNTY:

By \_\_\_\_\_ Date \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

APPROVED AD TO FORM:  
Laurence Kressel  
Multnomah County Counsel

By \_\_\_\_\_ Date \_\_\_\_\_  
Deputy County Counsel

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A

Page: 1

As Of: 11/29/88

1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 24

Mental Health Division Service Elements	SE Number	Agreement Amount	Change	Revised Amount	Revised Units
LOCAL ADMINISTRATION	LA 01	747,943	-9,028	738,915	0.0
Subtotal:	LA	747,943	-9,028	738,915	
CTS - CHILDREN	MED 22	425,804	0	425,804	129.0
COMM SUPPORT SERVICE	MED 23	3,844,877	0	3,844,877	1,088.0
COMM HOSPITAL SERVIC	MED 24	419,590	0	419,590	284.0
NON-HOSPITAL CRISIS	MED 25	1,241,845	0	1,241,845	3,171.0
CTS - ADULT	MED 27	22,250	0	22,250	14.0
RCF	MED 28	758,353	0	758,353	177.0
PRECOMMITMENT	MED 29	643,182	0	643,182	1,576.0
PSRB	MED 30	114,973	0	114,973	32.0
SEMI-INDEPENDENT LIV	MED 33	270,983	0	270,983	126.0
CPS PROJECT	MED 37	612,222	0	612,222	105.0
SUPPORTED EMPLOYMENT	MED 38	71,383	0	71,383	1.0
CSS-HOMELESS	MED 39	455,660	0	455,660	0.0
Subtotal:	MED	8,881,122	0	8,881,122	
ACTIVITY CENTER	DD 40	1,614,650	0	1,614,650	350.0
SHELTERED SERVICES P	DD 42	544,328	0	544,328	133.0
SUPPORTED WORK	DD 43	720,513	0	720,513	129.0
DD DIVERSION SERVICE	DD 44	55,514	0	55,514	0.0
SEMI-INDEPENDENT LIV	DD 47	187,636	0	187,636	9.6
CASE MANAGEMENT	DD 48	843,766	0	843,766	1,426.0
FAMILY SUPPORT SERVI	DD 49	300,000	0	300,000	0.0
RES FACILITIES	DD 50	4,651,629	0	4,651,629	291.0
EMPLOYMENT TRANSPORT	DD 53	539,287	0	539,287	572.0
EARLY INTERVENTION	DD 55	1,088,257	0	1,088,257	314.0
DD SPECIAL PROJECTS	DD 57	8,438	0	8,438	0.0
Subtotal:	DD	10,554,018	0	10,554,018	
ALCOHOL RESIDENTIAL	A&D 61	522,539	0	522,539	97.0
DRUG RESIDENTIAL CAR	A&D 62	335,443	0	335,443	43.0
NON-HOSP ALC. DETOX	A&D 63	581,813	0	581,813	47.0
OUTPT ALCOHOL	A&D 64	753,983	0	753,983	646.0

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-B

Page: 1  
As Of: 11/29/88

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 24

1988-89

Reimburse Source	MHD Service Element	Service Element #	Agreement Amount	Change	Revised Amount	Revised Units
MEDICAID	OUTPT ALCOHO	A&D 64	92,983	0	92,983	121.0
MEDICAID	OUTPT DRUG-F	A&D 65	79,714	0	79,714	103.0
MEDICAID	METHADONE MA	A&D 69	148,736	0	148,736	193.0
MEDICAID	CTS - CHILDR	MED 22	557,092	0	557,092	191.0
MEDICAID	COMM SUPPORT	MED 23	2,171,294	0	2,171,294	625.0
MEDICAID	NON-HOSPITAL	MED 25	80,425	0	80,425	205.0
MEDICAID	CTS - ADULT	MED 27	56,626	0	56,626	37.0
MEDICAID	SEMI-INDEPEN	MED 33	95,258	0	95,258	45.0
MEDICAID	CPS PROJECT	MED 37	265,057	0	265,057	45.0
	Subtotal:		3,547,185	0	3,547,185	
IDF	DUII DIV I	A&D 67	5,425	0	5,425	0.0
IDF	DUII DIV II	A&D 68	142,330	0	142,330	0.0
IDF	CONVICTED I	A&D 77	855	0	855	0.0
IDF	CONVICTED II	A&D 78	93,790	0	93,790	0.0
	Subtotal:		242,400	0	242,400	
AFC	DD NON-REL.	DD 58	211,680	0	211,680	106.0
AFC	DD RELATIVE	DD 59	68,880	0	68,880	37.0
AFC	AFC MED	MED 34	155,215	0	155,215	80.0
	Subtotal:		435,775	0	435,775	
START-UP	ACTIVITY CEN	DD 40	8,750	0	8,750	0.0
START-UP	SUPPORTED WO	DD 43	65,250	0	65,250	0.0
START-UP	RES. FACILIT	DD 50	274,200	0	274,200	0.0
START-UP	RCF	MED 28	0	0	0	0.0
START-UP	CPS PROJECT	MED 37	0	0	0	0.0
	Subtotal:		348,200	0	348,200	
AGREEMENT TOTAL			\$ 4,573,560	0	\$ 4,573,560	

OREGON STATE MENTAL HEALTH DIVISION  
Agreement for Community Mental Health Services  
PART I-B SUMMARY

Page: 1  
As Of: 11/29/88

CONTRACTOR: MULTNOMAH COUNTY

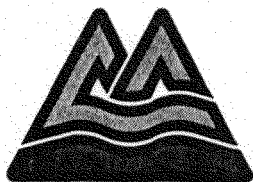
AGREEMENT NO: 26-001

AMD #: 24

1987-88, 1988-89

Reimburs. Source	MHD Service Element	Service Element #	1987-88 Agreement Total	1988-89 Agreement Total	Biennium Total
MEDICAID	OUTPT ALCOHO	A&D 64	91,160	92,983	184,143
MEDICAID	OUTPT DRUG-F	A&D 65	78,151	79,714	157,865
MEDICAID	METHADONE MA	A&D 69	147,290	148,736	296,026
MEDICAID	CTS - CHILDR	MED 22	546,169	557,092	1,103,261
MEDICAID	COMM SUPPORT	MED 23	2,071,873	2,171,294	4,243,167
MEDICAID	NON-HOSPITAL	MED 25	78,848	80,425	159,273
MEDICAID	CTS - ADULT	MED 27	55,516	56,626	112,142
MEDICAID	SEMI-INDEPEN	MED 33	32,629	95,258	127,887
MEDICAID	CPS PROJECT	MED 37	89,854	265,057	354,911
	Subtotal:		3,191,490	3,547,185	6,738,675
IDF	DUII DIV I	A&D 67	5,280	5,425	10,705
IDF	DUII DIV II	A&D 68	139,480	142,330	281,810
IDF	CONVICTED I	A&D 77	800	855	1,655
IDF	CONVICTED II	A&D 78	90,000	93,790	183,790
	Subtotal:		235,560	242,400	477,960
AFC	DD NON-REL.	DD 58	218,710	211,680	430,390
AFC	DD RELATIVE	DD 59	76,490	68,880	145,370
AFC	AFC MED	MED 34	152,172	155,215	307,387
	Subtotal:		447,372	435,775	883,147
START-UP	ACTIVITY CEN	DD 40	21,000	8,750	29,750
START-UP	SUPPORTED WO	DD 43	22,000	65,250	87,250
START-UP	RES. FACILIT	DD 50	124,411	274,200	398,611
START-UP	RCF	MED 28	2,399	0	2,399
START-UP	CPS PROJECT	MED 37	100,549	0	100,549
	Subtotal:		270,359	348,200	618,559
AGREEMENT TOTAL			\$ 4,144,781	4,573,560	\$ 8,718,341





# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

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

FROM: Gary Smith *GS*  
Director, Social Services Division

DATE: December 12, 1988

SUBJECT: Recommendation to Ratify Amendment #24 to the State Mental Health Grant and Accompanying Budget Modification DHS #25

RETROACTIVE STATUS: The State initiates contract amendments based on a fiscal year appropriation. All State contract amendments reflect the July 1 through June 30 time period and are not considered retroactive.

RECOMMENDATION: Social Services Division recommends Board of Commissioner ratification of Amendment #24 to the State Mental Health Grant for the period July 1, 1988 through June 30, 1989.

ANALYSIS: This amendment reduces the State's Local Administration award to Multnomah County by (\$9,028) to reflect a budget shortfall within the State's Department of Human Resources. This was implemented under the direction of the Emergency Board. All counties in Oregon are required to take a 1.2% reduction for this fiscal year only and no services can be eliminated to meet this cut. Multnomah County can implement this reduction from unexpended personnel revenue which will not affect our current operations or staff. As a result of this cut, the net grant total is now \$24,390,604 for the 88/89 fiscal year.

Budget Modification DHS #25 initiates this reduction within the MED Operations budget (\$3,012) and the SSD Administration budget (\$6,016).

BACKGROUND: On November 28, 1988, Multnomah County was notified by Dr. Lippincott, Administrator for Mental Health, of impending reductions in Local Administration. The Emergency Board met the week of November 14th to review the DHR's budget balancing plan. \$1.7 million in AFS reductions was rejected by the E-Board. The Department was consequently required to identify an additional \$1.7 million to replace the unaccepted AFS reductions. The State Mental Health Division's portion of this reduction was \$146,517-- \$114,517 of this was taken at the State's Administrative level. The remaining \$32,000 in cuts was passed on to counties--a 1.2% reduction across the board. This is a one-time-only reduction and will be replaced for the next biennium.





# MULTNOMAH COUNTY OREGON

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

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

December 27, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

In the matter of ratification of Amendment #25 to)  
the State Mental Health Contract, whereby the )  
Grant is increased by a net total of \$26,088 for )  
additional services to DD clients for FY 88-89 )  
R-14a)

Request of the Director of Human Services for )  
approval of Budget Modification DHS #26 reflect- )  
ing additional revenues in the amount of \$26,088 )  
from State Mental Health Grant to Social Services )  
Materials & Services, to implement Amendment #25 )  
to the State Mental Health Contract R-14b)

Duane Zussy, Human Services Director, reported this agree-  
ment is the 25th amendment to the State Mental Health contract and  
provides an increase which focuses on Developmentally Disabled  
clients. Some of the money is allocated for administration, sup-  
plies, and staff increases; and the budget modification appropriates  
funds.

Upon motion of Commissioner Kafoury, duly seconded by  
Commissioner Casterline, it is unanimously

-2-

ORDERED that said intergovernmental agreement amendment be ratified, and the accompanying budget modification request be approved and implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Purchasing  
Social Services

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

(For Clerk's Use)

Meeting Date 12/27/88

Agenda No. R-14a

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of Intergovernmental Amendment

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Susan Clark

TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

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

Ratification of Amendment #25 to the State Mental Health Contract whereby the Grant is increased a net total of \$26,088 for additional services to DD clients for Fy 88/89.

Budget Modification DHS# 26 <sup>ACCOMPANIES</sup> appropriates this revenue and should be scheduled simultaneously.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☒ FISCAL/BUDGETARY

Org. 1100 increased by \$151

Org. 1215 increased by \$25,557

Org. 1270 increased by \$380

☐ - General Fund

Other federal/state

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: \_\_\_\_\_

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

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

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

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

BOARD OF  
COUNTY COMMISSIONERS  
1988 DEC 20 PM 3:08  
MULTNOMAH COUNTY  
OREGON

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

(For Clerk's Use)

Meeting Date \_\_\_\_\_  
Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of Intergovernmental Amendment

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Susan Clark

TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

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

Ratification of Amendment #25 to the State Mental Health Contract whereby the Grant is increased a net total of \$26,088 for additional services to DD clients for Fy 88/89.

Budget Modification DHS# 26 appropriates this revenue and should be scheduled simultaneously.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☒ FISCAL/BUDGETARY

☐ - General Fund

Org. 1100 increased by \$151  
Org. 1215 increased by \$25,557  
Org. 1270 increased by \$380

Other federal/state

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy

BUDGET / PERSONNEL /

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

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

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

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1988 DEC 22 PM 2:19

# CONTRACT APPROVAL FORM

(See instructions on reverse side)

DHS #113-25 88-80

## TYPE I

- ☐ Professional Services under \$10,000  
☒ Revenue  
☐ Grant Funding  
☒ Intergovernmental Agreement

## TYPE II

- ☐ Professional Services over \$10,000 (RFP, Exemption)  
☐ PCRb Contract  
☐ Maintenance Agreement  
☐ Licensing Agreement  
☐ Construction

Amendment # 25 to Contract # 101139

Amendment # \_\_\_\_\_ to Contract # \_\_\_\_\_

Contact Person Susan Clark Phone 248-3691 Date 12-8-88

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

Description of Contract	Increases SMH Grant a net total of \$26,088 for increased services in the
DD Program office.	Revenue received in Amendment #25 to the SMH grant appropriated in bud mod DHS
# 24	

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

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ FBE ☐ QRF

Contractor Name State Mental Health Division

Contractor Name \_\_\_\_\_  
Mailing Address 2575 Bittern St, NE

Salem, OR. 97310

Phone 1-373-7827

Employer ID# or SS# NA-Revenue

Effective Date July 1, 1988

Termination Date June 30, 1989

Original Contract Amount \$ 24,390,604

Amount of Amendment \$ 26,088

Total Amount of Agreement \$ 24,416,692

Appropriated in bud mod DHS#26

**Required Signatures:**

## Payment Terms

☐ Lump Sum \$\_\_\_\_\_

XX Monthly \$Allotment\_\_\_\_\_

☐ Other \$\_\_\_\_\_☐ Requirements contract-requisition required

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

Department Head Shove Nassy Wm

Date: 12/14/88

Purchasing Director

Date \_\_\_\_\_

(Type II Contracts Only)

County Counsel

Date \_\_\_\_\_

Budget Office

Date \_\_\_\_\_

County Executive/Sheriff

Date \_\_\_\_\_

TRANSACTION CODE		P.O.	AGENCY		PO DATE		ACCOUNTING PERIOD		BUDGET FY		ACTION <input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)	
VENDOR CODE			VENDOR NAME							TOTAL AMOUNT		\$
LINE NO.	CONTRACT NUMBER	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION	AMOUNT	INC/DEC IND	
		156	010	1215					Rev. Source 2605	\$ 25,557		
		156	010	1100					" " "	\$ 151		
		156	010	1270					" " "	\$ 380		
										\$		



# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy  
Director, Department of Human Services

FROM: Gary Smith *GS*  
Director, Social Services Division

DATE: December 12, 1988

SUBJECT: Recommendation to Ratify Amendment #25 to the State Mental Health  
Grant and Accompanying Budget Modification DHS #\_\_

RETROACTIVE STATUS: The State initiates contract amendments based on a fiscal year appropriation. All State contract amendments reflect the July 1 through June 30 time period and are not considered retroactive.

RECOMMENDATION: Social Services Division recommends Board of Commissioner ratification of Amendment #25 to the State Mental Health Grant for the period July 1, 1988 through June 30, 1989.

ANALYSIS: This amendment implements several increases in Social Services Division programs which include:

SSD Administration is increased by \$151 in Local Administration and will be used to cover anticipated overexpenditures in supplies due to staff increases.

DD Contracts is increased by \$25,557 for additional vocation, residential and transportation services to Community Integration Project clients who will be discharged from Fairview.

DD Case Management is increased by \$380 to purchase consultation services to address special/individual client needs.

As a result of this amendment, the new State Mental Health Grant total is \$24,416,692. Budget Modification DHS #\_\_ implements these increases within the Administration, DD Contracts and DD Case Management budgets.

BACKGROUND: This amendment was initiated in response to two separate requests on October 19th and again on November 8th by Multnomah County to the State for additional funding to serve soon to be discharged Fairview clients. Special conditions were negotiated and the amendment was finalized. It was received by the Social Services Division on December 7th.

BUDGET MODIFICATION NO. \_\_\_\_\_

(For Clerk's Use) Meeting Date \_\_\_\_\_

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

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_ (Date) \_\_\_\_\_

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Susan Clark

TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

SUGGESTED

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

Budget Modification DHS #\_\_ increases Social Services Division budgets by a net total of \$26,088 to reflect Amendment #25 to the State Mental Health Grant.

(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 DHS #\_\_ requests Board approval to increase Social Services Division budgets by a net total of \$26,088 to reflect action required in Amendment #25 to the State Mental Health Grant. Specific program budgets impacted include:

SSD Administration--Increased by \$151 in Local Administration and is appropriated in supplies to cover anticipated overexpenditures.

DD Contracts--Increased by \$25,557 for additional vocation, residential and transportation services to Community Integration Project clients who will be discharged from Fairview.

DD Case Management--Increased by \$380 and is appropriated in Professional Services to purchase consultation services to address special/individual client needs.

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

State Mental Health Grant increased by \$26,088. Contract DHS #113-25. Service Reimbursement F/S to CGF increased by \$217. County General Fund increased by \$217.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

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

Originated By \_\_\_\_\_ Date \_\_\_\_\_ Department Director \_\_\_\_\_ Date \_\_\_\_\_

Finance/Budget \_\_\_\_\_ Date \_\_\_\_\_ Employee Relations \_\_\_\_\_ Date \_\_\_\_\_

Board Approval \_\_\_\_\_ Date \_\_\_\_\_



## 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
		156	010	1100		6230			151		Increase Supplies
		156	010	1100		7100			11		Increase Indirect (.071)
										162	Total Org. 1100
		156	010	1215		6060			25,557		Increase Pass Through
		156	010	1215		7100			179		Increase Indirect (.007)
										25,736	Total Org. 1215
		156	010	1270		6110			380		Increase Professional Svcs.
		156	010	1270		7100			27		Increase Indirect (.071)
										407	Total Org. 1270
		100	010	0104		7608			217	217	Cash Transfer to F/S Fund

TOTAL EXPENDITURE CHANGE

26,522

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
		156	010	1100		2605			151		State Mental Health Grant
		156	010	1100		7601			11		County General Fund
		156	010	1215		2605			25,557		State Mental Health Grant
		156	010	1215		7601			179		County General Fund
		156	010	1270		2605			380		State Mental Health Grant
		156	010	1270		7601			27		County General Fund
		100	045	7410		6602			217		Svc. Reimb. F/S to CGF

TOTAL REVENUE CHANGE

26,522

TOTAL REVENUE CHANGE



## MULTNOMAH COUNTY OREGON

## CONTRACT APPROVAL FORM

(See instructions on reverse side)

## TYPE I

- ☐ Professional Services under \$10,000  
☒ Revenue  
☐ Grant Funding  
☒ Intergovernmental Agreement

## TYPE II

- ☐ Professional Services over \$10,000 (RFP, Exemption)  
☐ PCRB Contract  
☐ Maintenance Agreement  
☐ Licensing Agreement  
☐ Construction

Amendment # 25 to Contract # 101139

Amendment # \_\_\_\_\_ to Contract # \_\_\_\_\_

Contact Person Susan Clark Phone 248-3691 Date 12-8-88Department Human Services Division Social Services Bldg/Room 160-6Description of Contract Increases SMH Grant a net total of \$26,088 for increased services in the DD Program office. Revenue received in Amendment #25 to the SMH grant appropriated in bud mod DHS # .RFP/BID # NA Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ FBE ☐ QRFContractor Name State Mental Health DivisionMailing Address 2575 Bittern St, NE  
Salem, OR. 97310Phone 1-373-7827Employer ID# or SS# NA-RevenueEffective Date July 1, 1988Termination Date June 30, 1989Original Contract Amount \$ 24,390,604Amount of Amendment \$ 26,088Total Amount of Agreement \$ 24,416,692

Appropriated in bud mod DHS# .

Required Signatures:

## Payment Terms

- ☐ Lump Sum \$ \_\_\_\_\_  
☒ Monthly \$ Allotment  
☐ Other \$ \_\_\_\_\_

☐ Requirements contract-requisition required  
 Purchase Order No. \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_  
(Type II Contracts Only)

County Counsel \_\_\_\_\_ Date \_\_\_\_\_

Budget Office \_\_\_\_\_ Date \_\_\_\_\_

County Executive/Sheriff \_\_\_\_\_ Date \_\_\_\_\_

TRANSACTION CODE	P.O.	AGENCY	PO DATE	m m d d y y	ACCOUNTING PERIOD	m m y y	BUDGET FY	y y	ACTION		
VENDOR CODE		VENDOR NAME			TOTAL AMOUNT		\$		<input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)		
LINE NO.	CONTRACT NUMBER	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION	AMOUNT	INC/DEC IND
		156	010	1215					Rev. Source 2605	\$ 25,557	
		156	010	1100					" " "	\$ 151	
		156	010	1270					" " "	\$ 380	
										\$	

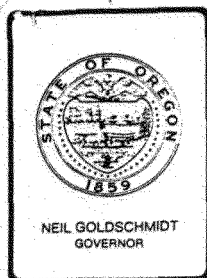
WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

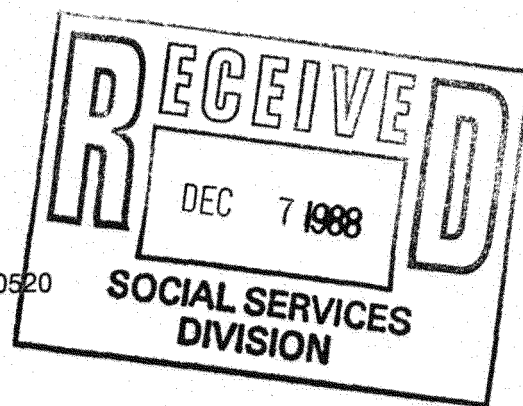
GREEN - FINANCE

GOLDENROD - BUDGET



Department of Human Resources  
**MENTAL HEALTH DIVISION**

2575 BITTERN STREET N.E., SALEM, OREGON 97310-0520



**1987-89 INTERGOVERNMENTAL AGREEMENT**

**PART I: AMENDMENT # 25**

**AGREEMENT FINANCIAL SUMMARY**

**DATE ISSUED:** December 5, 1988

**AGREEMENT NUMBER:** 26-001

**AGREEMENT PERIOD:** July 1, 1987 Through June 30, 1989

**LOCAL GOVERNMENT UNIT:** Multnomah County

426 SW Stark Street, 6th Floor

Portland, OR 97204

	<u>PART I-A</u>	<u>PART I-B</u>	<u>TOTAL</u>
<b>1987-88:</b>	<u>\$18,691,522</u>	<u>\$4,144,781</u>	<u>\$22,836,303</u>
<b>1988-89:</b>	<u>\$23,823,733</u>	<u>\$4,575,919</u>	<u>\$28,399,652</u>
		<b>BIENNIAL TOTAL:</b>	<u>\$51,235,955</u>

**THIS AMENDMENT IS REFLECTED IN REVISIONS TO THE ATTACHED DOCUMENTS:**

Part I - Notes and Special Conditions

Part I-A and I-B, 1988-89

14c-6  
6-30-88

MHD/CCS#0356

Part I - Notes and Special Conditions

This amendment includes the following 1988-89 actions:

1. Local Administration (LA 01) is increased \$151 based on the service increase listed in #3 below.
2. Activity Centers (DD 40) and Residential Facilities (DD 50) are increased \$10,800 and \$9,014 respectively. The DD 40 increase is to provide for enhanced services which are being provided throughout the fiscal year for one existing DD 40 client, and the addition of one slot in the element which began 10-1-88. The DD 50 increase provides for the addition of one slot which occurred 8-1-88.
3. Supported Employment and its ancillary elements are increased as follows:
  - o DD 43 is increased \$3,068 adding a slot for one client beginning in November 1988;
  - o Case Management (DD 48) is increased \$380 to address the increased workload of providing these services to the client.
  - o Transportation (DD 53) is increased \$316 to provide an additional slot for this client.
4. Start-up funds for DD 50 are increased \$2,359.

These actions increase the 1988-89 Agreement \$26,088 to \$51,235,955.

Special Conditions

- 25.1 Funds awarded in Note #2 above are for services to designated individuals. The Division may reduce the award for services to these persons if they are terminated from service, based on the monthly service rate and the date of termination.
- 25.2 Start-up funds in Note #4 are subject to the requirements in Exhibit #1.

mult(12/5/88)

Special Conditions For Start-Up Funds

Start-up funds awarded in this amendment will be paid as reimbursement for actual expenditures and are subject to the following terms and conditions:

1. Reimbursement for all expenditures is contingent on Division approval of a line-item budget showing proposed expenditure of Division funds and an expenditure report which documents actual expenditures. The Division may provide cash in advance following approval of the line-item budget. An expenditure report is due at the Division 90 days after services are initiated. Instructions for submitting budgets, expenditure reports and other documents as required below are contained in the Financial Procedures Manual.
2. Expenditures for personal services or services and supply items shall be documented in an expenditure report which shows actual expenditures by employee and position and uses the same service/supply categories contained in the line-item budget.
3. Expenditures for furnishings and fixtures shall be documented in an expenditure report, accompanied by an inventory and receipts for all items which cost over \$100 and the address of the facility in which each item will be located and used.
4. Expenditures for vehicles, computers and other special equipment shall be documented in an expenditure report, accompanied by receipts for all items purchased and a security interest in favor of the Division for each item which exceeds \$1,000 in cost.
5. Items purchased under Items 3 and 4 above must be used for purposes described in this award for the expected useful life of the item or five years, whichever is less, except as follows:
  - a. Prior approval is obtained from the Division for an alternative use;
  - b. The equipment is lost or rendered useless for reasons other than negligence on the part of the county or a county subcontractor;
  - c. Division funds for operation of programs or services in the facility are discontinued.

Failure of the county/contractor or its subcontractors to comply with terms stated above shall result in repayment to the Division of a prorated share of the award based on the length of time the equipment was used for purposes described in this amendment. The Division may, at its discretion, require repossession of the equipment in lieu of repayment. Any repayment will occur as otherwise provided in this Agreement.

6. Expenditures for facility renovation or other capital projects shall be documented in an expenditure report accompanied by receipts for all materials and services. An amount equal to 15% of the project cost may be withheld by the Division pending approval of the cost report and completion of the work to the Division's satisfaction.
7. Expenditures for real property shall be subject to a trust deed in favor of the state which shall only be released by the Division upon devotion of these premises to delivery of services approved by the Division under terms in the trust deed. All transactions must be accomplished through a licensed escrow agent acting on instructions provided by the Division.
8. Division may disallow expenditures which are not documented or secured to the Division's satisfaction as described above and in the Financial Procedures Manual. Recovery of any such unauthorized expenditures shall occur as otherwise provided in this Agreement.

0343E  
11/18/87

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AMENDMENT TO BE EXECUTED BY THEIR AUTHORIZED OFFICERS.

MULTNOMAH COUNTY:

STATE MENTAL HEALTH DIVISION:

By \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

\_\_\_\_\_ Date

By \_\_\_\_\_  
Dan Barker, Manager  
State Mental Health Division

\_\_\_\_\_ Date

APPROVED AD TO FORM:  
Laurence Kressel  
Multnomah County Counsel

By \_\_\_\_\_  
Deputy County Counsel

\_\_\_\_\_ Date



OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A

Page: 1

As Of: 12/05/88

1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 25

Mental Health Division Service Elements	SE Number	Agreement Amount	Change	Revised Amount	Revised Units
LOCAL ADMINISTRATION	LA 01	738,915	151	739,066	0.0
Subtotal:	LA	738,915	151	739,066	
-----					
CTS - CHILDREN	MED 22	425,804	0	425,804	129.0
COMM SUPPORT SERVICE	MED 23	3,844,877	0	3,844,877	1,088.0
COMM HOSPITAL SERVIC	MED 24	419,590	0	419,590	284.0
NON-HOSPITAL CRISIS	MED 25	1,241,845	0	1,241,845	3,171.0
CTS - ADULT	MED 27	22,250	0	22,250	14.0
RCF	MED 28	758,353	0	758,353	177.0
PRECOMMITMENT	MED 29	643,182	0	643,182	1,576.0
PSRB	MED 30	114,973	0	114,973	32.0
SEMI-INDEPENDENT LIV	MED 33	270,983	0	270,983	126.0
CPS PROJECT	MED 37	612,222	0	612,222	105.0
SUPPORTED EMPLOYMENT	MED 38	71,383	0	71,383	1.0
CSS-HOMELESS	MED 39	455,660	0	455,660	0.0
Subtotal:	MED	8,881,122	0	8,881,122	
-----					
ACTIVITY CENTER	DD 40	1,614,650	10,800	1,625,450	351.0
SHELTERED SERVICES P	DD 42	544,328	0	544,328	133.0
SUPPORTED WORK	DD 43	720,513	3,068	723,581	132.0
DD DIVERSION SERVICE	DD 44	55,514	0	55,514	0.0
SEMI-INDEPENDENT LIV	DD 47	187,636	0	187,636	9.6
CASE MANAGEMENT	DD 48	843,766	380	844,146	1,445.0
FAMILY SUPPORT SERVI	DD 49	300,000	0	300,000	0.0
RES FACILITIES	DD 50	4,651,629	9,014	4,660,643	303.0
EMPLOYMENT TRANSPORT	DD 53	539,287	316	539,603	604.0
EARLY INTERVENTION	DD 55	1,088,257	0	1,088,257	314.0
DD SPECIAL PROJECTS	DD 57	8,438	0	8,438	0.0
Subtotal:	DD	10,554,018	23,578	10,577,596	
-----					
ALCOHOL RESIDENTIAL	A&D 61	522,539	0	522,539	97.0
DRUG RESIDENTIAL CAR	A&D 62	335,443	0	335,443	43.0
NON-HOSP ALC. DETOX	A&D 63	581,813	0	581,813	47.0
OUTPT ALCOHOL	A&D 64	753,983	0	753,983	646.0



OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A

Page: 2

As Of: 12/05/88

1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 25

Mental Health Division Service Elements	SE Number	Agreement Amount	Change	Revised Amount	Revised Units
OUTPT DRUG-FREE	A&D 65	620,197	0	620,197	333.0
METHADONE MAINTENANC	A&D 69	452,724	0	452,724	260.0
PREVENTION & E.I.	A&D 70	108,616	0	108,616	0.0
CIRT	A&D 71	225,876	0	225,876	14.0
NON-HOSP DRUG DETOX	A&D 73	24,758	0	24,758	2.0
Subtotal:	A&D	3,625,949	0	3,625,949	
-----					
AGREEMENT TOTAL		\$23,800,004	23,729	\$23,823,733	
		-----	-----	-----	

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A SUMMARY

Page: 1  
As Of: 12/05/88

1987-88, 1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 25

Mental Health Division Service Elements	Service Element #	1987-88 Agreement Total	1988-89 Agreement Total	Biennium Total
LOCAL ADMINISTRATION	LA 01	610,397	739,066	1,349,463
Subtotal: LA		610,397	739,066	1,349,463
CTS - CHILDREN	MED 22	314,653	425,804	740,457
COMM SUPPORT SERVICES	MED 23	3,671,221	3,844,877	7,516,098
COMM HOSPITAL SERVICES	MED 24	417,753	419,590	837,343
NON-HOSPITAL CRISIS SERVICES	MED 25	1,217,496	1,241,845	2,459,341
CTS - ADULT	MED 27	21,814	22,250	44,064
RCF	MED 28	800,565	758,353	1,558,918
PRECOMMITMENT	MED 29	630,570	643,182	1,273,752
PSRB	MED 30	113,129	114,973	228,102
SEMI-INDEPENDENT LIVING	MED 33	176,544	270,983	447,527
CPS PROJECT	MED 37	109,770	612,222	721,992
SUPPORTED EMPLOYMENT SERVICE	MED 38	8,332	71,383	79,715
CSS-HOMELESS	MED 39	79,839	455,660	535,499
Subtotal: MED		7,561,686	8,881,122	16,442,808
ACTIVITY CENTER	DD 40	1,528,827	1,625,450	3,154,277
SHELTERED SERVICES PROGRAM	DD 42	533,655	544,328	1,077,983
SUPPORTED WORK	DD 43	214,366	723,581	937,947
DD DIVERSION SERVICE	DD 44	55,315	55,514	110,829
SEMI-INDEPENDENT LIVING	DD 47	180,493	187,636	368,129
CASE MANAGEMENT	DD 48	375,138	844,146	1,219,284
FAMILY SUPPORT SERVICES	DD 49	0	300,000	300,000
RES FACILITIES	DD 50	2,843,264	4,660,643	7,503,907
EMPLOYMENT TRANSPORTATION	DD 53	401,443	539,603	941,046
EARLY INTERVENTION	DD 55	822,132	1,088,257	1,910,389
DD SPECIAL PROJECTS	DD 57	0	8,438	8,438
Subtotal: DD		6,954,633	10,577,596	17,532,229
ALCOHOL RESIDENTIAL CARE	A&D 61	512,269	522,539	1,034,808
DRUG RESIDENTIAL CARE	A&D 62	328,871	335,443	664,314
NON-HOSP ALC. DETOX	A&D 63	570,381	581,813	1,152,194
OUTPT ALCOHOL	A&D 64	745,648	753,983	1,499,631
OUTPT DRUG-FREE	A&D 65	576,872	620,197	1,197,069
METHADONE MAINTENANCE	A&D 69	499,356	452,724	952,080

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A SUMMARY

Page: 2  
As Of: 12/05/88

1987-88,1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 25

Mental Health Division Service Elements	Service Element #	1987-88 Agreement Total	1988-89 Agreement Total	Biennium Total
PREVENTION & E.I.	A&D 70	89,511	108,616	198,127
CIRT	A&D 71	221,458	225,876	447,334
NON-HOSP DRUG DETOX	A&D 73	20,440	24,758	45,198
Subtotal: A&D		3,564,806	3,625,949	7,190,755
AGREEMENT TOTAL		\$18,691,522	23,823,733	\$42,515,255

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-B

Page: 1  
As Of: 12/05/88

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001 AMD #: 25

1988-89

Reimburse Source	MHD Service Element	Service Element #	Agreement Amount	Change	Revised Amount	Revised Units
MEDICAID	OUTPT ALCOHO	A&D 64	92,983	0	92,983	121.0
MEDICAID	OUTPT DRUG-F	A&D 65	79,714	0	79,714	103.0
MEDICAID	METHADONE MA	A&D 69	148,736	0	148,736	193.0
MEDICAID	CTS - CHILDR	MED 22	557,092	0	557,092	191.0
MEDICAID	COMM SUPPORT	MED 23	2,171,294	0	2,171,294	625.0
MEDICAID	NON-HOSPITAL	MED 25	80,425	0	80,425	205.0
MEDICAID	CTS - ADULT	MED 27	56,626	0	56,626	37.0
MEDICAID	SEMI-INDEPEN	MED 33	95,258	0	95,258	45.0
MEDICAID	CPS PROJECT	MED 37	265,057	0	265,057	45.0
	Subtotal:		3,547,185	0	3,547,185	
IDF	DUII DIV I	A&D 67	5,425	0	5,425	0.0
IDF	DUII DIV II	A&D 68	142,330	0	142,330	0.0
IDF	CONVICTED I	A&D 77	855	0	855	0.0
IDF	CONVICTED II	A&D 78	93,790	0	93,790	0.0
	Subtotal:		242,400	0	242,400	
AFC	DD NON-REL.	DD 58	211,680	0	211,680	106.0
AFC	DD RELATIVE	DD 59	68,880	0	68,880	37.0
AFC	AFC MED	MED 34	155,215	0	155,215	80.0
	Subtotal:		435,775	0	435,775	
START-UP	ACTIVITY CEN	DD 40	8,750	0	8,750	0.0
START-UP	SUPPORTED WO	DD 43	65,250	0	65,250	0.0
START-UP	RES. FACILIT	DD 50	274,200	2,359	276,559	0.0
START-UP	RCF	MED 28	0	0	0	0.0
START-UP	CPS PROJECT	MED 37	0	0	0	0.0
	Subtotal:		348,200	2,359	350,559	
AGREEMENT TOTAL			\$ 4,573,560	2,359	\$ 4,575,919	

OREGON STATE MENTAL HEALTH DIVISION  
Agreement for Community Mental Health Services  
PART I-B SUMMARY

Page: 1  
As Of:12/05/88

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 25

1987-88,1988-89

Reimburs. Source	MHD Service Element	Service Element #	1987-88 Agreement Total	1988-89 Agreement Total	Biennium Total
MEDICAID	OUTPT ALCOHO	A&D 64	91,160	92,983	184,143
MEDICAID	OUTPT DRUG-F	A&D 65	78,151	79,714	157,865
MEDICAID	METHADONE MA	A&D 69	147,290	148,736	296,026
MEDICAID	CTS - CHILDR	MED 22	546,169	557,092	1,103,261
MEDICAID	COMM SUPPORT	MED 23	2,071,873	2,171,294	4,243,167
MEDICAID	NON-HOSPITAL	MED 25	78,848	80,425	159,273
MEDICAID	CTS - ADULT	MED 27	55,516	56,626	112,142
MEDICAID	SEMI-INDEPEN	MED 33	32,629	95,258	127,887
MEDICAID	CPS PROJECT	MED 37	89,854	265,057	354,911
	Subtotal:		3,191,490	3,547,185	6,738,675
IDF	DUII DIV I	A&D 67	5,280	5,425	10,705
IDF	DUII DIV II	A&D 68	139,480	142,330	281,810
IDF	CONVICTED I	A&D 77	800	855	1,655
IDF	CONVICTED II	A&D 78	90,000	93,790	183,790
	Subtotal:		235,560	242,400	477,960
AFC	DD NON-REL.	DD 58	218,710	211,680	430,390
AFC	DD RELATIVE	DD 59	76,490	68,880	145,370
AFC	AFC MED	MED 34	152,172	155,215	307,387
	Subtotal:		447,372	435,775	883,147
START-UP	ACTIVITY CEN	DD 40	21,000	8,750	29,750
START-UP	SUPPORTED WO	DD 43	22,000	65,250	87,250
START-UP	RES. FACILIT	DD 50	124,411	276,559	400,970
START-UP	RCF	MED 28	2,399	0	2,399
START-UP	CPS PROJECT	MED 37	100,549	0	100,549
	Subtotal:		270,359	350,559	620,918
AGREEMENT TOTAL			\$ 4,144,781	4,575,919	\$ 8,720,700

BUDGET MODIFICATION NO. DHS #26

(For Clerk's Use) Meeting Date

Agenda No.

12/27/88

R-146

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR Dec. 29, 1988

(Date)

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Susan Clark

TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

SUGGESTED

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

Budget Modification DHS #26 increases Social Services Division budgets by a net total of \$26,088 to reflect Amendment #25 to the State Mental Health Grant.

(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 DHS #26 requests Board approval to increase Social Services Division budgets by a net total of \$26,088 to reflect action required in Amendment #25 to the State Mental Health Grant. Specific program budgets impacted include:

SSD Administration--Increased by \$151 in Local Administration and is appropriated in supplies to cover anticipated overexpenditures.

DD Contracts--Increased by \$25,557 for additional vocation, residential and transportation services to Community Integration Project clients who will be discharged from Fairview.

DD Case Management--Increased by \$380 and is appropriated in Professional Services to purchase consultation services to address special/individual client needs.

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

State Mental Health Grant increased by \$26,088. Contract DHS #113-25. Service Reimbursement F/S to CGF increased by \$217. County General Fund increased by \$217.

To be processed simultaneously with contract DHS #113-25

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of \_\_\_\_\_) \$ \_\_\_\_\_  
(Specify Fund) (Date)

After this modification \$ \_\_\_\_\_

Originated By

Date

Department Director

Date

Finance/Budget

Date

Employee Relations

Date

Board Approval

Date



## 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
		156	010	1100		6230			151		Increase Supplies
		156	010	1100		7100			11		Increase Indirect (.071)
										162	Total Org. 1100
		156	010	1215		6060			25,557		Increase Pass Through
		156	010	1215		7100			179		Increase Indirect (.007)
										25,736	Total Org. 1215
		156	010	1270		6110			380		Increase Professional Svcs.
		156	010	1270		7100			27		Increase Indirect (.071)
										407	Total Org. 1270
		100	010	0104		7608			217	217	Cash Transfer to F/S Fund
////////////////////////////////////// TOTAL EXPENDITURE CHANGE ////////////////////////////////////// 26,522 TOTAL EXPENDITURE CHANGE											

## REVENUE

TRANSACTION RB [ ]

GM [ ]

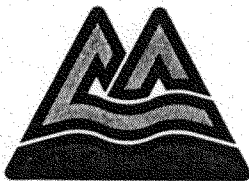
TRANSACTION DATE \_\_\_\_\_

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
		156	010	1100		2605			151		State Mental Health Grant
		156	010	1100		7601			11		County General Fund
		156	010	1215		2605			25,557		State Mental Health Grant
		156	010	1215		7601			179		County General Fund
		156	010	1270		2605			380		State Mental Health Grant
		156	010	1270		7601			27		County General Fund
		100	045	7410		6602			217		Svc. Reimb. F/S to CGF
////////////////////////////////////// TOTAL REVENUE CHANGE ////////////////////////////////////// 26,522 TOTAL REVENUE CHANGE											





# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy *Duane Zussy (cc)*  
Director, Department of Human Services

FROM: Gary Smith *GS*  
Director, Social Services Division

DATE: December 12, 1988

SUBJECT: Recommendation to Ratify Amendment #25 to the State Mental Health Grant and Accompanying Budget Modification DHS #26

RETROACTIVE STATUS: The State initiates contract amendments based on a fiscal year appropriation. All State contract amendments reflect the July 1 through June 30 time period and are not considered retroactive.

RECOMMENDATION: Social Services Division recommends Board of Commissioner ratification of Amendment #25 to the State Mental Health Grant for the period July 1, 1988 through June 30, 1989.

ANALYSIS: This amendment implements several increases in Social Services Division programs which include:

SSD Administration is increased by \$151 in Local Administration and will be used to cover anticipated overexpenditures in supplies due to staff increases.

DD Contracts is increased by \$25,557 for additional vocation, residential and transportation services to Community Integration Project clients who will be discharged from Fairview.

DD Case Management is increased by \$380 to purchase consultation services to address special/individual client needs.

As a result of this amendment, the new State Mental Health Grant total is \$24,416,692. Budget Modification DHS #26 implements these increases within the Administration, DD Contracts and DD Case Management budgets.

BACKGROUND: This amendment was initiated in response to two separate requests on October 19th and again on November 8th by Multnomah County to the State for additional funding to serve soon to be discharged Fairview clients. Special conditions were negotiated and the amendment was finalized. It was received by the Social Services Division on December 7th.

DEC 28 1988

12/27/ 88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

BUDGET

BUDGET MODIFICATION DHS #26 APPROVED

R-14b

*Thomas G. Smyser*

PLEASE SIGN & RETURN THIS RECEIPT TO COMMISSIONERS OFFICE

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -3 AM 7:09

MULTNOMAH COUNTY  
OREGON

TOP

RECEIVED BY

RECEIVED BY

CITY BOARD OF COMMISSIONERS

JOE WICKMAN



# MULTNOMAH COUNTY OREGON

74  
5162

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

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

December 27, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

In the matter of ratification of Amendment #26 to)  
the State Mental Health Contract, whereby the )  
Grant is increased by \$72,675 for additional )  
A & D Prevention Services for FY 88-89 R-15a)

Request of the Director of Human Services for )  
approval of Budget Modification DHS #27 reflect- )  
ing additional revenues in the amount of \$66,098 )  
from State Mental Health Grant to Social Services )  
Materials & Services, to implement Amendment #26 )  
to the State Mental Health Contract; \$6,577 for )  
personnel costs were anticipated during technical )  
amendment preparations and was included in Tech- )  
nical Amendment DHS #47; making an appropriation )  
transfer in the amount of \$6,590 within Social )  
Services from A & D Contracts to A & D Operations )  
Budget for personal services contract for evalu- )  
ation of the Acupuncture Detox Program R-15b )

Duane Zussy, Human Services Director, stated amendment #26 includes alcohol and drug prevention services (\$72,675). Some of these monies had been anticipated by the Division during budget preparation, therefore the accompanying budget modification only reflects the difference between anticipated funds and the amendment total.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, it is unanimously

ORDERED that said Intergovernmental Agreement amendment be ratified, and budget modification request be approved and implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Social Services  
Purchasing

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

(For Clerk's Use)

Meeting Date 12/27/88

Agenda No. R-15a

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of Intergovernmental Amendment

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Susan Clark

TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

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

Ratification of Amendment #26 to the State Mental Health Grant whereby the County will receive an additional \$72,675 for additional A & D Prevention Services for the 88/89 fiscal year.

Budget modification DHS# 27 accompanies this amendment and should be scheduled simultaneously.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☒ FISCAL/BUDGETARY

Org. 1415 increased by \$72,675 (less \$6,577 already appropriated)

☐ -General Fund

Other federal/state

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: \_\_\_\_\_

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

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

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

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



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK, 6TH FLOOR  
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CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy  
Director, Department of Human Services

FROM: Gary Smith *[Signature]*  
Director, Social Services Division

DATE: December 12, 1988

SUBJECT: Recommendation to Ratify Amendment #26 to the State Mental Health Grant and  
Accompanying Budget Modification DHS #\_\_\_

RETROACTIVE STATUS: The State initiates contract amendments based on a fiscal year appropriation. All State contract amendments reflect the July 1 through June 30 time period and are not considered retroactive.

RECOMMENDATION: Social Services Division recommends Board of Commissioner ratification of Amendment #26 to the State Mental Health Grant for the period July 1, 1988 through June 30, 1989.

ANALYSIS: Amendment #26 implements a number of service increases due to unexpended FY 87/88 revenue carried over to current fiscal year. This carry over will allow the A&D Program to provide some pilot services, including establishing an Interpreter's Fund for alcohol and drug services to the hearing impaired. Student Retention Initiative services are increased by \$15,400 and will be subcontracted to Mainstream Youth Programs for A&D programs provided in the first quarter of FY 88/89. The State has also awarded \$17,000 in operating funds to augment the County's Acupuncture Detoxification Program. A number of other minor adjustments and increases are made. As a result of this amendment, the new State Mental Health Grant total is \$24,489,367.

Budget Modification DHS #\_\_\_ appropriates \$66,098 of the amendment total. The remaining \$6,577 was already included in the A&D budget during Technical Amendments (DHS #47). In addition, the budget modification transfers Acupuncture Evaluation revenue (\$6,590) from the A&D Contracts budget to the A&D Operations budget to cover a Personal Services Agreement with Carolyn Lane who will be conducting the evaluation.

BACKGROUND: This amendment was initiated in response to three separate requests as early as July, 1988 by Multnomah County A&D Program Office to the State. The delay occurred due to a misunderstanding at the State's level concerning the County's ability to budget unexpended FY 87/88 revenue in FY 88/89. Once this was resolved, the amendment was finalized on December 6th and received by the Social Services Division on December 8th.



BUDGET MODIFICATION NO. \_\_\_\_\_

(For Clerk's Use) Meeting Date \_\_\_\_\_  
Agenda No. \_\_\_\_\_

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_  
(Date) \_\_\_\_\_

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Susan Clark

TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

SUGGESTED

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

Budget Modification DHS #\_\_ increases A&D Program budgets by a net total of \$66,098 to reflect Amendment #26 to the State Mental Health Grant.

(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 DHS #\_\_ requests Board approval to increase A&D Program budgets by a net total of \$66,098 to reflect action required in Amendment #26 to the State Mental Health Grant. This revenue will be subcontracted to providers to increase Drug Free Outpatient, Prevention and Drug Detox/Acupuncture services. While Amendment #26 shows a \$72,675 increase, \$6,577 for personnel costs associated with the AIDS Project was anticipated during technical amendment preparations and was added in TA DHS #47.

In addition, \$6,590 of County General Fund is transferred from A&D Contracts budget to A&D Operations budget for a personal services agreement with Carolyn Lane to evaluate the Acupuncture Detox Program for the current fiscal year.

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

State Mental Health Grant increased by \$72,675 (less \$6,577 already appropriated in Technical Amendments DHS #47). Contract DHS #113-26. Service Reimbursement F/S to CGF increased by \$885. County General Fund increased by \$885.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

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

Originated By \_\_\_\_\_ Date \_\_\_\_\_ Department Director \_\_\_\_\_ Date \_\_\_\_\_

Finance/Budget \_\_\_\_\_ Date \_\_\_\_\_ Employee Relations \_\_\_\_\_ Date \_\_\_\_\_

Board Approval \_\_\_\_\_ Date \_\_\_\_\_

## 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
		156	010	1410		6110			6,590		Increase Professional Svcs.
		156	010	1410		7100			468		Increase Indirect (.071)
										7,058	Total Org. 1410
		156	010	1415		6060			59,508		Increase Pass Through
		156	010	1415		7100			417		Increase Indirect (.007)
										59,925	Total Org. 1415
		100	010	0104		7608			885	885	Cash Transfer to F/S Fund
////////////////////////////////////											
TOTAL EXPENDITURE CHANGE									67,868	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
		156	010	1410		7601			6,590		County General Fund-Acup.
		156	010	1410		7601			468		County General Fund-Indir.
		156	010	1415		7601			(6,590)		County General Fund-Acup.
		156	010	1415		7601			(46)		County General Fund-Indir.
		156	010	1415		2605			66,098		State Mental Health Grant
		156	010	1270		7601			463		County General Fund-Indir.
		100	045	7410		6602			885		Svc. Reimb. F/S to CGF
////////////////////////////////////											
TOTAL REVENUE CHANGE									67,868	TOTAL REVENUE CHANGE	



## MULTNOMAH COUNTY OREGON

## CONTRACT APPROVAL FORM

(See instructions on reverse side)

## TYPE I

- ☐ Professional Services under \$10,000  
☒ Revenue  
☐ Grant Funding  
☒ Intergovernmental Agreement

## TYPE II

- ☐ Professional Services over \$10,000 (RFP, Exemption)  
☐ PCRB Contract  
☐ Maintenance Agreement  
☐ Licensing Agreement  
☐ Construction

Amendment # 26 to Contract # 101139

Amendment # \_\_\_\_\_ to Contract # \_\_\_\_\_

Contact Person Susan Clark Phone 248-3691 Date 12-9-88  
 Department Human Services Division Social Services Bldg/Room 160-6

Description of Contract Increases SMH grant by a net total of \$72,675 for additional alcohol drug services and increases T.19 allocation by \$25,858. Revenue received in Amendment #26 and appropriated in bud mod DHS# .

RFP/BID # NA Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ FBE ☐ QRFContractor Name State Mental Health DivisionMailing Address 2575 Bittern St, NE  
Salem, Or. 97310Phone 373-7827Employer ID# or SS# NA-RevenueEffective Date July 1, 1988Termination Date June 30, 1989Original Contract Amount \$ 24,416,692Amount of Amendment \$ 72,675Total Amount of Agreement \$ 24,489,367  
Appropriated in bud mod DHS# .

Required Signatures:

## Payment Terms

- ☐ Lump Sum \$ \_\_\_\_\_  
☒ Monthly \$ Allotment  
☐ Other \$ \_\_\_\_\_

☐ Requirements contract-requisition required  
 Purchase Order No. \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

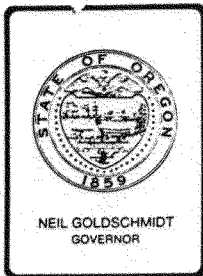
Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_  
 (Type II Contracts Only)

County Counsel \_\_\_\_\_ Date \_\_\_\_\_

Budget Office \_\_\_\_\_ Date \_\_\_\_\_

County Executive/Sheriff \_\_\_\_\_ Date \_\_\_\_\_

TRANSACTION CODE		P.O.		AGENCY		PO DATE		m m d d y y		ACCOUNTING PERIOD		m m y y		BUDGET FY		y y		ACTION <input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)	
VENDOR CODE				VENDOR NAME										TOTAL AMOUNT		\$			
LINE NO.	CONTRACT NUMBER		FUND	AGENCY	ORGANIZATION	ACTIVITY OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION				AMOUNT		INC DEC IND				
			156	010	1415				Rev. Source 2605				\$ 72,675						
													\$						
													\$						
													\$						
													\$						



Department of Human Resources  
**MENTAL HEALTH DIVISION**

2575 BITTERN STREET N.E., SALEM, OREGON 97310-0520

**1987-89 INTERGOVERNMENTAL AGREEMENT**

**PART I: AMENDMENT #** 26

**AGREEMENT FINANCIAL SUMMARY**

**DATE ISSUED:** December 6, 1988

**AGREEMENT NUMBER:** 26-001

**AGREEMENT PERIOD:** July 1, 1987 Through June 30, 1989

**LOCAL GOVERNMENT UNIT:** Multnomah County  
426 SW Stark Street, 6th Floor  
Portland, OR 97204

	<u>PART I-A</u>	<u>PART I-B</u>	<u>TOTAL</u>
1987-88:	<u>\$18,691,522</u>	<u>\$4,144,781</u>	<u>\$22,836,303</u>
1988-89:	<u>\$23,890,508</u>	<u>\$4,607,677</u>	<u>\$28,498,185</u>
		<b>BIENNIAL TOTAL:</b>	<u>\$51,334,488</u>

**THIS AMENDMENT IS REFLECTED IN REVISIONS TO THE ATTACHED DOCUMENTS:**

Part I - Notes and Special Conditions

Part I-A, 1988-89

Part I-B, 1988-89

14c-6  
6-30-88

MHD/CCS#0356

Part I - Notes & Special Conditions

This amendment consists of the following 1988-89 actions:

1. Operating funds are added for Prevention (A&D 70) services as follows:
  - a. \$15,400 is awarded to provide for reimbursement of student retention services consisting of identification and referral of high risk youth. The services were approved by the Office of Alcohol and Drug Abuse Programs and delivered by the County during the first quarter of 1988-89 in eight middle schools and one alternative school.
  - b. \$6,577 is awarded for reimbursement for training in the delivery of prevention and treatment services for the County's AIDS outreach worker.
  - c. \$4,902 is awarded for the establishment of a reimbursement capacity to enable subcontract providers to obtain services of interpreters for the hearing impaired at a rate up to \$35 for each initial hour of service to a client and \$15 per hour thereafter. A&D 70 funds (up to \$9,030) which are currently included in the Agreement for 1988-89 for services to Asian refugees may also be used for reimbursement at the rate above for interpreter services for hearing impaired.
2. \$22,896 is added in Part I-A for Outpatient Drug-Free Treatment (A&D 65) slots for non-Title XIX eligible clients and \$25,858 in Part I-B for Title XIX eligibles. Service units are revised accordingly as shown in Part I-A.
3. Non-Hospital Drug Detoxification (A&D 73) is increased \$17,000 in operating funds to provide acupuncture services as a detoxification treatment to 500 persons. These services are not included in the Part I-A service units for A&D 73. They will be accounted for separately as set forth in special conditions.
4. Start-up funds are added as follows:
  - a. \$600 of A&D 70 funds are added for start-up for the development of a model protocol of policies and procedures to assist residential services comply with OAR 410-10-060.
  - b. A&D 70 start-up is further increased \$1,000 to purchase telecommunication equipment for use in providing substance abuse treatment services to the hearing impaired.
  - c. \$3,000 is added in A&D 73 to purchase equipment for acupuncture detoxification services.
  - d. \$1,300 is added as A&D 65 start-up to provide for personnel costs, and/or contract consultant fees, and travel to enable the County to provide consultation on the implementation and operation of acupuncture methods as a detoxification service to programs designated by the Office of Alcohol and Drug Abuse Programs.

These actions increase the 1987-89 Agreement \$98,533 to \$51,334,488.

Special Conditions

- 26.1 \$26,879 added in note #1, and \$1,000 added in note #4.b. for A&D 70 operations and start-up are contingent on the County repaying at least \$27,879 from 1987-88 underexpenditures in the element at the time the 1987-88 Cost Statement is finalized, or by 6-30-89, whichever is first.
- 26.2 All start-up funds in note #4 are subject to the requirements of Exhibit #1 as these relate to start-up budgets, reporting of expenses, and securing equipment. Payment of start-up expenses will follow receipt of approval of line-item budgets on forms prescribed by the Division and approved by the Office of Alcohol and Drug Abuse Programs. Start-up funds intended for the purchase of completed products such as the model protocol in note #4.a. will be paid following receipt of written approval of the finished product by the Office of Alcohol and Drug Abuse Programs.
- 26.3 While the basis of payment for A&D 70 services as set forth in Part III is not changed by this amendment, the County will supply a report of the expenditure of funds in note #1.c. for interpreter services to the Office of Alcohol and Drug Abuse Programs by August 1, 1989. The report shall list amounts paid for each service instance, date of service, and payee.
- 26.4 The County will be paid for A&D 65 funds added in Part I-A and I-B as set forth in Part III for other A&D 65 services. However, the County will pay subcontractors for services supported with the Part I-A funds through a fee-for-service system, based on \$11.46 for each quarter hour of individual counseling and \$3.82 for each quarter hour of group counseling.
- 26.5 The County will ensure that services provided with the A&D 65 funds awarded in note #2 will be reported in such a way as to record hours and minutes of services provided by client, by provider, separate and distinguishable from services to other clients. The method of reporting must be reviewed and approved by the Office of Alcohol and Drug Abuse Programs.
- 26.6 Documentation in the form of referral coupons supplied by the client must be maintained by the County, verifying that all persons referred for A&D 65 services added in note #2, and 80% of the persons who receive acupuncture services as a detoxification treatment were referred by AIDS outreach worker(s).
- 26.7 All persons providing acupuncture services supported with funds added in note #3 must be licensed by the State of Oregon and certified by the National Acupuncture Detox Association, Inc.



Special Conditions For Start-Up Funds

Start-up funds awarded in this amendment will be paid as reimbursement for actual expenditures and are subject to the following terms and conditions:

1. Reimbursement for all expenditures is contingent on Division approval of a line-item budget showing proposed expenditure of Division funds and an expenditure report which documents actual expenditures. The Division may provide cash in advance following approval of the line-item budget. An expenditure report is due at the Division 90 days after services are initiated. Instructions for submitting budgets, expenditure reports and other documents as required below are contained in the Financial Procedures Manual.
2. Expenditures for personal services or services and supply items shall be documented in an expenditure report which shows actual expenditures by employee and position and uses the same service/supply categories contained in the line-item budget.
3. Expenditures for furnishings and fixtures shall be documented in an expenditure report, accompanied by an inventory and receipts for all items which cost over \$100 and the address of the facility in which each item will be located and used.
4. Expenditures for vehicles, computers and other special equipment shall be documented in an expenditure report, accompanied by receipts for all items purchased and a security interest in favor of the Division for each item which exceeds \$1,000 in cost.
5. Items purchased under Items 3 and 4 above must be used for purposes described in this award for the expected useful life of the item or five years, whichever is less, except as follows:
  - a. Prior approval is obtained from the Division for an alternative use;
  - b. The equipment is lost or rendered useless for reasons other than negligence on the part of the county or a county subcontractor;
  - c. Division funds for operation of programs or services in the facility are discontinued.

Failure of the county/contractor or its subcontractors to comply with terms stated above shall result in repayment to the Division of a prorated share of the award based on the length of time the equipment was used for purposes described in this amendment. The Division may, at its discretion, require repossession of the equipment in lieu of repayment. Any repayment will occur as otherwise provided in this Agreement.



6. Expenditures for facility renovation or other capital projects shall be documented in an expenditure report accompanied by receipts for all materials and services. An amount equal to 15% of the project cost may be withheld by the Division pending approval of the cost report and completion of the work to the Division's satisfaction.
7. Expenditures for real property shall be subject to a trust deed in favor of the state which shall only be released by the Division upon devotion of these premises to delivery of services approved by the Division under terms in the trust deed. All transactions must be accomplished through a licensed escrow agent acting on instructions provided by the Division.
8. Division may disallow expenditures which are not documented or secured to the Division's satisfaction as described above and in the Financial Procedures Manual. Recovery of any such unauthorized expenditures shall occur as otherwise provided in this Agreement.

0343E  
11/18/87

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AMENDMENT TO BE EXECUTED BY THEIR AUTHORIZED OFFICERS.

MULTNOMAH COUNTY:

STATE MENTAL HEALTH DIVISION:

By \_\_\_\_\_ Date \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

By \_\_\_\_\_ Date \_\_\_\_\_  
Dan Barker, Manager  
State Mental Health Division

APPROVED AD TO FORM:  
Laurence Kressel  
Multnomah County Counsel

By \_\_\_\_\_ Date \_\_\_\_\_  
Deputy County Counsel

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A

Page: 1

As Of: 12/06/88

1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 26

Mental Health Division Service Elements	SE Number	Agreement Amount	Change	Revised Amount	Revised Units
LOCAL ADMINISTRATION	LA 01	739,066	0	739,066	0.0
Subtotal:	LA	739,066	0	739,066	
CTS - CHILDREN	MED 22	425,804	0	425,804	129.0
COMM SUPPORT SERVICE	MED 23	3,844,877	0	3,844,877	1,088.0
COMM HOSPITAL SERVIC	MED 24	419,590	0	419,590	284.0
NON-HOSPITAL CRISIS	MED 25	1,241,845	0	1,241,845	3,171.0
CTS - ADULT	MED 27	22,250	0	22,250	14.0
RCF	MED 28	758,353	0	758,353	177.0
PRECOMMITMENT	MED 29	643,182	0	643,182	1,576.0
PSRB	MED 30	114,973	0	114,973	32.0
SEMI-INDEPENDENT LIV	MED 33	270,983	0	270,983	126.0
CPS PROJECT	MED 37	612,222	0	612,222	105.0
SUPPORTED EMPLOYMENT	MED 38	71,383	0	71,383	1.0
CSS-HOMELESS	MED 39	455,660	0	455,660	0.0
Subtotal:	MED	8,881,122	0	8,881,122	
ACTIVITY CENTER	DD 40	1,625,450	0	1,625,450	351.0
SHELTERED SERVICES P	DD 42	544,328	0	544,328	133.0
SUPPORTED WORK	DD 43	723,581	0	723,581	132.0
DD DIVERSION SERVICE	DD 44	55,514	0	55,514	0.0
SEMI-INDEPENDENT LIV	DD 47	187,636	0	187,636	9.6
CASE MANAGEMENT	DD 48	844,146	0	844,146	1,445.0
FAMILY SUPPORT SERVI	DD 49	300,000	0	300,000	0.0
RES FACILITIES	DD 50	4,660,643	0	4,660,643	303.0
EMPLOYMENT TRANSPORT	DD 53	539,603	0	539,603	604.0
EARLY INTERVENTION	DD 55	1,088,257	0	1,088,257	314.0
DD SPECIAL PROJECTS	DD 57	8,438	0	8,438	0.0
Subtotal:	DD	10,577,596	0	10,577,596	
ALCOHOL RESIDENTIAL	A&D 61	522,539	0	522,539	97.0
DRUG RESIDENTIAL CAR	A&D 62	335,443	0	335,443	43.0
NON-HOSP ALC. DETOX	A&D 63	581,813	0	581,813	47.0
OUTPT ALCOHOL	A&D 64	753,983	0	753,983	646.0

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A

Page: 2  
As Of: 12/06/88

1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 26

Mental Health Division Service Elements	SE Number	Agreement Amount	Change	Revised Amount	Revised Units
OUTPT DRUG-FREE	A&D 65	620,197	22,896	643,093	346.0
METHADONE MAINTENANC	A&D 69	452,724	0	452,724	260.0
PREVENTION & E.I.	A&D 70	108,616	26,879	135,495	0.0
CIRT	A&D 71	225,876	0	225,876	14.0
NON-HOSP DRUG DETOX	A&D 73	24,758	17,000	41,758	2.0
Subtotal:	A&D	3,625,949	66,775	3,692,724	
<hr/>					
AGREEMENT TOTAL		\$23,823,733	66,775	\$23,890,508	

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A SUMMARY

Page: 1

As Of: 12/06/88

1987-88,1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 26

Mental Health Division Service Elements	Service Element #	1987-88 Agreement Total	1988-89 Agreement Total	Biennium Total
LOCAL ADMINISTRATION	LA 01	610,397	739,066	1,349,463
Subtotal: LA		610,397	739,066	1,349,463
CTS - CHILDREN	MED 22	314,653	425,804	740,457
COMM SUPPORT SERVICES	MED 23	3,671,221	3,844,877	7,516,098
COMM HOSPITAL SERVICES	MED 24	417,753	419,590	837,343
NON-HOSPITAL CRISIS SERVICES	MED 25	1,217,496	1,241,845	2,459,341
CTS - ADULT	MED 27	21,814	22,250	44,064
RCF	MED 28	800,565	758,353	1,558,918
PRECOMMITMENT	MED 29	630,570	643,182	1,273,752
PSRB	MED 30	113,129	114,973	228,102
SEMI-INDEPENDENT LIVING	MED 33	176,544	270,983	447,527
CPS PROJECT	MED 37	109,770	612,222	721,992
SUPPORTED EMPLOYMENT SERVICE	MED 38	8,332	71,383	79,715
CSS-HOMELESS	MED 39	79,839	455,660	535,499
Subtotal: MED		7,561,686	8,881,122	16,442,808
ACTIVITY CENTER	DD 40	1,528,827	1,625,450	3,154,277
SHELTERED SERVICES PROGRAM	DD 42	533,655	544,328	1,077,983
SUPPORTED WORK	DD 43	214,366	723,581	937,947
DD DIVERSION SERVICE	DD 44	55,315	55,514	110,829
SEMI-INDEPENDENT LIVING	DD 47	180,493	187,636	368,129
CASE MANAGEMENT	DD 48	375,138	844,146	1,219,284
FAMILY SUPPORT SERVICES	DD 49	0	300,000	300,000
RES FACILITIES	DD 50	2,843,264	4,660,643	7,503,907
EMPLOYMENT TRANSPORTATION	DD 53	401,443	539,603	941,046
EARLY INTERVENTION	DD 55	822,132	1,088,257	1,910,389
DD SPECIAL PROJECTS	DD 57	0	8,438	8,438
Subtotal: DD		6,954,633	10,577,596	17,532,229
ALCOHOL RESIDENTIAL CARE	A&D 61	512,269	522,539	1,034,808
DRUG RESIDENTIAL CARE	A&D 62	328,871	335,443	664,314
NON-HOSP ALC. DETOX	A&D 63	570,381	581,813	1,152,194
OUTPT ALCOHOL	A&D 64	745,648	753,983	1,499,631
OUTPT DRUG-FREE	A&D 65	576,872	643,093	1,219,965
METHADONE MAINTENANCE	A&D 69	499,356	452,724	952,080

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-A SUMMARY

Page: 2

As Of: 12/06/88

1987-88, 1988-89

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 26

Mental Health Division Service Elements	Service Element #	1987-88 Agreement Total	1988-89 Agreement Total	Biennium Total
PREVENTION & E.I.	A&D 70	89,511	135,495	225,006
CIRT	A&D 71	221,458	225,876	447,334
NON-HOSP DRUG DETOX	A&D 73	20,440	41,758	62,198
Subtotal: A&D		3,564,806	3,692,724	7,257,530
AGREEMENT TOTAL		\$18,691,522	23,890,508	\$42,582,030

OREGON STATE MENTAL HEALTH DIVISION  
Amendment To Agreement for Community Mental Health Services  
PART I-B

Page: 1  
As Of: 12/06/88

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 26

1988-89

Reimburse Source	MHD Service Element	Service Element #	Agreement Amount	Change	Revised Amount	Revised Units
MEDICAID	OUTPT ALCOHO	A&D 64	92,983	0	92,983	121.0
MEDICAID	OUTPT DRUG-F	A&D 65	79,714	25,858	105,572	137.0
MEDICAID	METHADONE MA	A&D 69	148,736	0	148,736	193.0
MEDICAID	CTS - CHILDR	MED 22	557,092	0	557,092	191.0
MEDICAID	COMM SUPPORT	MED 23	2,171,294	0	2,171,294	625.0
MEDICAID	NON-HOSPITAL	MED 25	80,425	0	80,425	205.0
MEDICAID	CTS - ADULT	MED 27	56,626	0	56,626	37.0
MEDICAID	SEMI-INDEPEN	MED 33	95,258	0	95,258	45.0
MEDICAID	CPS PROJECT	MED 37	265,057	0	265,057	45.0
	Subtotal:		3,547,185	25,858	3,573,043	
IDF	DUII DIV I	A&D 67	5,425	0	5,425	0.0
IDF	DUII DIV II	A&D 68	142,330	0	142,330	0.0
IDF	CONVICTED I	A&D 77	855	0	855	0.0
IDF	CONVICTED II	A&D 78	93,790	0	93,790	0.0
	Subtotal:		242,400	0	242,400	
AFC	DD NON-REL.	DD 58	211,680	0	211,680	106.0
AFC	DD RELATIVE	DD 59	68,880	0	68,880	37.0
AFC	AFC MED	MED 34	155,215	0	155,215	80.0
	Subtotal:		435,775	0	435,775	
START-UP	OUTPT DRUG-F	A&D 65	0	1,300	1,300	0.0
START-UP	PREVENTION &	A&D 70	0	1,600	1,600	0.0
START-UP	NON-HOSP DRU	A&D 73	0	3,000	3,000	0.0
START-UP	ACTIVITY CEN	DD 40	8,750	0	8,750	0.0
START-UP	SUPPORTED WO	DD 43	65,250	0	65,250	0.0
START-UP	RES. FACILIT	DD 50	276,559	0	276,559	0.0
START-UP	RCF	MED 28	0	0	0	0.0
START-UP	CPS PROJECT	MED 37	0	0	0	0.0
	Subtotal:		350,559	5,900	356,459	

AGREEMENT TOTAL

\$ 4,575,919

31,758

\$ 4,607,677

OREGON STATE MENTAL HEALTH DIVISION  
Agreement for Community Mental Health Services  
PART I-B SUMMARY

Page: 1  
As Of:12/06/88

CONTRACTOR: MULTNOMAH COUNTY

AGREEMENT NO: 26-001

AMD #: 26

1987-88,1988-89

Reimburs. Source	MHD Service Element	Service Element #	1987-88 Agreement Total	1988-89 Agreement Total	Biennium Total
MEDICAID	OUTPT ALCOHO	A&D 64	91,160	92,983	184,143
MEDICAID	OUTPT DRUG-F	A&D 65	78,151	105,572	183,723
MEDICAID	METHADONE MA	A&D 69	147,290	148,736	296,026
MEDICAID	CTS - CHILDR	MED 22	546,169	557,092	1,103,261
MEDICAID	COMM SUPPORT	MED 23	2,071,873	2,171,294	4,243,167
MEDICAID	NON-HOSPITAL	MED 25	78,848	80,425	159,273
MEDICAID	CTS - ADULT	MED 27	55,516	56,626	112,142
MEDICAID	SEMI-INDEPEN	MED 33	32,629	95,258	127,887
MEDICAID	CPS PROJECT	MED 37	89,854	265,057	354,911
	Subtotal:		3,191,490	3,573,043	6,764,533
IDF	DUII DIV I	A&D 67	5,280	5,425	10,705
IDF	DUII DIV II	A&D 68	139,480	142,330	281,810
IDF	CONVICTED I	A&D 77	800	855	1,655
IDF	CONVICTED II	A&D 78	90,000	93,790	183,790
	Subtotal:		235,560	242,400	477,960
AFC	DD NON-REL.	DD 58	218,710	211,680	430,390
AFC	DD RELATIVE	DD 59	76,490	68,880	145,370
AFC	AFC MED	MED 34	152,172	155,215	307,387
	Subtotal:		447,372	435,775	883,147
START-UP	OUTPT DRUG-F	A&D 65	0	1,300	1,300
START-UP	PREVENTION &	A&D 70	0	1,600	1,600
START-UP	NON-HOSP DRU	A&D 73	0	3,000	3,000
START-UP	ACTIVITY CEN	DD 40	21,000	8,750	29,750
START-UP	SUPPORTED WO	DD 43	22,000	65,250	87,250
START-UP	RES. FACILIT	DD 50	124,411	276,559	400,970
START-UP	RCF	MED 28	2,399	0	2,399
START-UP	CPS PROJECT	MED 37	100,549	0	100,549
	Subtotal:		270,359	356,459	626,818
AGREEMENT TOTAL			\$ 4,144,781	4,607,677	\$ 8,752,458



BUDGET MODIFICATION NO. DHS# 27

(For Clerk's Use) Meeting Date

Agenda No.

12/27/88

R-156

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR Dec. 29, 1988

(Date)

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Susan Clark

TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

SUGGESTED

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

Budget Modification DHS #27 increases A&D Program budgets by a net total of \$66,098 to reflect Amendment #26 to the State Mental Health Grant.

(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 DHS #27 requests Board approval to increase A&D Program budgets by a net total of \$66,098 to reflect action required in Amendment #26 to the State Mental Health Grant. This revenue will be subcontracted to providers to increase Drug Free Outpatient, Prevention and Drug Detox/Acupuncture services. While Amendment #26 shows a \$72,675 increase, \$6,577 for personnel costs associated with the AIDS Project was anticipated during technical amendment preparations and was added in TA DHS #47.

In addition, \$6,590 of County General Fund is transferred from A&D Contracts budget to A&D Operations budget for a personal services agreement with Carolyn Lane to evaluate the Acupuncture Detox Program for the current fiscal year.

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

State Mental Health Grant increased by \$72,675 (less \$6,577 already appropriated in Technical Amendments DHS #47). Contract DHS #113-26. Service Reimbursement F/S to CGF increased by \$885. County General Fund increased by \$885.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of \_\_\_\_\_)

\$ \_\_\_\_\_

(Specify Fund)

(Date)

After this modification

\$ \_\_\_\_\_

Originated By

Date

Department Director

Date

Susan Clark

12/14/88

Duane Zussy (w)

12/14/88

Finance/Budget

Date

Employee Relations

Date

Thomas S. Simpson

12/19/88

Board Approval

Date

Duane E. Jones

12/27/88

## 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
		156	010	1410			6110			6,590		Increase Professional Svcs.
		156	010	1410			7100			468		Increase Indirect (.071)
											7,058	Total Org. 1410
		156	010	1415			6060			59,508		Increase Pass Through
		156	010	1415			7100			417		Increase Indirect (.007)
											59,925	Total Org. 1415
		100	010	0104			7608			885	885	Cash Transfer to F/S Fund

//////////////////////////////////////  
 TOTAL EXPENDITURE CHANGE ////////////////////////////////////// 67,868 TOTAL EXPENDITURE CHANGE

## REVENUE

TRANSACTION RB [ ]

GM [ ]

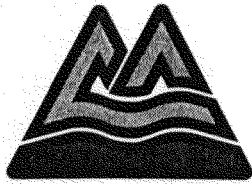
TRANSACTION DATE \_\_\_\_\_

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	010	1410			7601			7,058		County General Fund
		156	010	1415			7601			(6,173)		County General Fund
		156	010	1415			2605			66,098		State Mental Health Grant
		100	045	7410			6602			885		Svc. Reimb. F/S to CGF

//////////////////////////////////////  
 TOTAL REVENUE CHANGE ////////////////////////////////////// 67,868 TOTAL REVENUE CHANGE



# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy *Duane Zussy (m)*  
Director, Department of Human Services

FROM: Gary Smith *GS*  
Director, Social Services Division

DATE: December 12, 1988

SUBJECT: Recommendation to Ratify Amendment #26 to the State Mental Health Grant and  
Accompanying Budget Modification DHS #27

RETROACTIVE STATUS: The State initiates contract amendments based on a fiscal year appropriation. All State contract amendments reflect the July 1 through June 30 time period and are not considered retroactive.

RECOMMENDATION: Social Services Division recommends Board of Commissioner ratification of Amendment #26 to the State Mental Health Grant for the period July 1, 1988 through June 30, 1989.

ANALYSIS: Amendment #26 implements a number of service increases due to unexpended FY 87/88 revenue carried over to current fiscal year. This carry over will allow the A&D Program to provide some pilot services, including establishing an Interpreter's Fund for alcohol and drug services to the hearing impaired. Student Retention Initiative services are increased by \$15,400 and will be subcontracted to Mainstream Youth Programs for A&D programs provided in the first quarter of FY 88/89. The State has also awarded \$17,000 in operating funds to augment the County's Acupuncture Detoxification Program. A number of other minor adjustments and increases are made. As a result of this amendment, the new State Mental Health Grant total is \$24,489,367.

Budget Modification DHS #27 appropriates \$66,098 of the amendment total. The remaining \$6,577 was already included in the A&D budget during Technical Amendments (DHS #47). In addition, the budget modification transfers Acupuncture Evaluation revenue (\$6,590) from the A&D Contracts budget to the A&D Operations budget to cover a Personal Services Agreement with Carolyn Lane who will be conducting the evaluation.

BACKGROUND: This amendment was initiated in response to three separate requests as early as July, 1988 by Multnomah County A&D Program Office to the State. The delay occurred due to a misunderstanding at the State's level concerning the County's ability to budget unexpended FY 87/88 revenue in FY 88/89. Once this was resolved, the amendment was finalized on December 6th and received by the Social Services Division on December 8th.

DEC 28 1988

12/27/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

BUDGET

BUDGET MODIFICATION DHS #27 APPROVED

R-15b

THOMAS J. SINGER





# MULTNOMAH COUNTY OREGON

75  
5162

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

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

December 27, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

In the matter of ratification of an Intergovern- )  
mental Agreement with State Health Division )  
whereby State agrees to assign three State em- )  
ployees to work as Communicable Disease Investi- )  
gators in County's Communicable Disease section, )  
for period January 1, 1989 to December 31, 1991 ) R-16

Commissioner Anderson explained that this agreement does not have an accompanying budget modification, and does not entail a transfer of money.

Duane Zussy, Human Services Director concurred, and explained that this agreement will assign three State employees to work with communicable disease investigators in the County Communicable Disease section. This practice has been going on for the last three years, and the State has now decided to formalize the relationship with an agreement. The Division has been housing and providing transportation for these workers for the last three years, and budgets both housing and transportation costs. The contract covers January 1, 1989 through December 31, 1991 in order to conform with Federal fiscal periods.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, it is unanimously

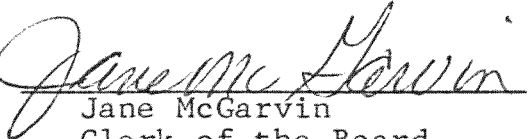
-2-

ORDERED that said Intergovernmental Agreement be ratified.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By

  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Health Division  
Purchasing



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

(For Clerk's Use)

Meeting Date

12/27/88

Agenda No.

R-16

REQUEST FOR PLACEMENT ON THE AGENDA

Ratification of

Subject: Intergovernmental Agreement

CLK of BD  
T  
BCC

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Human Services DIVISION Health Division

CONTACT Jan Kolden TELEPHONE 3406

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy/Scott Clement

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

Ratification of Intergovernmental Agreement with State Health Division whereby State agrees to assign three State employees to work as Communicable Disease Investigators in County's Communicable Disease section. There are no personnel costs to County. County agrees to provide parking and/or use of motor pool vehicles. This is for the period from January 1, 1989 to December 31, 1991.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ GENERAL FUND

OTHER \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: \_\_\_\_\_

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

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

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

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



## MULTNOMAH COUNTY OREGON

## CONTRACT APPROVAL FORM

(See instructions on reverse side)

## TYPE I

- ☐ Professional Services under \$10,000  
☐ Revenue  
☐ Grant Funding  
☒ Intergovernmental Agreement

Amendment to above, Number \_\_\_\_\_  
 (Original Contract Amount \_\_\_\_\_)

## TYPE II

- ☐ Professional Services over \$10,000 (RFP, Exemption)  
☐ PCRB Contract  
☐ Maintenance Agreement  
☐ Licensing Agreement

Amendment to above, Number \_\_\_\_\_  
 (Original Contract Amount \_\_\_\_\_)

Contact Person Kennedy Phone 3674 Date 12-16-88

Department Human Services Division Health Bldg/Room 160/8

Description of Contract State agrees to assign three State employees to work as Communicable Disease Investigators in County's Communicable Disease section. There is no exchange of funds. County agrees to provide office space and to provide parking and/or use of County vehicles.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Date of Exemption \_\_\_\_\_

Reviewed For ☐ MBE ☐ FBE Participation

Contractor is ☐ MBE ☐ FBE

Contractor Name Oregon State Health  
Division - STD Section  
 Mailing Address P.O. Box 231 1400 SW 5th  
Portland, OR 97201  
 Phone 229-5819  
 Employer ID# or SS# -0-

Effective Date January 1, 1989

Termination Date December 31, 1991

Total Amount of Agreement \$ -0-

## Payment Terms

- ☐ Lump Sum \$ \_\_\_\_\_  
☐ Monthly \$ \_\_\_\_\_  
☐ Other \$ \_\_\_\_\_

☐ Requirements contract-requisition required  
 Purchase Order No. \_\_\_\_\_

## Required Signatures:

Department Head \_\_\_\_\_ Date \_\_\_\_\_

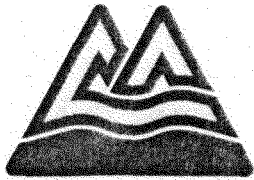
Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_  
 (Type II Contracts Only)

County Counsel \_\_\_\_\_ Date \_\_\_\_\_

Budget Office \_\_\_\_\_ Date \_\_\_\_\_

County Executive/Sheriff \_\_\_\_\_ Date \_\_\_\_\_

TRANSACTION CODE	P.O.	AGENCY	PO DATE	m m d d y y	ACCOUNTING PERIOD	m m y y	BUDGET FY	y y	ACTION		
VENDOR CODE		VENDOR NAME			TOTAL AMOUNT		\$		<input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)		
LINE NO.	CONTRACT NUMBER	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION	AMOUNT	INC/DEC IND
		156	100	0220						\$ -0-	
										\$	
										\$	
										\$	



# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy, Director  
Department of Human Services

FROM: *Bille*  
Bille Odegaard, Director  
Health Services Division

DATE: December 16, 1988

SUBJECT: Intergovernmental Agreement With State Health Division

Recommendation: The Health Division and the Department of Human Services recommend County Chair and County Board approval of this Intergovernmental Agreement with the state Health Division for the period January 1, 1989 to December 31, 1991.

Analysis: The state agrees to assign three state employees to work as communicable disease investigators in county's Communicable Disease, Sexually Transmitted Disease, Epidemiology Program. County has need for additional investigative staff and the state is able to provide additional state staff. Because state has limited resources and statewide responsibility, it will assign the staff, but not authorize them to become county employees.

Background: This Agreement formalizes the cooperative relationship which has existed between the state Health Division and the county Health Division for several years. State staff are recommending the January to December dates because these are the federal grant fiscal year dates.

[4059K p]

ASSIGNED STD EPI STAFF AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT, made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 1988, 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 Health Division (hereinafter referred to as "STATE").

W I T N E S S E T H :

WHEREAS, ORS 431.110 grants STATE the authority to have direct supervision of all matters relating to the preservation of life and health of the people of the state including full power in the control of all communicable diseases; and

WHEREAS, ORS 431.120 grants COUNTY the responsibility to enforce STATE health policies and rules; and

WHEREAS, ORS 431.375 authorizes STATE to provide for basic public health services in partnership with COUNTY government and to maintain and improve public health services through COUNTY or district administered public health programs; and

WHEREAS, STATE hires, Communicable Disease Investigators to assure that all infected individuals statewide are treated appropriately; and

WHEREAS, COUNTY manages a Communicable Disease, Sexually Transmitted Disease (STD) Epidemiology Program (EPI) for persons residing in COUNTY; and

WHEREAS, COUNTY'S EPI program has need for additional investigative staff, and STATE is able to provide additional STATE investigative staff to COUNTY, under those terms and conditions set forth; now therefore,

IN CONSIDERATION of those mutual promises and the conditions set forth hereafter, the parties agree as follows:

1. Term.

The term of this Agreement shall be from January 1, 1989 to and including December 31, 1991, unless sooner terminated under the provision hereof.

2. Services.

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

1) Assign three (3) full-time equivalent (FTE) Communicable Disease Investigator, STD, Disease Intervention Specialist (DIS) positions (herein after referred to as assigned staff) to COUNTY'S Health Division STD, EPI Program. The job description for Communicable Disease Investigator is attached as Attachment A and by this reference is made part of this Agreement. COUNTY'S STD EPI Program Manager (hereinafter referred to as SUPERVISOR) will be identified as assigned staff's direct supervisor. The assigned staff are employees of the Oregon State Health Division, represented by the Oregon Public Employees' Union, and are subject to all applicable state statutes, rules, policies, and contracts.

2) Reimburse the assigned staff for their authorized travel expenses.

3) Issue payroll checks to the assigned staff.

4) Hire the assigned staff following STATE personnel policies and guidelines. SUPERVISOR will be directly involved in the advertising, screening, interviewing, and hiring of the assigned staff. No assigned staff will be assigned to COUNTY without the consent of SUPERVISOR or his/her designee.

5) Provide initial training of assigned staff with assistance and consultation from SUPERVISOR. Staff development will follow the federal Center for Disease Control (CDC), STD/DIS Quality Assurance Guidelines, and may be performed by either SUPERVISOR or MANAGER.

6) Perform the EPI record keeping and the preparation of statistical reports to satisfy funding source requirements. The assigned staff will follow the instructions for EPI completion and submission. Any special study item needed by COUNTY or STATE will be negotiated by STATE STD Program Manager (hereafter referred to as MANAGER).

7) Remove the assigned staff from COUNTY supervised duties when all reasonable attempts at resolution with assigned staff, SUPERVISOR, and MANAGER fail. MANAGER will, upon receiving a written request from SUPERVISOR stating the reasons for the request, remove the assigned staff from COUNTY assignment and replace that person with an individual acceptable to SUPERVISOR in a timely manner.

8) Request temporary reassignment of the assigned staff from their duties at COUNTY under the following conditions:

(a) When STATE's Communicable Disease Investigators meet approximately every six months for two days to discuss common program goals and problems. SUPERVISOR and other COUNTY investigative staff are welcome to attend. Arrangements for these meetings are made at least 60 days in advance.

(b) If a disease outbreak, e.g., PPNG, syphilis, etc., occurs in an area of the state in which STATE is not able to adequately respond with existing staff, MANAGER will request assistance of the assigned staff from SUPERVISOR. The temporary reassignment will be negotiated and agreed to by MANAGER and SUPERVISOR. It is COUNTY'S policy to assist STATE and other local jurisdictions by providing the assigned staff in response to a disease outbreak. Additionally, COUNTY may request the same assistance from STATE.

(c) When a personal crisis may occur among members of STATE investigative staff. There are seven (7) investigators to work the entire state. On a rare occasion, MANAGER may request COUNTY for the assistance of an assigned staff. The temporary reassignment will be negotiated and agreed to by MANAGER and SUPERVISOR. Additionally, COUNTY may request the same assistance from STATE.

(d) One of the assigned staff positions is specifically funded to cover the additional statewide workload for notification of contacts to Human Immunodeficiency Virus (HIV) as required in the new reporting rules. This assigned staff person assigned to COUNTY will be expected to respond to the needs of other Oregon counties. This will be approximately 20% of this assigned staff person's time. Actual time allocated to other counties will be negotiated between MANAGER and SUPERVISOR.

B. COUNTY'S services under this Agreement will consist of the following:

1) Provide day-to-day supervision of the assigned staff. Initial work assignments, schedules, work hours, training workshops, conferences, vacation usage, sick leave, will be jointly approved by SUPERVISOR and MANAGER. Any changes in routine schedules or assignments will be timely coordinated between SUPERVISOR and MANAGER so as not to cause disruption to planned, scheduled activities.

2) Instruct assigned staff on COUNTY policy concerning the STD EPI program. Assigned staff will be expected to follow that policy.

3) Write timely performance evaluations of the assigned staff. SUPERVISOR will submit written recommendations to MANAGER. MANAGER will review, comment, and co-sign the evaluations.

4) Meet CDC sexually transmitted disease assurances and program goals.

5) Determine if assigned staff's work is satisfactory or unsatisfactory. If it is determined by SUPERVISOR that individual employee work performed is unsatisfactory based upon STATE personnel performance guidelines, SUPERVISOR and MANAGER will determine and jointly implement any disciplinary action. MANAGER will determine any additional disciplinary action as needed.

6) Provide suitable work space, desk, telephone, and office supplies.

7) Provide parking for assigned staff when a vehicle is necessary to accomplish authorized responsibilities.

8) Provide use of a County vehicle to assigned staff, when a County vehicle is necessary to accomplish authorized County duties, and it is approved in writing by County's Health Division Director, and a copy of this agreement and the written authorization is sent to County's Fleet Manager.

### 3. Liability

A. STATE shall 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 the Oregon Constitution, Article XI, Section 7. It may be necessary for assigned staff to drive County vehicles. STATE shall hold and save harmless COUNTY, its officers, agents and employees from any and all damages arising from assigned staffs use of said vehicles, including but not limited to general liability arising therefrom.

B. COUNTY shall 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.

### 4. Early Termination.

A. This Agreement may be terminated prior to the expiration of the agreed-upon term:



- 1) By mutual written consent of the parties; or
- 2) By either party upon sixty (60) days written notice to the other, delivered by certified mail or in person.

5. Workers' Compensation Insurance

STATE shall obtain Workers' Compensation coverage for all its workers and employees, either as a carrier insured employer or a self-insured employer as provided by ORS Chapter 656, prior; to the execution of this Agreement. STATE further agrees to maintain such coverage for the duration of this Agreement.

6. Oregon Law and Forum.

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

7. 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.

8. Modification.

Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties.

9. Integration.

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

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 \_\_\_\_\_  
Chief, Office of Health Status Monitoring

Date \_\_\_\_\_

HEALTH DIVISION

By \_\_\_\_\_  
STD Program Manager

Date \_\_\_\_\_

APPROVED TO AS FORM:  
LAURENCE KRESSEL  
County Counsel  
for Multnomah County, Oregon

By \_\_\_\_\_  
Deputy County Counsel

MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Gladys McCoy, Multnomah County Chair

Date \_\_\_\_\_

By Billi Odegaard  
Billi Odegaard, Director

Date 12/15/88

By San Kalden  
STD EPI Program Manager

Date 12-15-88



## ATTACHMENT A

### COMMUNICABLE DISEASE INVESTIGATOR

#### General Description of Class

The Communicable Disease Investigator investigates reports of communicable diseases in compliance with public health laws to reduce the incidence of communicable disease and their complications. Communicable Disease Investigators assure that infected individuals are treated appropriately and determine other individuals who may be infected and refer them to a medical provider for evaluation. No employee in this class is excluded from collective bargaining.

#### Distinguishing Features

This is a single classification and not currently part of a series of classes.

#### Duties and Responsibilities

1. Patient Counseling and Investigation. Typical tasks: documents a report of a communicable disease by reviewing medical records, or requesting a record review from a medical care provider; communicates with medical providers to determine if patient has been treated and establish concurrence on the need for patient counseling; discreetly contacts patient (infected individual) to make an appointment for a counseling session; counsels the patient regarding previous medical history, recent risk behavior, and nature of the diagnosed infection; determines other individuals who need evaluation; establishes compliance to therapy and appropriate follow-up action; discusses prevention strategies to avoid future infections; designs referral methods specific for each partner or patient; locate, motivate, and refer partners or patients to an appropriate medical care provider for evaluation; utilize community, agency or medical resources (e.g., school health nurse, Department of Motor Vehicles, or neighbors) to help locate individuals.
2. Technical Assistance. Typical tasks: explains agency rules and procedures to the public and private medical communities; discusses rules and guidelines with medical care providers and encourages their use to reduce the incidence of infections; consults with local health departments and private medical providers to interpret laboratory findings, suggest treatment regimens, and provide epidemiologic support; present inservice programs to professional groups or general information presentations to schools or community groups.
3. Miscellaneous Duties. Typical tasks; keeps accurate and confidential records of disease intervention activities; provides statistical data regarding disease morbidity and trends to local and state health officials; attends meetings, conferences, and inservices as directed; may serve on local health department protocol and policy committees.

Employees in this class will make decisions and recommendations that may effect the health of individuals and effect the success of statewide disease control objectives.

## Relationships With Others

Employees in this class are in regular contact, in person or by phone, with individuals diagnosed as having a communicable disease, e.g., (syphilis, gonorrhea, AIDS and other Human Immunodeficiency Virus conditions), to counsel them regarding their infection and to determine others at risk for infection. They are in regular contact with those exposed to infection to notify them of their exposure and refer them to a medical care provider for evaluation. They are in regular contact with physicians, nurses, laboratories, hospitals, and clinics to obtain or share medical information, provide technical assistance and to assure compliance with state public health rules. They are in periodic contact with other agencies, schools, and the general public to elicit information to locate patients or their partners. These employees deal regularly with highly sensitive information, so communication with patients, partners, and others must be confidential, discrete, sensitive, and persuasive.

## Supervision Received

Employees in this class receive general supervision from a Program Executive B (Assistant Program Manager) who reviews work through review of control records, epidemiologic report forms, direct observation, and feedback from physicians and nurses to assure compliance with state statutes and rules, federal policies and guidelines, and county protocols. Work is generated by morbidity reports, physician requests for epidemiologic support, or as assigned by the program office. [All] Employees in this class may regularly work through and be directly supervised by county health departments through an intergovernmental agreement between the state health division and a county health department\* [and may receive limited local supervision]. The employee is responsible for the organization and timely completion of the work.

## MINIMUM QUALIFICATIONS

### KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of microbiology, medical terminology and disease processes.  
Skill in communicating orally with a variety of people, answering questions and explaining information.  
Skills in analyzing and interpreting laws, rules and regulations and applying them to specific circumstances.  
Skill in ascertaining and evaluating facts and determining appropriate action.  
Skill in preparing accurate and concise written reports.  
Ability to interview clients from various socio-economic and cultural backgrounds, including those who may be hostile.  
Ability to organize and schedule disease control activities for assigned area.  
Ability to establish and maintain effective working relationships with the public, fellow workers and professional individuals.  
Ability to learn and apply methods and techniques used in the prevention and control of disease.  
Ability to plan and direct the work of local health unit nursing and clerical personnel on portions of work pertaining to the state disease control program.  
Ability to maintain confidentiality, self-control and composure under trying circumstances.  
Ability to counsel patients regarding highly sensitive and emotional medical problems.

\*Bracketed items deleted and underlined items added.

Some positions in this class may require one or more of the following abilities.

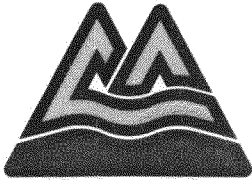
Ability to make effective oral presentations of technical or sensitive subject matter.

Ability to travel on occasion to various county health departments in Oregon.

Ability to work on occasion evenings and weekends.

NOTE: The above KNOWLEDGE, SKILLS and ABILITIES are minimum qualifications. The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for all positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.



# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy, Director *Duane Zussy (DC)*  
Department of Human Services

FROM: Bill Odegaard, Director *Bill*  
Health Services Division

DATE: December 16, 1988

SUBJECT: Intergovernmental Agreement With State Health Division

Recommendation: The Health Division and the Department of Human Services recommend County Chair and County Board approval of this Intergovernmental Agreement with the state Health Division for the period January 1, 1989 to December 31, 1991.

Analysis: The state agrees to assign three state employees to work as communicable disease investigators in county's Communicable Disease, Sexually Transmitted Disease, Epidemiology Program. County has need for additional investigative staff and the state is able to provide additional state staff. Because state has limited resources and statewide responsibility, it will assign the staff, but not authorize them to become county employees.

Background: This Agreement formalizes the cooperative relationship which has existed between the state Health Division and the county Health Division for several years. State staff are recommending the January to December dates because these are the federal grant fiscal year dates.

[4059K p]



## MULTNOMAH COUNTY OREGON

## CONTRACT APPROVAL FORM

(See instructions on reverse side)

DHS # 325 88-89

## TYPE I

- ☐ Professional Services under \$10,000  
☐ Revenue  
☐ Grant Funding  
☒ Intergovernmental Agreement

Amendment to above, Number \_\_\_\_\_  
 (Original Contract Amount \_\_\_\_\_)

## TYPE II

- ☐ Professional Services over \$10,000 (RFP, Exemption)  
☐ PCRB Contract  
☐ Maintenance Agreement  
☐ Licensing Agreement

Amendment to above, Number \_\_\_\_\_  
 (Original Contract Amount \_\_\_\_\_)

Contact Person Kennedy Phone 3674 Date 12-16-88

Department Human Services Division Health Bldg/Room 160/B

Description of Contract State agrees to assign three State employees to work as Communicable Disease Investigators in County's Communicable Disease section. There is no exchange of funds. County agrees to provide office space and to provide parking and/or use of County vehicles.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Date of Exemption \_\_\_\_\_

Reviewed For ☐ MBE ☐ FBE Participation

Contractor is ☐ MBE ☐ FBE

Contractor Name Oregon State Health Division - STD Section  
 Mailing Address P.O. Box 231 1400 SW 5th  
Portland, OR 97201  
 Phone 229-5819  
 Employer ID# or SS# -0-

Effective Date January 1, 1989

Termination Date December 31, 1991

Total Amount of Agreement \$ -0-

## Payment Terms

- ☐ Lump Sum \$ \_\_\_\_\_  
☐ Monthly \$ \_\_\_\_\_  
☐ Other \$ \_\_\_\_\_

☐ Requirements contract-requisition required  
 Purchase Order No. \_\_\_\_\_

BOARD OF  
 COUNTY COMMISSIONERS  
 1989 JAN 30 PM 2:22  
 MULTNOMAH COUNTY  
 OREGON

## Required Signatures:

Department Head [Signature] Date 12/16/88

Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_  
 (Type II Contracts Only)

County Counsel [Signature] Date 12/19/88

Budget Office [Signature] Date 12/19/88

County Executive/Sheriff [Signature] Date 12/19/88

TRANSACTION CODE	P O	AGENCY	PO DATE	ACCOUNTING PERIOD	BUDGET FY	ACTION					
VENDOR CODE		VENDOR NAME			TOTAL AMOUNT	\$					
LINE NO.	CONTRACT NUMBER	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION	AMOUNT	INC/DEC IND
	103259	100	710	0220						\$ -0-	
										\$	
										\$	
										\$	

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

GOLDENROD - BUDGET

## INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

1. **TYPE I, TYPE II** — Check off appropriate type of contract in one of the two boxes on top of form. Note: Type II contracts need to be routed through Purchasing Director, Type I does not. If Amendment, enter contract number of original agreement and original contract amount.
2. **CONTACT PERSON, PHONE** — Enter name and phone number of person initiating contract from responsible County department.
3. **DATE** — Enter date contract and Contract Approval Form submitted for approval and execution.
4. **DEPARTMENT, DIVISION, BLDG/ROOM** — List appropriate County department and division responsible and interoffice mail code.
5. **DESCRIPTION OF CONTRACT** — Summary of product purchased or services to be performed. Note if an amendment or extension.
6. **RFD/BID #** — Enter number if contract is result of RFP/Bid selection process.
7. **DATE OF RFP/BID** — Enter date of RFP/BID public opening.
8. **DATE OF EXEMPTION** — Enter date exemption from competitive bidding granted by BCC.
9. **REVIEWED FOR MINORITY/FEMALE BUSINESS** — Check appropriate box if County sought business from MBE or FBE firm(s).
10. **CONTRACTOR IS MBE OR FBE** — Check appropriate box if contractor is certified as an MBE or FBE.
11. **CONTRACTOR NAME, MAILING ADDRESS, PHONE** — Enter current information.
12. **EMPLOYER ID# OR SS#** — Enter employer ID# or social security number if Contractor is individual.
13. **EFFECTIVE DATE** — Date contract states to begin services.
14. **TERMINATION DATE** — Date contract states services terminated.
15. **TOTAL AMOUNT OF AGREEMENT** — Enter amount of agreement being submitted. If Amendment, enter amount of increase/decrease only.
16. **PAYMENT TERMS** — Designate payment terms by checking appropriate box and entering dollar amount.
17. **REQUIREMENTS CONTRACT — REQUISITION REQUIRED** — Check this box to note that a Purchase Order will be issued to trigger payment.
18. **PURCHASE ORDER NO.** — Enter number of Purchase Order to be issued. If number is not known, enter "P.O. will be issued."
19. **REQUIRED SIGNATURES** — To be completed as approved. Purchasing Director needs to sign for Type II contracts only.
20. **AGENCY** — Enter your Department's agency number.
21. **VENDOR NAME** — Enter Contractor name as entered above.
22. **TOTAL AMOUNT** — Enter total dollar amount of contract.
23. **CONTRACT NUMBER** — Purchasing will enter all new contract numbers. If contract extension or amendment, initiator should enter current contract number.
24. **ACCOUNT CODE STRUCTURE** — Enter Account Code structure for the type of agreement, i.e., expense or revenue.
25. **DESCRIPTION** — Optional.
26. **AMOUNT** — If total dollar amount is being split among different account numbers indicate dollar amounts here.



ASSIGNED STD EPI STAFF AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT, made and entered into as of the 25 day of January, 1988, 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 Health Division (hereinafter referred to as "STATE").

W I T N E S S E T H :

WHEREAS, ORS 431.110 grants STATE the authority to have direct supervision of all matters relating to the preservation of life and health of the people of the state including full power in the control of all communicable diseases; and

WHEREAS, ORS 431.120 grants COUNTY the responsibility to enforce STATE health policies and rules; and

WHEREAS, ORS 431.375 authorizes STATE to provide for basic public health services in partnership with COUNTY government and to maintain and improve public health services through COUNTY or district administered public health programs; and

WHEREAS, STATE hires, Communicable Disease Investigators to assure that all infected individuals statewide are treated appropriately; and

WHEREAS, COUNTY manages a Communicable Disease, Sexually Transmitted Disease (STD) Epidemiology Program (EPI) for persons residing in COUNTY; and

WHEREAS, COUNTY'S EPI program has need for additional investigative staff, and STATE is able to provide additional STATE investigative staff to COUNTY, under those terms and conditions set forth; now therefore,

IN CONSIDERATION of those mutual promises and the conditions set forth hereafter, the parties agree as follows:

1. Term.

The term of this Agreement shall be from January 1, 1989 to and including December 31, 1991, unless sooner terminated under the provision hereof.

2. Services.

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

1) Assign three (3) full-time equivalent (FTE) Communicable Disease Investigator, STD, Disease Intervention Specialist (DIS) positions (herein after referred to as assigned staff) to COUNTY'S Health Division STD, EPI Program. The job description for Communicable Disease Investigator is attached as Attachment A and by this reference is made part of this Agreement. COUNTY'S STD EPI Program Manager (hereinafter referred to as SUPERVISOR) will be identified as assigned staff's direct supervisor. The assigned staff are employees of the Oregon State Health Division, represented by the Oregon Public Employees' Union, and are subject to all applicable state statutes, rules, policies, and contracts.

2) Reimburse the assigned staff for their authorized travel expenses.



3) Issue payroll checks to the assigned staff.

4) Hire the assigned staff following STATE personnel policies and guidelines. SUPERVISOR will be directly involved in the advertising, screening, interviewing, and hiring of the assigned staff. No assigned staff will be assigned to COUNTY without the consent of SUPERVISOR or his/her designee.

5) Provide initial training of assigned staff with assistance and consultation from SUPERVISOR. Staff development will follow the federal Center for Disease Control (CDC), STD/DIS Quality Assurance Guidelines, and may be performed by either SUPERVISOR or MANAGER.

6) Perform the EPI record keeping and the preparation of statistical reports to satisfy funding source requirements. The assigned staff will follow the instructions for EPI completion and submission. Any special study item needed by COUNTY or STATE will be negotiated by STATE STD Program Manager (hereafter referred to as MANAGER).

7) Remove the assigned staff from COUNTY supervised duties when all reasonable attempts at resolution with assigned staff, SUPERVISOR, and MANAGER fail. MANAGER will, upon receiving a written request from SUPERVISOR stating the reasons for the request, remove the assigned staff from COUNTY assignment and replace that person with an individual acceptable to SUPERVISOR in a timely manner.

8) Request temporary reassignment of the assigned staff from their duties at COUNTY under the following conditions:

(a) When STATE's Communicable Disease Investigators meet approximately every six months for two days to discuss common program goals and problems. SUPERVISOR and other COUNTY investigative staff are welcome to attend. Arrangements for these meetings are made at least 60 days in advance.

(b) If a disease outbreak, e.g., PPNG, syphilis, etc., occurs in an area of the state in which STATE is not able to adequately respond with existing staff, MANAGER will request assistance of the assigned staff from SUPERVISOR. The temporary reassignment will be negotiated and agreed to by MANAGER and SUPERVISOR. It is COUNTY'S policy to assist STATE and other local jurisdictions by providing the assigned staff in response to a disease outbreak. Additionally, COUNTY may request the same assistance from STATE.

(c) When a personal crisis may occur among members of STATE investigative staff. There are seven (7) investigators to work the entire state. On a rare occasion, MANAGER may request COUNTY for the assistance of an assigned staff. The temporary reassignment will be negotiated and agreed to by MANAGER and SUPERVISOR. Additionally, COUNTY may request the same assistance from STATE.

(d) One of the assigned staff positions is specifically funded to cover the additional statewide workload for notification of contacts to Human Immunodeficiency Virus (HIV) as required in the new reporting rules. This assigned staff person assigned to COUNTY will be expected to respond to the needs of other Oregon counties. This will be approximately 20% of this assigned staff person's time. Actual time allocated to other counties will be negotiated between MANAGER and SUPERVISOR.

B. COUNTY'S services under this Agreement will consist of the following:

1) Provide day-to-day supervision of the assigned staff. Initial work assignments, schedules, work hours, training workshops, conferences, vacation usage, sick leave, will be jointly approved by SUPERVISOR and MANAGER. Any changes in routine schedules or assignments will be timely coordinated between SUPERVISOR and MANAGER so as not to cause disruption to planned, scheduled activities.

2) Instruct assigned staff on COUNTY policy concerning the STD EPI program. Assigned staff will be expected to follow that policy.

3) Write timely performance evaluations of the assigned staff. SUPERVISOR will submit written recommendations to MANAGER. MANAGER will review, comment, and co-sign the evaluations.

4) Meet CDC sexually transmitted disease assurances and program goals.

5) Determine if assigned staff's work is satisfactory or unsatisfactory. If it is determined by SUPERVISOR that individual employee work performed is unsatisfactory based upon STATE personnel performance guidelines, SUPERVISOR and MANAGER will determine and jointly implement any disciplinary action. MANAGER will determine any additional disciplinary action as needed.

6) Provide suitable work space, desk, telephone, and office supplies.

7) Provide parking for assigned staff when a vehicle is necessary to accomplish authorized responsibilities.

8) Provide use of a County vehicle to assigned staff, when a County vehicle is necessary to accomplish authorized County duties, and it is approved in writing by County's Health Division Director, and a copy of this agreement and the written authorization is sent to County's Fleet Manager.

### 3. Liability

A. STATE shall 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 the Oregon Constitution, Article XI, Section 7. It may be necessary for assigned staff to drive County vehicles. STATE shall hold and save harmless COUNTY, its officers, agents and employees from any and all damages arising from assigned staffs use of said vehicles, including but not limited to general liability arising therefrom.

B. COUNTY shall 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.

### 4. Early Termination.

A. This Agreement may be terminated prior to the expiration of the agreed-upon term:

- 1) By mutual written consent of the parties; or
- 2) By either party upon sixty (60) days written notice to the other, delivered by certified mail or in person.

5. Workers' Compensation Insurance

STATE shall obtain Workers' Compensation coverage for all its workers and employees, either as a carrier insured employer or a self-insured employer as provided by ORS Chapter 656, prior; to the execution of this Agreement. STATE further agrees to maintain such coverage for the duration of this Agreement.

6. Oregon Law and Forum.

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

7. 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.

8. Modification.

Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties.

9. Integration.

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

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 Herbert L. Hint  
Chief, Office of Health Status Monitoring

Date Jan. 25, 1989

HEALTH DIVISION

By Henry B. Horton  
STD Program Manager

Date 1-25-89

APPROVED TO AS FORM:

LAURENCE KRESSEL

County Counsel

for Multnomah County, Oregon

By Laurence Kessel  
Deputy County Counsel

MULTNOMAH COUNTY, OREGON

By Gladys McCoy  
Gladys McCoy, Multnomah County Chair

Date 2/29/88

By Billi Odegaard  
Billi Odegaard, Director

Date 12/15/88

By San Kalden  
STD EPI Program Manager

Date 12-15-88

## ATTACHMENT A

### COMMUNICABLE DISEASE INVESTIGATOR

#### General Description of Class

The Communicable Disease Investigator investigates reports of communicable diseases in compliance with public health laws to reduce the incidence of communicable disease and their complications. Communicable Disease Investigators assure that infected individuals are treated appropriately and determine other individuals who may be infected and refer them to a medical provider for evaluation. No employee in this class is excluded from collective bargaining.

#### Distinguishing Features

This is a single classification and not currently part of a series of classes.

#### Duties and Responsibilities

1. Patient Counseling and Investigation. Typical tasks: documents a report of a communicable disease by reviewing medical records, or requesting a record review from a medical care provider; communicates with medical providers to determine if patient has been treated and establish concurrence on the need for patient counseling; discreetly contacts patient (infected individual) to make an appointment for a counseling session; counsels the patient regarding previous medical history, recent risk behavior, and nature of the diagnosed infection; determines other individuals who need evaluation; establishes compliance to therapy and appropriate follow-up action; discusses prevention strategies to avoid future infections; designs referral methods specific for each partner or patient; locate, motivate, and refer partners or patients to an appropriate medical care provider for evaluation; utilize community, agency or medical resources (e.g., school health nurse, Department of Motor Vehicles, or neighbors) to help locate individuals.
2. Technical Assistance. Typical tasks: explains agency rules and procedures to the public and private medical communities; discusses rules and guidelines with medical care providers and encourages their use to reduce the incidence of infections; consults with local health departments and private medical providers to interpret laboratory findings, suggest treatment regimens, and provide epidemiologic support; present inservice programs to professional groups or general information presentations to schools or community groups.
3. Miscellaneous Duties. Typical tasks; keeps accurate and confidential records of disease intervention activities; provides statistical data regarding disease morbidity and trends to local and state health officials; attends meetings, conferences, and inservices as directed; may serve on local health department protocol and policy committees.

Employees in this class will make decisions and recommendations that may effect the health of individuals and effect the success of statewide disease control objectives.

## Relationships With Others

Employees in this class are in regular contact, in person or by phone, with individuals diagnosed as having a communicable disease, e.g., (syphilis, gonorrhea, AIDS and other Human Immunodeficiency Virus conditions), to counsel them regarding their infection and to determine others at risk for infection. They are in regular contact with those exposed to infection to notify them of their exposure and refer them to a medical care provider for evaluation. They are in regular contact with physicians, nurses, laboratories, hospitals, and clinics to obtain or share medical information, provide technical assistance and to assure compliance with state public health rules. They are in periodic contact with other agencies, schools, and the general public to elicit information to locate patients or their partners. These employees deal regularly with highly sensitive information, so communication with patients, partners, and others must be confidential, discrete, sensitive, and persuasive.

## Supervision Received

Employees in this class receive general supervision from a Program Executive B (Assistant Program Manager) who reviews work through review of control records, epidemiologic report forms, direct observation, and feedback from physicians and nurses to assure compliance with state statutes and rules, federal policies and guidelines, and county protocols. Work is generated by morbidity reports, physician requests for epidemiologic support, or as assigned by the program office. [All] Employees in this class may regularly work through and be directly supervised by county health departments through an intergovernmental agreement between the state health division and a county health department\* [and may receive limited local supervision]. The employee is responsible for the organization and timely completion of the work.

## MINIMUM QUALIFICATIONS

### KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of microbiology, medical terminology and disease processes.

Skill in communicating orally with a variety of people, answering questions and explaining information.

Skills in analyzing and interpreting laws, rules and regulations and applying them to specific circumstances.

Skill in ascertaining and evaluating facts and determining appropriate action.

Skill in preparing accurate and concise written reports.

Ability to interview clients from various socio-economic and cultural backgrounds, including those who may be hostile.

Ability to organize and schedule disease control activities for assigned area.

Ability to establish and maintain effective working relationships with the public, fellow workers and professional individuals.

Ability to learn and apply methods and techniques used in the prevention and control of disease.

Ability to plan and direct the work of local health unit nursing and clerical personnel on portions of work pertaining to the state disease control program.

Ability to maintain confidentiality, self-control and composure under trying circumstances.

Ability to counsel patients regarding highly sensitive and emotional medical problems.

\*Bracketed items deleted and underlined items added.

Some positions in this class may require one or more of the following abilities.

Ability to make effective oral presentations of technical or sensitive subject matter.

Ability to travel on occasion to various county health departments in Oregon.

Ability to work on occasion evenings and weekends.

NOTE: The above KNOWLEDGE, SKILLS and ABILITIES are minimum qualifications. The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for all positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.





# MULTNOMAH COUNTY OREGON

75  
5162

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

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

December 27, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

Request of the Director of Human Services for )  
approval of Budget Modification DHS #28 reflect- )  
ing additional revenues in the amount of \$219,607 )  
from State Health Division to Health Division, )  
various organizations, as a result of increased )  
grant revenues for WIC enhancement; and from the )  
Federal government for Primary Care stabilization )  
and comprehensive perinatal care, making adjust- )  
ments for personnel R-17)

Commissioner Anderson explained that this budget modification does not have an accompanying agreement, but that the revenue from the anticipated agreement is advantageous to the County, and reflects Comprehensive Perinatal care which is an extension of WIC.

Duane Zussy, Human Services Director, explained that there is a State approved intergovernmental agreement in process, but it has not yet been received, though it is expected anytime. He assured the Board that monies will not be spent until the agreement is received and approved by the Board. Substantial revenues are included in this agreement, which totals \$219,607, and are a combination of State Mental Health funds and Federal grant allocations from Region X. Federal monies are usually one-time-only monies, but the Federal agency has assured the Department they will be continued next year. Personnel hired in conjunction with the grant will be for permanent temporary positions; permanent staff will be paid from State funding.

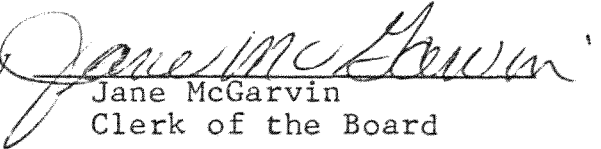


Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, it is unanimously

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Health Division  
Employee Services

BUDGET MODIFICATION NO. DHS#28

(For Clerk's Use) Meeting Date: 12/27/88  
Agenda No.: R-17

=====

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR Dec. 29, 1988

DEPARTMENT Human Services DIVISION Health  
CONTACT Scott Clement/Tom Fronk TELEPHONE ext. 3674  
NAME OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

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

Budget Modification DHS#28 requests an increase in various Health Division organizations reflecting receipt of increased grant revenues from the State for WIC enhancement and from the federal government for Primary Care stabilization and comprehensive perinatal care, totalling \$219,607.

(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

The Health Division has received notification of three supplemental grant increases:

1) The State Health Division has notified the Division of the availability of \$48,199 of additional WIC funding for the current year. These funds are granted for:

- \* Better service coordination, defined as improving record keeping, client tracking, billing, and coordination of AFS financial screening with prenatal triage visits.
- \* Implementation of a breastfeeding promotion program, including field followup of high risk clients, better training of on-call staff, and promotional materials.

This grant supplement is separate from the general County/State revenue agreement. The terms of this grant do not allow indirect cost recovery.

2) Region 10 has notified the Division of a \$130,200 supplement to the Primary Care grant for Comprehensive Perinatal Care. This supplement spans County fiscal years, ending September 30, 1989, and is expected to be one time only. The amount of appropriation increase requested by this modification for the current year is \$88,066. This grant allows full indirect cost recovery.

This supplement specifically funds perinatal outreach services to:

- \* help women establish eligibility for the State's Poverty Level Maternity Management Program;
- \* provide case management services;
- \* identify pregnant women in the corrections system and link them with appropriate ongoing services; and
- \* capture essential service and outcome data for evaluation and possible continuation and/or expansion of services.

3) Region 10 has also notified the Division of a \$158,296 supplement to the basic Primary Care grant. This supplement is made as partial restoration of cuts made by the federal government to this grant for 1988-89. A portion of this supplement, \$74,954, has already been addressed in an earlier modification (DHS 23). This modification requests appropriation increases based on the remainder, \$83,342. This grant also allows full indirect cost recovery.

The Division requests that these funds be spread over several organizations for the following purposes:

- \* Additional clerical support for the Westside and Teen Health Centers.
- \* Improved in house translator services.
- \* Increased technical support for the Multicare staff.
- \* Improved county-wide lab staffing.
- \* Temporary clerical help to get retroactive billing for prenatal case managed services up to date. This retroactive billing is allowed under a change in AFS reimbursement regulations.
- \* Increase the Primary Care coordinator position by one day per pay period.

The total increase in Personnel is \$175,436, which funds 5.48 FTE in the current fiscal year. Personnel additions have been mixed between Permanent and Temporary in recognition of the one time only nature of the Perinatal Supplement to the Primary Care grant.

Supporting Materials and Services totals \$37,922. This amount includes \$10,000 for increased contractual pharmacy staffing, \$2,000 for a training consultant, and incremental increases in Supplies, Printing, Postage, Education, and Local Travel.

The increases tied to the two Primary Care grant increases also include \$9,282 of Capital purchases. These include \$5,000 for remodeling at the North Portland Clinic, \$1,600 for a Fax machine, and \$2,682 for miscellaneous medical equipment.

The net impact of these changes is to increase the Health Division, Federal State Fund, by \$222,640. The recovery of Indirect Costs returns \$11,111 to General Fund Contingency.

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

Increase WIC revenue by \$48,199.

Increase Primary Care Grant revenue by \$171,408.

Increase Cash Transfer from GF to Health Division F/S by \$3,033.

Increase Svc. Reimb. revenue from Health Division F/S to GF by \$14,144.

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4. CONTINGENCY STATUS (To be completed by Finance/Budget.)

\_\_\_\_\_ contingency before this modification (as of \_\_\_\_\_ ) \$ \_\_\_\_\_  
(specify fund) (date)  
after this modification: \$ \_\_\_\_\_

=====

Originated by:	Date:	Department Director:	Date:
<i>Tom Wink</i>	12-12-88	<i>Duane Wussy MD</i>	12/14/88
Finance/Budget:	Date:	Employee Relations:	Date:
<i>Thomas S. Symon</i>	12-19-88	<i>Susan Daniel</i>	12/16/88
Board Approval:	Date:		
<i>Burton E. Jones</i>		<i>12/27/88</i>	

=====

EXPENDITURE TRANSACTION EB [ ] GM [ ] TRANSACTION DATE \_\_\_\_\_ ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FISCAL YEAR \_\_\_\_\_

Document Number	Action	Fund	Agency	Organization	Object Code	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	010	0600	5100			108464		Permanent
		156	010	0600	5200			22774		Temporary
		156	010	0600	5500			26658		Fringe
		156	010	0600	5550			17540		Insurance
									175436	PERSONNEL
		156	010	0600	6110			12000		Professional Services
		156	010	0600	6120			1840		Printing
		156	010	0600	6200			1383		Postage
		156	010	0600	6230			6235		Supplies
		156	010	0600	6310			1720		Education
		156	010	0600	6330			600		Local Travel
		156	010	0600	7100			14144		Indirect
									37922	MATERIALS AND SERVICES
		156	010	0600	8300			5000		Other Improvements
		156	010	0600	8400			4282		Equipment
									9282	CAPITAL OUTLAY
		400	040	7321	6650			17540		Insurance
		100	010	0103	7608			3033		Cash Transfer
		100	045	9120	7700			11111		Contingency

TOTAL EXPENDITURE CHANGE	////	254324	TOTAL EXPENDITURE CHANGE
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REVENUE TRANSACTION	RB [ ]	GM [ ]	TRANSACTION DATE	ACCOUNTING PERIOD	BUDGET FISCAL YEAR

Document Number	Action	Fund	Agency	Organization	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	010	0600	2050			171408		Primary Care
		156	010	0600	2058			48199		WIC
		156	010	0600	7601			3033		Cash Transfer
		400	040	7321	6602			17540		Service Reimbursement
		100	045	7410	6602			14144		Service Reimbursement

TOTAL REVENUE	CHANGE	////////////////////////////////////	254324	TOTAL REVENUE	CHANGE
---------------	--------	--------------------------------------	--------	---------------	--------



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)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
4.00	Office Assistant II	63,642	16,074/11,634	91,350
0.50	Administrative Technician	10,419	2,632/ 1,532	14,583
0.50	Human Services Technician	8,415	2,126/ 1,477	12,018
2.50	Community Health Nurse	61,230	15,467/ 8,278	84,975
2.50	Lab Technician	47,920	12,105/ 7,465	67,490
0.50	Nutritionist	12,674	3,201/ 1,594	17,469
0.10	Human Services Specialist	3,825	966/ 139	4,930
10.60		208,125	52,571/32,119	292,815

## 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.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	Current FY		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
2.00	Office Assistant II (Four half time, two full time, all for six months)	31,822	7,320/ 5,936	45,078
0.25	Administrative Technician (half time, six months, Multicare office)	5,210	1,198/ 786	7,194
0.25	Human Services Technician (half time, translator, six months)	4,207	968/ 758	5,933
0.25	Community Health Nurse (half time, six months, Northeast Clinic)	6,123	1,408/ 856	8,387
1.17	Community Health Nurse (both full time, seven month Field Nurses)	28,574	6,572/ 3,888	39,034
1.25	Lab Technician (one half time, one full time at Northeast, one full time at East, all six months)	23,960	5,510/ 3,793	33,263

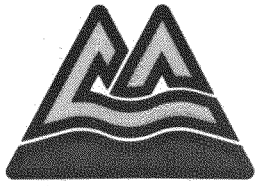
5. ANNUALIZED PERSONNEL CHANGES (Compute on a full year basis even though this action affects only a part of the fiscal year.)

FTE Increase (Decrease)	POSITION TITLE	Annualized		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)

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.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	Current FY		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
0.25	Nutritionist (half time, six months, Peck)	6,337	1,458/ 817	8,612
0.06	Human Services Specialist (six months, one day per pay period, Program Management)	2,231	513/ 81	2,825
TEMPORARY		22,774	1,711/ 625	25,110
5.48		131,238	26,658/17,540	175,436



# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy, Chair  
Board of County Commissioners

FROM: Billi Odegaard, Director *Billi (gmc)*  
Health Division

VIA: Duane Zussy, Director *Duane Zussy (pc)*  
Department of Human Services

DATE: December 12, 1988

RE: Approval of Budget Modification <sup>DHS#28</sup> Reflecting Increased  
Grant Revenue in the Health Division

RECOMMENDATION: The Health Division recommends that the Board of County Commissioners approve the attached modification to the Division budget reflecting receipt of increased grant revenues from the State for WIC enhancement and from the federal government for Primary Care stabilization and comprehensive perinatal care, totalling \$219,607.

ANALYSIS: The Health Division has received notification of three supplemental grant increases:

1) The State Health Division has notified the Division of the availability of \$48,199 of additional WIC funding for the current year. These funds are granted for:

- \* Better service coordination, defined as improving record keeping, client tracking, billing, and coordination of AFS financial screening with prenatal triage visits.
- \* Implementation of a breastfeeding promotion program, including field followup of high risk clients, better training of on-call staff, and promotional materials.

An Interagency Agreement between the State and Multnomah County has been prepared and is forthcoming.



2) Region 10 has notified the Division of a \$130,200 supplement to the Primary Care grant for Comprehensive Perinatal Care. This supplement spans County fiscal years, ending September 30, 1989, and is one time only. The amount of appropriation increase requested by this modification for the current year is \$88,066. This grant allows full indirect cost recovery.

This supplement specifically funds perinatal outreach services to 1) help women establish eligibility for the State's Poverty Level Maternity Management Program, 2) provide case management services, 3) identify pregnant women in the corrections system and link them with appropriate ongoing services, and 4) capture essential service and outcome data for evaluation and continuation and/or expansion of services.

3) Region 10 has also notified the Division of a \$158,296 supplement to the basic Primary Care grant. This supplement is made as partial restoration of cuts made by the federal government to this grant for 1988-89. A portion of this supplement, \$74,954, has already been addressed in an earlier modification (DHS 23). This modification requests appropriation increases based on the remainder, \$83,342. This grant also allows full indirect cost recovery.

The Division requests that these funds be spread over several organizations for the following purposes:

- \* Additional clerical support for the Westside and Teen Health Centers.
- \* Improved in house translator services.
- \* Increased technical support for the Multicare staff.
- \* Improved county-wide lab staffing.
- \* Temporary clerical help to get retroactive billing for prenatal case managed services up to date. This retroactive billing is allowed under a change in AFS reimbursement regulations.
- \* Increase the Primary Care coordinator position by one day per pay period.

The total increase in Personnel is \$175,436, which funds 5.48 FTE in the current fiscal year. Personnel additions have been mixed between Permanent and Temporary in recognition of the one time only nature of the Perinatal Supplement to the Primary Care grant.

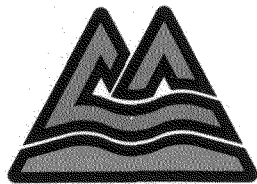
Supporting Materials and Services totals \$37,922. This amount includes \$10,000 for increased contractual pharmacy staffing, \$2,000 for a training consultant, and incremental increases in Supplies, Printing, Postage, Education, and Local Travel.

The increases tied to the two Primary Care grant increases also include \$9,282 of Capital purchases. These include \$5,000 for remodeling at the North Portland Clinic, \$1,600 for a Fax machine, and \$2,682 for miscellaneous medical equipment.

The net impact of these changes is to increase the Health Division, Federal State Fund, by \$222,640. The recovery of Indirect Costs returns \$11,111 to General Fund Contingency.

BACKGROUND: The WIC, Perinatal and Primary Care supplements are examples of changes in the level of grant support for Health Division services which occur in a routine but unpredictable fashion through the course of a fiscal year. As noted in earlier communications with you, our initial request to Region X for primary care funds was approved but with a substantial reduction. The changes implemented with this budget modification restore funding to just short of the requested level of \$2.5 million.

WIC funds usually come to us through the State Health Division Grant. Because of the "one-time-only" nature of the \$48,199 offered by the State, a separate interagency agreement will be processed -- at the State's insistence.



# MULTNOMAH COUNTY OREGON

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

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934  
(503) 248-3300

OFFICE OF THE DIRECTOR	(503) 248-3303
PLANNING AND BUDGET	(503) 248-3883
COUNTY COUNSEL	(503) 248-3138
EMPLOYEE SERVICES	(503) 248-5015
FINANCE	(503) 248-3312
LABOR RELATIONS	(503) 248-5135

## MEMORANDUM

TO: Gladys McCoy, Chair  
Multnomah County Commission

FROM: Tom Simpson, Budget Analyst *TS*  
Planning and Budget Division

DATE: December 19, 1988

SUBJECT: DHS Budget Modification #28

Of the three supplemental grant increases that the Health Division has received, \$130,200 (59% of the total) is one-time-only revenue. My concern is that this modification seems to be purchasing over \$175,000 in personnel with some of that one-time-only revenue. I have spoken with Tom Fronk in the Health Division about this concern. He responded in the following manner:

The additional personnel will be paid for next year by increases in the Primary Care Grant (Federal Government) and the Women, Infants and Children Grant (State Government). These increases have been verbally communicated to the Health Division. The perinatal funding (\$130,200) is a pilot project that the Health Division will fund next year with the increases in the above grants (Primary Care and WIC).

This explanation addressed my concern and I forward the modification to you for consideration.

For more information on the specifics of the programs please contact Billie Odegaard, Health Division Director.

4530F/TS/js

cc: David Warren  
Kathy Tinkle  
Tom Fronk

DEC 28 1988

12/27/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

BUDGET

BUDGET MODIFICATION DHS #28 APPROVED

R-17

*Thomas J. Symson*

RECEIVED FROM THE BOARD OF COUNTY COMMISSIONERS

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -3 AM 7:09

MULTNOMAH COUNTY  
OREGON

1-11

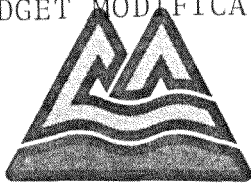
MULTNOMAH COUNTY OF OREGON

CONFIDENTIAL - NOT TO BE RELEASED TO THE PUBLIC

RECEIVED FROM

THE BOARD

2-1-89



# MULTNOMAH COUNTY OREGON

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

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

December 27, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

In the matter of ratification of an Intergovern- )  
mental Agreement with Multnomah Education Service )  
District, whereby ESD will provide computer pro- )  
gramming, printing and staff support to train and )  
assist County with complying with State law re- )  
quiring mandatory immunizations of children en- )  
tering school in Multnomah County, for period )  
December 31, 1988 through June 9, 1989 R-18a)

Request of the Director of Human Services for )  
approval of Budget Modification DHS #30 making an )  
appropriation transfer in the amount of \$3,492 )  
within Health Division from Temporary, Field )  
Services to Professional Services, Program Man- )  
agement, to support the mandatory immunization )  
of children program R-18b )

Duane Zussy, Human Services Director, said that the two matters relate to the intergovernmental agreement with Multnomah Education District. State statutes require that all school children undergo a prior review of immunization records before they are allowed to enter school. A secondary review is undertaken by the Health Division to ensure that an exclusion letter is sent to all parents whose children do not meet immunization requirements. In the past, the County has contracted with the Schools because their records are computerized and facilitates the County's ability to check records, and temporary employees were hired to assist in this program; this year, the Education District will do all computer work done in the past, and in addition, pay most of the temporary staff

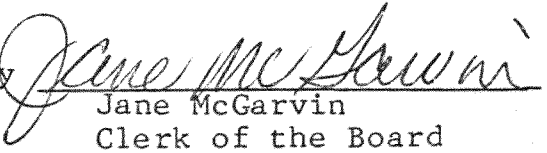
costs. This budget modification requests transferring monies budgeted for temporary staff to professional services, and will leave approximately \$3,000 to be returned to the General Fund.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, it is unanimously

ORDERED that said Intergovernmental Agreement be ratified, and budget modification request be approved and implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Health  
Purchasing



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

(For Clerk's Use)

Meeting Date 12/27/88

Agenda No. R-18a

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of  
Intergovernmental Agreement

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Human Services DIVISION Health

CONTACT Peggy Hillman TELEPHONE 3674

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy/Scott Clement

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

Ratification of \$8,992 Intergovernmental Agreement with Multnomah Education Service District, whereby contractor agrees to provide computer programing, printing, and staff support to train and assist County with complying with State law requiring mandatory immunizations of children entering schools in Multnomah County, for the period December 31, 1988 through June 9, 1989. SUPPORTED BY BUDGET MODIFICATION DHS # 30

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ GENERAL FUND

OTHER \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy (MC)

BUDGET / PERSONNEL: Thomas J. Super

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) Arminde Brown

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

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



# MULTNOMAH COUNTY OREGON

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CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy, Director *Duane Zussy (DC)*  
Department of Human Services

FROM: *Bibi* Bidy Odegaard, Director  
Health Division

DATE: December 12, 1988

SUBJECT: Intergovernmental Agreement with Multnomah Education Service District  
(MESD)

Recommendation: The Health Division and the Department of Human Services recommend County Chair approval and Board ratification of this \$8,992 Intergovernmental Agreement with Multnomah Education Services District for the period December 31, 1988, to June 9, 1989.

Analysis: By law, all school districts, day care centers, preschools, private and parochial schools are responsible for the primary review of the immunization records of all children in their jurisdictions. They make the initial contact with the families to remind them to update their child's/children's immunization record(s).

By law, the County Health Officer has the authority and is required to exclude those children from attending the above mentioned institutions until their immunization records are updated. In Multnomah County, the Health Division is responsible for the secondary review and issuing the exclusion letter to all families who are not in compliance with the immunization requirements.

Through this Intergovernmental Agreement Contractor provides: (1) the Health Division with the names and addresses of all children not passing the primary review; (2) assists in the follow-up with the families and the schools after the exclusion letter is received by the families; (3) assists in the follow-up with the families and the schools after the child/children have been excluded from school; and (4) assists in compiling data for reports to the Oregon State Health Division.

In Field Services budget \$5,500 is budgeted in professional services for this contract and \$6,834 is budgeted in part-time personal services - immunizations on-call - to support the contract. Budget modification #30 will transfer \$3,492 from part-time to professional services to fund the costs of this contract. Recent computer reprogramming has reduced projected Community Health Nurse time involvement in this project.

Background: This contract has been reviewed annually since June 1981.

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

(For Clerk's Use)

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

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

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of  
Intergovernmental Agreement

CLK OF RD  
7  
BCC

Informal Only\* \_\_\_\_\_  
(Date)

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

DEPARTMENT Human Services DIVISION Health

CONTACT Peggy Hillman TELEPHONE 3674

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy/Scott Clement

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

Ratification of \$8,992 Intergovernmental Agreement with Multnomah Education Service District, whereby contractor agrees to provide computer programing, printing, and staff support to train and assist County with complying with State law requiring mandatory immunizations of children entering schools in Multnomah County, for the period December 31, 1988 through June 9, 1989.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ GENERAL FUND

OTHER \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: \_\_\_\_\_

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

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

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

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

## CONTRACT APPROVAL FORM

FY 88-89

TYPE I		TYPE II	
<input checked="" type="checkbox"/> Professional Services under \$10,000		<input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)	
<input type="checkbox"/> Revenue		<input type="checkbox"/> PCRB Contract	
<input type="checkbox"/> Grant Funding		<input type="checkbox"/> Maintenance Agreement	
<input checked="" type="checkbox"/> Intergovernmental Agreement		<input type="checkbox"/> Licensing Agreement	
Amendment to above, Number _____ (Original Contract Amount _____ )		Amendment to above, Number _____ (Original Contract Amount _____ )	

Contact Person Kennedy Phone 3674 Date 12-13-88

Department Human Services Division Health Services Bldg/Room 160/8

Description of Contract Contractor will provide programming, printing, and staff support to train and assist County to comply with State law concerning mandatory immunizations of children entering ~~Portland Public Schools~~ all public and private schools in Multnomah County.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Date of Exemption \_\_\_\_\_

Reviewed For ☐ MBE ☐ FBE Participation Contractor is ☐ MBE ☐ FBE

Contractor Name Multnomah County Education

Mailing Address \_\_\_\_\_ Service District \_\_\_\_\_

220 SE 102nd Avenue

Phone 255-1841

Employer ID# or SS# 93-6000829

Effective Date December 31, 1988

Termination Date June 9, 1989

Total Amount of Agreement \$ 8,992

## Payment Terms

☒ Lump Sum      \$ 8,992

☐ Monthly \$\_\_\_\_\_☐ Other \$\_\_\_\_\_☐ Requirements contract-requisition required

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

Bud Mod #

**Required Signatures:**

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_

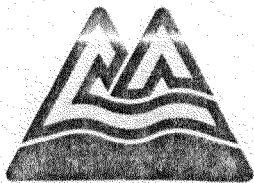
(Type II Contracts Only)

County Counsel \_\_\_\_\_ Date \_\_\_\_\_

Budget Office \_\_\_\_\_ Date \_\_\_\_\_

County Executive/Sheriff \_\_\_\_\_ Date \_\_\_\_\_

TRANSACTION CODE		PO		AGENCY		PO DATE		m m d d y y		ACCOUNTING PERIOD		m m y y		BUDGET FY		y y		ACTION <input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)	
VENDOR CODE				VENDOR NAME										TOTAL AMOUNT		\$			
LINE NO.	CONTRACT NUMBER			FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION				AMOUNT		INC/DEC IND		
				156	010	0311		6110							\$ 8,992				
														\$					
														\$					
														\$					



# MULTNOMAH COUNTY OREGON

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

BOARD OF COUNTY COMMISSIONERS  
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POLLY CASTERLINE • 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: December 12, 1988

SUBJECT: Intergovernmental Agreement with Multnomah Education Service District (MESD)

Recommendation: The Health Division and the Department of Human Services recommend County Chair approval and Board ratification of this \$8,992 Intergovernmental Agreement with Multnomah Education Services District for the period December 31, 1988, to June 9, 1989.

Analysis: By law, all school districts, day care centers, preschools, private and parochial schools are responsible for the primary review of the immunization records of all children in their jurisdictions. They make the initial contact with the families to remind them to update their child's/children's immunization record(s).

By law, the County Health Officer has the authority and is required to exclude those children from attending the above mentioned institutions until their immunization records are updated. In Multnomah County, the Health Division is responsible for the secondary review and issuing the exclusion letter to all families who are not in compliance with the immunization requirements.

Through this Intergovernmental Agreement Contractor provides: (1) the Health Division with the names and addresses of all children not passing the primary review; (2) assists in the follow-up with the families and the schools after the exclusion letter is received by the families; (3) assists in the follow-up with the families and the schools after the child/children have been excluded from school; and (4) assists in compiling data for reports to the Oregon State Health Division.

In Field Services budget \$5,500 is budgeted in professional services for this contract and \$6,834 is budgeted in part-time personal services - immunizations on-call - to support the contract. Budget modification \_\_\_\_\_ will transfer \$3,492 from part-time to professional services to fund the costs of this contract. Recent computer reprogramming has reduced projected Community Health Nurse time involvement in this project.

Background: This contract has been reviewed annually since June 1981.



## AGREEMENT

This Agreement is made and entered into by MULTNOMAH EDUCATION SERVICE DISTRICT (MESD) and MULTNOMAH COUNTY, OREGON (County).

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

The parties agree that County will pay for and MESD will provide Immunization Liaison Services during the 1988/1989 school year.

### SECTION 1 MESD agrees to:

- A. Provide assistance to the County in orienting and training County staff on how schools are doing primary review and new needed methods for secondary review.
- B. Provide input to, and coordination of, computer printouts and exclusion materials/activities among schools, County and MESD.
- C. Provide consultation to the County on recommended changes in rules and regulations by the Oregon State Health Division.
- D. Provide assistance in compiling data on compliance as required by the Oregon State Health Division.
- E. Develop computer programs to process Multnomah County immunization exclusion letters.

- F. Print from computer database all exclusion orders for Multnomah County public school students with no records of immunization or with records of incomplete data.
- G. Print from computer database the Primary Review Summary Forms and distribute them to schools.

SECTION II The County agrees to pay to MESD a maximum of \$8,992 for the performance of those services provided for hereunder, which payment shall be based upon the following applicable terms:

- A. \$5,500 to furnish services mentioned above
- B. \$1,882 for programming costs for the ongoing program
- C. \$1,610 in printing and Data Processing personnel costs

Said sum shall be paid to MESD within thirty(30) days of invoice. The term of this agreement shall be from December 31, 1988 through and including June 9, 1989.

SECTION III Parties agree to the "Standard Provisions" which are listed below and incorporated into this Agreement.

#### STANDARD PROVISIONS

Both parties to the AGREEMENT of which these standard provisions are a part do promise and mutually agree as follows:

- A. Both parties agree that neither party shall be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, acts of God or public enemy, unusually severe weather, strikes, legal acts of public authorities or delays or defaults caused by public carriers, which cannot reasonably be forecast or provided against.

B. Each party affirms that it will not discriminate in any way against any person who is an employee or applicant for employment, and will not limit, segregate or classify such person in any way which would deprive or tend to deprive such person of employment opportunities because of such person's race, religion, color, sex, marital status, national origin or age.

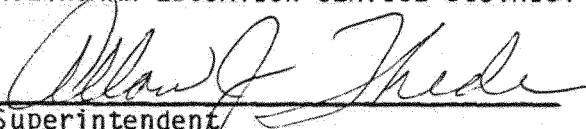
C. This AGREEMENT may be terminated in whole or in part by mutual agreement of both parties. Furthermore, either party may terminate this AGREEMENT in whole or in part because of the failure of the other party to fulfill any provision of this AGREEMENT and such termination is effective when the other party receives written notice of the termination at its principle office.

D. Any alteration, variation, modification or waiver of any provisions of this AGREEMENT shall have effect at the time it has been reduced to writing, duly signed and attached to this AGREEMENT.

E. This AGREEMENT contains all the terms and conditions agreed upon by the parties regarding the subject matter of this AGREEMENT. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS THEREOF, the parties have executed this Agreement.

MULTNOMAH EDUCATION SERVICE DISTRICT

  
Superintendent

Date: 12/7/88

MULTNOMAH COUNTY, OREGON

Gladys McCoy, County Chair

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

Approved as to form:

County Counsel

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

BUDGET MODIFICATION NO. DHS#30

(For Clerk's Use) Meeting Date:

Agenda No.:

12/27/88

R-186

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR Dec. 29, 1988

DEPARTMENT Human Services

DIVISION Health

CONTACT Scott Clement/Tom Fronk

TELEPHONE ext. 3674

NAME OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

To Budget  
12/27/88

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

Budget Modification DHS 30 requests transfer of \$3,492 from Temporary, Field Services, to Professional Services, Program Management, all within the Health Division budget.

(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

The Field Services Section has budgeted funds for Temporary help to help with seasonal immunizations. The Multnomah County ESD has offered to provide the support services normally provided by these temporary employees for the same cost. The ESD already has a contract with the Health Division for immunization tracking, which is budgeted in Program Management.

Contracting for these services through the ESD is preferable as hiring even temporary employees generates considerable overhead costs, such as space and benefits.

This budget modification requests the Board to transfer \$3,492 from Temporary in Field to Professional Services in Program Management to allow increasing the ESD contract to include these services.

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

4. CONTINGENCY STATUS (To be completed by Finance/Budget.)

(specify fund) \_\_\_\_\_ contingency before this modification (as of \_\_\_\_\_ ) \$ \_\_\_\_\_  
(date)  
after this modification: \$ \_\_\_\_\_

Originated by:

Date:

Department Director:

Date:

Tom Fronk

12-16-88

Duane Zussy

12/19/88

Finance/Budget:

Date:

Employee Relations:

Date:

Thomas A. Szymanski

12-19-88

Board Approval:

Date:

Barbara E. Jones

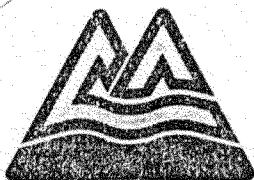
12/27/88

EXPENDITURE TRANSACTION EB [ ] GM [ ] TRANSACTION DATE \_\_\_\_\_ ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FISCAL YEAR \_\_\_\_\_

Document Number	Action	Fund	Agency	Organization	Object Code	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	010	0750	5200			(3492)		Temporary
		156	010	0300	6110			3492		Professional Services
TOTAL EXPENDITURE CHANGE								0	TOTAL EXPENDITURE CHANGE	

REVENUE TRANSACTION RB [ ] GM [ ] TRANSACTION DATE \_\_\_\_\_ ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FISCAL YEAR \_\_\_\_\_

Document Number	Action	Fund	Agency	Organization	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
TOTAL REVENUE CHANGE								0	TOTAL REVENUE CHANGE	



# MULTNOMAH COUNTY OREGON

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HEALTH DIVISION  
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POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy, Director *Duane Zussy (W)*  
Department of Human Services

FROM: *Bill* Odegaard, Director  
Health Division

DATE: December 12, 1988

SUBJECT: Intergovernmental Agreement with Multnomah Education Service District (MESD)

Recommendation: The Health Division and the Department of Human Services recommend County Chair approval and Board ratification of this \$8,992 Intergovernmental Agreement with Multnomah Education Services District for the period December 31, 1988, to June 9, 1989. *and attached Bud Mod DAS #30.*

Analysis: By law, all school districts, day care centers, preschools, private and parochial schools are responsible for the primary review of the immunization records of all children in their jurisdictions. They make the initial contact with the families to remind them to update their child's/children's immunization record(s).

By law, the County Health Officer has the authority and is required to exclude those children from attending the above mentioned institutions until their immunization records are updated. In Multnomah County, the Health Division is responsible for the secondary review and issuing the exclusion letter to all families who are not in compliance with the immunization requirements.

Through this Intergovernmental Agreement Contractor provides: (1) the Health Division with the names and addresses of all children not passing the primary review; (2) assists in the follow-up with the families and the schools after the exclusion letter is received by the families; (3) assists in the follow-up with the families and the schools after the child/children have been excluded from school; and (4) assists in compiling data for reports to the Oregon State Health Division.



In Field Services budget \$5,500 is budgeted in professional services for this contract and \$6,834 is budgeted in part-time personal services - immunizations on-call - to support the contract. Budget modification 30 will transfer \$3,492 from part-time to professional services to fund the costs of this contract. Recent computer reprogramming has reduced projected Community Health Nurse time involvement in this project.

Background: This contract has been reviewed annually since June 1981.



DEC 28 1988

12/27/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

BUDGET

BUDGET MODIFICATION DHS #30 APPROVED

R-18b

*Thomas S. Symes*

1-10-89 11:52 AM 1-10-89 11:52 AM THIS RECEIPT TO COMMISSIONERS OFFICE

BOARD OF  
COUNTY COMMISSIONERS

1989 JAN -3 AM 7:08

MULTNOMAH COUNTY  
OREGON

1-10-89

MULTNOMAH COUNTY COMMISSIONERS

1-10-89

CITY BOARD OF COMMISSIONERS - MULTNOMAH COUNTY, OREGON

RICHARD LYON


1-10-89

State of Oregon                    )  
County of Multnomah            ) ss

I, Barbara E. Jones, <sup>Asst.</sup> Clerk of the Board  
of County Commissioners of Multnomah County, Oregon, do hereby certify  
that the foregoing copy of Ordinance 603 has been compared  
by me with the original, as the same appears of record in my office  
and in my custody.

IN WITNESS WHEREOF, I have hereunto set my hand and  
affixed the seal of the Board of County Commissioners this 27th  
day of December, A. D., 1988.

(SEAL)

  
Asst. Clerk of Board of  
County Commissioners



## MULTNOMAH COUNTY OREGON

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

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

December 27, 1988

Ms. Gladys McCoy, Chair of the Board  
1021 SW Fourth, Room 134  
Portland, OR

Dear Ms. McCoy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

Second Reading - An Ordinance referring amend-	)	
ments to the Multnomah County Home Rule Charter	)	
to the voters of Multnomah County (regarding	)	ORDINANCE
Compensation - elected officials, and establish-	)	NO. 603
ing the office of County Auditor	R-19)	

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

A hearing was held; no one wished to testify.

Commissioner Kafoury moved, duly seconded by Commissioner Anderson, that the above-entitled matter be approved.

Laurence Kressel, County Counsel, explained this matter is a Charter Amendment that concerns the qualification and compensation of the Auditor, and that at the First Reading last week, amendments were made. The amendments have not as yet been typed into a codified version, so he read the amendments for the record. Two changes were made: 1) Section 8.10(2) of the Charter will be amended to read as follows: "At the general November Election in 1966 and at the general November election every four years thereafter an Auditor shall be elected. A candidate for auditor shall be a certified public accountant or certified internal auditor as of the date of filing for office, subject to the following provision. For the 1990 elections only, if a person is not a certified public accountant or certified internal auditor at the time of filing for office, the person elected or appointed to the office must obtain such certification not later than one year after taking office. The office of auditor shall become vacant when the person serving as auditor ceases to be certified. Effective upon certification, the salary

for the auditor shall be four-fifths of a District Court Judge's salary."; and 2) amendment to the BALLOT TITLE - STATEMENT OF PURPOSE - "Current Charter does not require Auditor to be certified public accountant or certified internal auditor. Amendment would add requirement that as of January 1, 1991, candidate for auditor be certified public accountant or certified internal auditor. For 1990 elections only, Auditor would have one year after taking office to obtain certification. Current Charter also provides that voters set auditor's salary. Amendment would set auditor's salary as four-fifths of District Court judge's salary once auditor is certified." He advised that the Second Reading of the ordinance includes amendments as read.

Commissioner Kafoury noted that the Caption and the Question were also amended.

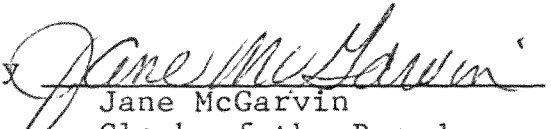
Mr. Kressel read the following amendments: CAPTION - "Charter amendment relating to qualifications and salary for County Auditor"; and QUESTION - "Shall county auditor be a certified public accountant or certified internal auditor with appropriate salary by December 31, 1991?"

Following discussion, and upon motion of Commissioner Kafoury, duly seconded by Commissioner Anderson, it is unanimously

ORDERED that said Ordinance including amendments as read by Mr. Kressel be adopted.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: Dept. of General Services  
Elections  
Auditor  
County Counsel

UNANIMOUS CONSENT

DATE SUBMITTED 12/14/88

(For Clerk's Use)

Meeting Date 12/15/88

Agenda No. R-22

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ballot Measure - Increase Qualifications for

Auditor Referral

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 12/15/88  
(Date)

DEPARTMENT County Chair DIVISION \_\_\_\_\_

CONTACT Hank Miggins TELEPHONE 248-3308

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Hank Miggins

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

An ordinance which would place a ballot measure on the March 28, 1989 election ballot. If approved by the voters, this measure would require that a candidate for Auditor be either a certified public accountant or certified internal auditor. Measure would also set auditor's salary at four-fifths of a District Court judge's salary.

*ord 603*

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 15 minutes

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund  
☐ Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: *Hank Miggins*

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

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

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

NOTE: If requesting unanimous consent, state situation requiring emergency action on back. This ordinance must be acted upon by the Board before December 28, 1988 to make the measure eligible to appear on the March 28, 1989 election ballot.

[underlined language is new; bracketed language is to be deleted]

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 603

An ordinance referring amendments to the Multnomah County Home Rule Charter to the voters of Multnomah County.

Multnomah County ordains as follows:

SECTION 1.

There shall be submitted to the voters of Multnomah County at the election on March 28, 1989, an amendment to the Multnomah County Home Rule Charter as follows:

The Multnomah County Home Rule Charter Chapters IV and VIII are amended by adding the underlined language:

CHAPTER IV -- COUNTY OFFICERS IN GENERAL

4.30 COMPENSATION

Except as provided in Section 8.10 (2) the compensation of all holders of elective office of Multnomah County shall be fixed by the registered voters of Multnomah County at a Primary or General Election only. The auditor shall appoint a five member salary commission, composed of qualified people with personnel experience, by January 1, 1986, and by January 1 in each even year thereafter. The commission's salary adjustment recommendations, if any, for elected officials shall be submitted to the voters at each subsequent primary election. All elected or appointed Multnomah County officials and employees are prohibited from serving on the salary commission.

CHAPTER VIII --FINANCE

8.10 AUDITOR

(1) The office of the county auditor is hereby established.

(2) At the general November election in 1966 and at the general November election every four years thereafter an auditor shall be elected. A candidate for auditor shall be a certified public accountant or certified internal auditor as of the date of filing for office, subject to the following provision. For the 1990 elections only, if a person is not a certified public accountant or certified internal auditor at the time of filing for office, the person elected or appointed to the office must obtain such certification not later than one year after taking office.



The office of auditor shall become vacant when the person serving as auditor ceases to be certified. Effective upon certification, the salary for the auditor shall be four-fifths of a District Court Judge's salary.

SECTION 2.

The ballot title for the measure in Section 1 shall read:

- CAPTION -

CHARTER AMENDMENT RELATING TO QUALIFICATIONS AND SALARY FOR COUNTY AUDITOR.

- QUESTION -

Shall county auditor be a certified public accountant or certified internal auditor with appropriate salary by December 31, 1991?

- STATEMENT OF PURPOSE -

Current Charter does not require Auditor to be certified public accountant or certified internal auditor. Amendment would add requirement that, as of January 1, 1991, candidate for Auditor be certified public accountant or certified internal auditor. For 1990 elections only, Auditor would have one year after taking office to obtain certification. Current Charter also provides that voters set auditor's salary. Amendment would set auditor's salary as four-fifths of District Court judge's salary once Auditor certified.

SECTION 3.

The Director of Elections shall cause the election on the measure to be held in accordance with law.

ADOPTED THIS 27th day of December, 1988, being the date of its second reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY, OREGON

( S E A L )

By Gladys McCoy  
Gladys McCoy, County Chair

APPROVED AS TO FORM:

Laurence Kressel, County Counsel

12/20/88:1

Ballot Measure- Increasing  
Title Qualifications for Auditor

Effective Date

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

Current Charter does not require Auditor to be certified public accountant or certified internal auditor. Amendment would add requirement that a candidate for Auditor to be elected at the general election in November 1990 must be either certified public accountant or certified internal auditor. Current Charter also provides that voters set auditor's salary. Amendment would set auditor's salary as four-fifths of a District Court judge's salary.

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

Washington County

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

N/A

What authority is there for Multnomah County to adopt this legislation? (state statute, home rule charter). Are there constitutional problems?

### Fiscal Impact Analysis

Raises Auditor's salary to four-fifths of a District Court judge's salary.

(If space is inadequate, please use other side)

### SIGNATURES:

Office of County Counsel

Office of County Management

Department Head

Liaison Commissioner

[underlined language is new; bracketed language is to be deleted]

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FOR MULTNOMAH COUNTY, OREGON

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The office of auditor shall become vacant when the person serving as auditor ceases to be certified. Effective upon certification, the salary for the auditor shall be four-fifths of a District Court Judge's salary.

SECTION 2.

The ballot title for the measure in Section 1 shall read:

- CAPTION -

CHARTER AMENDMENT RELATING TO QUALIFICATIONS AND SALARY FOR COUNTY AUDITOR.

- QUESTION -

Shall county auditor be a certified public accountant or certified internal auditor with appropriate salary by December 31, 1991?

- STATEMENT OF PURPOSE -

Current Charter does not require Auditor to be certified public accountant or certified internal auditor. Amendment would add requirement that, as of January 1, 1991, candidate for Auditor be certified public accountant or certified internal auditor. For 1990 elections only, Auditor would have one year after taking office to obtain certification. Current Charter also provides that voters set auditor's salary. Amendment would set auditor's salary as four-fifths of District Court judge's salary once Auditor certified.

SECTION 3.

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ADOPTED THIS 27th day of December, 1988, being the date of its second reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY, OREGON

( S E A L )

By Gladys McCoy  
Gladys McCoy, County Chair

APPROVED AS TO FORM:

Laurence Kressel, County Counsel

[underlined language is new; bracketed language is to be deleted]

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FOR MULTNOMAH COUNTY, OREGON

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SECTION 2.

The ballot title for the measure in Section 1 shall read:

- CAPTION -

CHARTER AMENDMENT RELATING TO QUALIFICATIONS AND SALARY FOR COUNTY AUDITOR.

- QUESTION -

After December 31, 1990, shall qualifications and salary for County Auditor be increased?

- STATEMENT OF PURPOSE -

Current Charter does not require Auditor to be certified public accountant or certified internal auditor. Amendment would add requirement that a candidate for Auditor to be elected at the general election in November 1990 must be either certified public accountant or certified internal auditor. Current Charter also provides that voters set auditor's salary. Amendment would set auditor's salary as four-fifths of a District Court judge's salary.

SECTION 3.

The Director of Elections shall cause the election on the measure to be held in accordance with law.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 1988, being the date of its second reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY, OREGON

( S E A L )

By \_\_\_\_\_  
Gladys McCoy, County Chair

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Laurence Kressel, County Counsel

The following language would replace the language in the draft of 8.10(2) starting with "After December 31, 1990" and ending with "Judge's salary." This amendment is offered by Jewel Lansing.12/20/88

A  
(2) At the general November election in 1966 and at the general November election every four years thereafter an auditor shall be elected. A candidate for auditor shall be a certified public accountant or certified internal auditor as of the date of filing for office, subject to the following provision. For the 1990 elections only, if a person is not a certified public accountant or certified internal auditor at the time of filing for office, the person elected or appointed to the office must obtain such certification not later than one year after taking office. The office of auditor shall become vacant when the person serving as auditor ceases to be certified. Effective upon certification, the salary for the auditor shall be four-fifths of a District Court Judge's salary.

Revised - Stand  
12/20/88:(1)  
Approved /  
Rd -

12/20/88:(1)



SECTION 2.

The ballot title for the measure in Section 1 shall read:

- CAPTION -

CHARTER AMENDMENT RELATING TO QUALIFICATIONS AND SALARY FOR COUNTY AUDITOR.

- QUESTION -

Shall county auditor be a certified public accountant or certified internal auditor with appropriate salary by December 31, 1991?

- STATEMENT OF PURPOSE -

Current Charter does not require Auditor to be certified public accountant or certified internal auditor. Amendment would add requirement that , as of January 1, 1991, candidate for Auditor ~~must~~ be certified public accountant or certified internal auditor. For 1990 elections only, Auditor would have one year after taking office to obtain certification. Current Charter also provides that voters set auditor's salary. Amendment would set auditor's salary as four-fifths of District Court judge's salary once Auditor certified.

Approved  
Amend  
12/20/88

The following language would replace the language in the draft of 8.10(2) starting with "After December 31, 1990" and ending with "Judge's salary." This amendment is offered by Jewel Lansing.12/20/88

(2) At the general November election in 1966 and at the general November election every four years thereafter an auditor shall be elected. On or before January 1, 1991, a candidate for auditor shall be a certified public accountant or certified internal auditor as of the date of filing for office, subject to the following provision. For the 1990 elections only, if a person is not a certified public accountant or certified internal auditor at the time of taking office, the person elected or appointed to the office must obtain such certification not later than one year after taking office. The office of auditor shall become vacant when the person serving as auditor ceases to be certified. Effective upon certification, the salary for the auditor shall be four-fifths of a District Court Judge's salary.

[underlined language is new; bracketed language is to be deleted]

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. \_\_\_\_\_

An ordinance referring an amendment to the Multnomah County Home Rule Charter to the voters of Multnomah County.

Multnomah County ordains as follows:

SECTION 1.

There shall be submitted to the voters of Multnomah County at the election on March 28, 1989, an amendment to the Multnomah County Home Rule Charter as follows:

The Multnomah County Home Rule Charter Chapter IV is amended by adding the underlined language:

4.50 VACANCIES - FILLING

(1) If a vacancy occurs in an elective office of the county and the term of office expires:

(a) one year or more after the vacancy occurs, then a person shall be elected at the next available election date to fill the vacancy for the remainder of the term of office. If no candidate receives a majority of votes cast at that election, the Board of County Commissioners shall call for a special election in which the names of the two candidates receiving the highest number of votes shall appear on the ballot. The candidate receiving a majority of votes cast will be deemed elected to fill the balance of the unexpired term. The board of county commissioners shall by ordinance prescribe procedures for nominating and electing persons to fill vacancies under this subsection. An ordinance shall also prescribe procedures to designate an acting chair, sheriff, or auditor until the elected chair, sheriff, or auditor is certified to take office.

(b) less than one year but ninety days or more after the vacancy occurs, then the Board of County Commissioners shall appoint a person to fill the vacancy for the remainder of the term of office, and shall by ordinance prescribe procedures to designate an acting chair, sheriff, or auditor until the appointed chair, sheriff, or auditor takes office.

(c) less than ninety days after the vacancy occurs, the vacancy shall not be filled; however, the board shall by ordinance prescribe procedures to designate an acting chair, sheriff, or auditor during this period, if the vacancy occurs in one of those offices.

The ballot title for the measure in Section 1 shall read:

- CAPTION -

A CHARTER AMENDMENT CONCERNING FILLING VACANCIES IN COUNTY ELECTIVE OFFICES.

- QUESTION -

Shall changes be made in the procedure for filling vacancies in elected office?

- STATEMENT OF PURPOSE -

The current charter provides for a vote to fill a vacancy in elected office when the unexpired term exceeds one year. This charter amendment adds requirement for run-off election between two candidates receiving the most votes. The charter amendment also authorizes county commission to appoint acting officials pending the filling of vacant offices.

SECTION 3.

The Director of Elections shall cause the election on the measure to be held on March 28, 1989 in accordance with law.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 1988, being the date of its second reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY, OREGON

( S E A L )

By \_\_\_\_\_  
Gladys McCoy, County Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
Laurence Kressel, County Counsel

[underlined language is new; bracketed language is to be deleted]

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SECTION 2.

The ballot title for the measure in Section 1 shall read:

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CHARTER AMENDMENT RELATING TO QUALIFICATIONS AND SALARY FOR COUNTY AUDITOR.

- QUESTION -

After December 31, 1990, shall qualifications and salary for County Auditor be required to be increased?

- STATEMENT OF PURPOSE -

Current Charter does not require Auditor to be certified public accountant or certified internal auditor. Amendment would add requirement that a candidate for Auditor to be elected at the general election in November 1990 must be either certified public accountant or certified internal auditor. Current Charter also provides that voters set auditor's salary. Amendment would set auditor's salary as four-fifths of a District Court judge's salary.

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BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY, OREGON

( S E A L )

By \_\_\_\_\_  
Gladys McCoy, County Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
Laurence Kressel, County Counsel

Jewel Lansing, CPA  
3333 SW Arnold  
Portland, OR 97219  
246-6022

BOARD OF  
COUNTY COMMISSIONERS  
1988 DEC 19 AM 10:55  
MULTNOMAH COUNTY  
OREGON

November 2, 1988

To: Chair Gladys McCoy  
Commissioner Pauline Anderson  
Commissioner Polly Casterline  
Commissioner Gretchen Kafoury  
Commissioner Caroline Miller  
Commissioner-elect Rick Bauman

From: Jewel Lansing *Jewel Lansing*

Re: Recommendations To: (A) Refer Amended Vacancy and Run-off Charter Sections To Voters, and (B) Adopt County Auditor Code Provisions

As part of my half-time contract to provide management and information services to the County until a new Auditor is certified, I have examined Charter and Code sections pertaining to elected official vacancies. I have also noted the lack of any code provisions regarding the County Auditor's function.

The Charter makes no provision for a line of authority when positions of elected officials with administrative responsibilities become vacant. Because of the confusion and adverse effects which can and are occurring as a result of this lack of defined authority, I recommend that you refer charter amendments to the voters to clarify and improve these Charter provisions. (See items 1 and 2 below.)

County Elections Manager Vicky Ervin informs me that the next available election date would be March 28, 1989. The cost to Multnomah County to include a charter measure in this election would be minimal, she says, because mail ballots will be going to all county voters for the election of school, fire, and water district directors at that time. (You'd be tempting fate to wait for the 1989 Charter Review Committee to address this question on the May 1990 ballot, and I don't advise waiting.)

In item 3 below, I recommend that you add a chapter to Title 2 of the County code to help clarify the County Auditor's function and spell out details of how the Auditor's duties are conducted. The model code language I propose is compatible with current charter provisions. I urge your consideration and adoption of this



Letter to Board of County Commissioners  
From Jewel Lansing, CPA  
November 2, 1988

code chapter regardless of who is elected November 8, 1988. However, since the incoming Auditor should have the opportunity to comment on the ordinance, I suggest that the ordinance not be considered until the results of the November 8 election are determined. (The model guidelines also recommend that either the elected Auditor or a deputy be a certified public accountant, and that filing for another elective office over which the Auditor has audit jurisdiction be deemed the same as a resignation. I will address these potential charter issues in my final report to you in late November.)

A memo from County Counsel Larry Kressel dated October 31, 1988 regarding the proposals in a prior draft of this letter is attached as Appendix C. I have modified Appendix B to meet the concerns he raised about the proposed new code chapter. I modified Appendix A to conform to part of his suggestions, but not all, as discussed in item 1 below.

1. Clarify Authority During a County Auditor, Chair, or Sheriff Vacancy.

The County Charter provides that an election shall occur when more than a year is left in a vacating official's term [Section 4.50 (1)(a)], but makes no provision for the appointment of a replacement or interim official during the period the office is vacant. The Charter states: "...a person shall be elected at the next available election date to fill the vacancy for the remainder of the term of office." A three-month period will have elapsed between the time Anne Kelly Feeney resigned on August 31, 1988, and the certification of the results of the general election in late November, 1988. [Furthermore, if provision for a run-off election is adopted as proposed in item 2 below, another month would be added to that time-table.]

The perception many people have that I am acting as interim County Auditor is incorrect. I am providing consultant services, and have no authority or responsibility for issuing audits. My authority and responsibility in other areas is vague. County Counsel has advised me not to use the terms "Acting, Interim, or Pro-Tem" in referring to my status.

The Auditor's staff continues to go about its daily work, but they are technically in limbo, operating on the perceived authority of former and future County Auditors. Fortunately, no audits were far enough along when Auditor Feeney resigned to be ready for issue during the period of vacancy, so no undue hardship or cost to the public will result. However, the offices of Chair and Sheriff work

Letter to Board of County Commissioners  
From Jewel Lansing, CPA  
November 2, 1988

under daily deadlines. The lack of clear authority for actions during a vacancy in any of these three offices could have wasteful and paralyzing effects.

While vacancy provisions of the Charter apply to all County elected officials (except the District Attorney, who is a State official,) four of the Board members have legislative, rather than administrative, functions. County business required of the Board can continue to be conducted even though a vacancy exists in one of the Board seats. For the County Chair, Sheriff, and Auditor positions, however, potential ill effects are probable because no one is designated as in charge between the time a vacancy is created and the time it can be filled by election or appointment.

To correct this oversight, I recommend that a sentence be added to the present Section 4.50 (1)(a) (new words underlined.) "The board of county commissioners shall by ordinance prescribe procedures for nominating and electing persons to fill vacancies under this subsection. An ordinance shall also prescribe procedures to designate an acting chair, sheriff, or auditor, until the elected chair, sheriff, or auditor is certified to take office."

The above sentence is different from my original draft. I changed "shall provide for the appointment of" to "prescribe procedures to designate." The sheriff's office pointed out, and I concur, that the charter language would be more flexible if it avoided the word "appointment."

In Section 4.50 (1)(b), providing that the Board shall appoint a replacement to fill a vacancy which occurs more than ninety days and less than a year before the end of the term, I believe a clause should be added, "...and shall by ordinance perscribe procedures to designate an acting chair, sheriff, or auditor, until the appointed chair, sheriff, or auditor takes office." County Counsel questions whether such a provision is necessary (see Appendix C,) but he also has advised that present charter language does not allow the naming of an acting official. Deputy Auditor Georgene Bailey and I both see the designating of an interim Acting Auditor as very different from appointing someone to be the Multnomah County Auditor. We argue that provision needs to be made for interim lines of authority in offices of elected officials with administrative responsibility regardless of when or how the vacancy itself is or is not filled.

Therefore, we believe a clause should also be added to Section 4.50(1)(c) which provides that vacancies occurring in the last

Letter to Board of County Commissioners  
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ninety days of a term shall not be filled. The voters would be asked to add: "...; however, the board shall by ordinance prescribe procedures to designate an acting chair, sheriff, or auditor during this period, if the vacancy occurs in one of those offices."

If these charter amendments are proposed and adopted, you may wish to have the specified ordinance address limitations, if any, which should be imposed upon a person designated to perform in "acting" capacity.

2. Provide for Run-off If No Candidate Receives a Majority Vote..

The Charter specifies a "run-off" election when no one candidate receives 50% or more of the vote in a May election. Section 11.15 (4) says: "If no candidate for a position at a primary election receives a majority of the votes cast for the position, the two candidates receiving the highest number of votes shall be declared nominees and their names shall appear on the general election ballot." No such provision is made for elections which fill vacancies, making it theoretically possible in the County Auditor's election this November 8, for example, for a candidate to be elected with only 15% of the vote. (Seven candidates will be on the ballot.)

I propose that two sentences be inserted in Section 4.50 (1)(a) after the sentence "...a person shall be elected at the next available election date to fill the vacancy for the remainder of the term of office." The proposed new sentences would read: "If no candidate receives a majority of votes cast at that election, the board of county commissioners shall call for a special election in which the names of the two candidates receiving the highest number of votes shall appear on the ballot. The candidate receiving a majority of votes cast will be deemed elected to fill the balance of the unexpired term."

The above language is modeled after the Charter of the City of Portland [Section 2-206 (d)(3)] which caused a run-off election between Dick Bogle and Herb Cawthorne when Commissioner Charles Jordan resigned his City Council seat. That runoff election was set for early December in the event it was needed. (Approximately a month was allowed for the County Elections Division to certify the number of votes cast in the November election as provided by State law, and to print ballots for the special election.)

Letter to Board of County Commissioners  
From Jewel Lansing, CPA  
November 2, 1988

The net effect of proposals in items 1 and 2 would be as shown in Appendix A.

3. Adopt Specifications for County Auditor's office in Code.

Guidelines for model language have been promulgated nationally within the past three years to clarify how an internal audit function under a local government elected auditor should operate. I have modified this model code language to reflect Multnomah County nomenclature and charter provisions. The result is attached as Appendix B.

The provisions are taken nearly verbatim from Guidelines and Model Authorizing Legislation Regarding Audit of Local Governments, published May 1987 by Local Government Audit Representatives to the National Intergovernmental Audit Forum. The audit concepts in the guidelines are based on "generally accepted government auditing standards" (GAGAS) promulgated by the Comptroller General of the United States as required by Multnomah County Charter Section 8.10(3):

"The auditor shall conduct internal audits of all county operations and financial affairs and make reports thereof to the board of county commissioners according to generally accepted government auditing standards." (emphasis added)

Having model legislation available is a step forward for local government auditing, and an opportunity Multnomah County should take advantage of. I assisted with the initial drafting of this model legislation when I represented local governments of the Pacific Northwest Intergovernmental Audit Forum to the national group in 1983-86. The voters and City Council adopted similar language for the City of Portland in May and July, 1986. (City Charter Sections 2-505, 2-511, 7-106; City Code Chapter 3.05.)

Voters have already specified broad audit authority for the elected County Auditor in the Multnomah County Charter. Now the County code needs to spell out mutually-agreed upon procedures for how the County Auditor's function shall be carried out. I urge your adoption of these code provisions.

Attachments: Appendix A - Proposed Charter Amendments  
B - Proposed New Code Chapter  
C - County Counsel Memo, October 31, 1988

cc: Auditor Candidates and Auditor's Budget Advisory Committee



Letter to Board of County Commissioners  
From Jewel Lansing, CPA  
November 2, 1988

#### APPENDIX A

##### Proposed Charter Amendments

(No deletions proposed; new words to be added are underlined.)

#### 4.50 VACANCIES - FILLING

(1) If a vacancy occurs in an elective office of the county and the term of office expires:

- (a) one year or more after the vacancy occurs, then a person shall be elected at the next available election date to fill the vacancy for the remainder of the term of office. If no candidate receives a majority of votes cast at that election, the board of county commissioners shall call for a special election in which the names of the two candidates receiving the highest number of votes shall appear on the ballot. The candidate receiving a majority of votes cast will be deemed elected to fill the balance of the unexpired term. The board of county commissioners shall by ordinance prescribe procedures for nominating and electing persons to fill vacancies under this subsection. An ordinance shall also prescribe procedures to designate an acting chair, sheriff, or auditor until the elected chair, sheriff, or auditor is certified to take office.
- (b) less than one year but ninety days or more after the vacancy occurs, then the board of county commissioners shall appoint a person to fill the vacancy for the remainder of the term of office, and shall by ordinance prescribe procedures to designate an acting chair, sheriff, or auditor until the appointed chair, sheriff, or auditor takes office.
- (c) less than ninety days after the vacancy occurs, the vacancy shall not be filled; however, the board shall by ordinance prescribe procedures to designate an acting chair, sheriff, or auditor during this period, if the vacancy occurs in one of those offices.

APPENDIX B

AN ORDINANCE amending the Multnomah County Code by adding a new Chapter 2.80 entitled "County Auditor", setting forth the specifics under which the County Auditor's office shall function.

The Board of County Commissioners of Multnomah County ordains as follows:

SECTION 1. The Board of County Commissioners finds:

a. Accountability is inherent in the governing process of this nation. Officials and employees who manage public programs are obligated to justify to the public their methods and purposes in appropriating, applying, and using public resources.

b. Public officials, government managers, and private citizens want and need to know not only whether government funds are handled properly and in compliance with laws and regulations, but also whether public programs are achieving the purposes for which they were authorized and funded, and, whether they are doing so efficiently and economically.

c. An independent audit function provides objective information on the operations of government programs, assists managers in carrying out their responsibilities, and helps ensure full accountability to the public.

d. An effective County Auditor function requires that audit results be accepted and used by public officials. Acceptance requires that the audit function be understood and recognized as valid, and that it be established on a firm foundation of professional competence.

e. Standards for the conduct and practice of governmental auditing have been developed by the U. S. General Accounting Office in Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.

f. The Multnomah County voters have specified that the Auditor shall adhere to these standards in order to ensure that public officials and employees understand the role and function of the County Auditor, to lend consistency and credibility to ongoing

audit work, and to provide a basis for monitoring and evaluating the work of audit staff.

NOW, THEREFORE, the Board of County Commissioners directs:

a. The Board of County Commissioners hereby establishes a new Chapter 2.80 in the Code of the Multnomah County, adding a new Chapter to be numbered, titled and read as follows:

## CHAPTER 2.80

### COUNTY AUDITOR

#### Sections:

- 2.80.01 Independence.
- 2.80.02 Scope of Audits.
- 2.80.03 Annual Audit Plan.
- 2.80.04 Special Audits.
- 2.80.05 Access to Records and Property.
- 2.80.06 Departmental Response.
- 2.80.07 Audit Reports.
- 2.80.08 Report of Irregularities.
- 2.80.09 Contract Auditors, Consultants and Experts.
- 2.80.10 Peer Review.

#### SECTION 2.80.01 INDEPENDENCE

(A) The elected County Auditor derives his or her authority to perform audits directly from the voters as provided by Multnomah County Charter Section 8.10.

(B) The County Auditor will adhere to generally accepted government auditing standards (GAGAS) as promulgated by the U.S. General Accounting Office in conducting its work and will be considered independent as defined by those standards.

(C) If the County Auditor conducts an audit of an activity for which the Auditor is or was responsible, the audit scope will state that the Auditor is not organizationally independent with regard to the entity being audited.

#### SECTION 2.80.02 SCOPE OF AUDITS

(A) The Auditor "shall conduct internal audits of all County operations and financial affairs." (Charter Section 8.10). Generally accepted government auditing standards required in the



charter define performance and financial audits of departments, offices, boards, activities, functions and agencies as a means to determine independently whether:

(1) activities and programs being implemented have been authorized by the County Charter or Code, state law or regulations;

(2) activities and programs are being conducted in a manner contemplated to accomplish the objectives intended by the County Charter or Code, state law or applicable federal law or regulations;

(3) activities or programs efficiently and effectively serve the purpose intended by the County Charter, Code, state law or applicable federal law or regulations;

(4) activities and programs are being conducted and funds expended in compliance with applicable laws;

(5) revenues are being properly collected, deposited and accounted for;

(6) resources, including funds, property and personnel, are adequately safeguarded, controlled and used in a faithful, effective and efficient manner;

(7) financial and other reports are being provided that disclose fairly and fully all information that is required by law, that is necessary to ascertain the nature and scope of programs and activities and that is necessary to establish a proper basis for evaluating the programs and activities;

(8) there are adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls which have been established by management; or

(9) there are indications of fraud, abuse or illegal acts which need further investigation.

(B) Audits shall be conducted in accordance with generally accepted government auditing standards (GAGAS) applicable to financial and performance audits.

SECTION 2.80.03 ANNUAL AUDIT PLAN

(A) By the beginning of each fiscal year, the Auditor shall advise the Board of County Commissioners of a planned audit schedule for the upcoming year and solicit their suggestions and comments. The plan shall specify the departments, offices, boards, activities, functions and agencies scheduled for audit during the year. The auditor may amend this plan during the year after notifying the County Chair or other elected officials affected by the schedule change.

(B) In selecting audit areas, determining audit scope and scheduling audit work, the Auditor should consult with federal and state auditors and independent auditors so that the desirable audit coverage is provided and audit effort is properly coordinated.

SECTION 2.80.04 SPECIAL AUDITS

(A) Any member of the Board of County Commissioners may request that the Auditor perform special audits that are not included in the annual audit plan. The Auditor will take such requests under consideration and weigh the public benefit of postponing other scheduled projects. However, the final decision as to what audits are undertaken shall rest solely with the Auditor.

(B) Special audit reports will be handled the same as regular audit reports, except that in personnel matters of a confidential nature, reporting of results may be limited to department heads and the County Chairman, or in the case of personnel matters concerning their jurisdictions, the County Sheriff or District Attorney.

SECTION 2.80.05 ACCESS TO RECORDS AND PROPERTY

All officers and employees of Multnomah County shall furnish the Auditor with information and records within their custody regarding powers, duties, activities, organization, property, financial transactions and methods of business required to conduct an audit or otherwise perform audit duties. In addition, they shall provide access for the Auditor to inspect all property, equipment and facilities within their custody. If such officers or employees fail to produce the aforementioned information, then the Auditor, subject to Board of County Commissioners approval,

may, without fee, cause a search to be made and exhibits to be taken from any book, paper or record of any such official or employee, excepting personal information, and every office having the custody of such records shall make a search and forward such requested exhibits to the Auditor.

SECTION 2.80.06 DEPARTMENTAL RESPONSE

A final draft of each audit report will be forwarded to the audited department, the responsible County elected official, and the liasion Board of County Commissioner member for review and comment before it is released. The department must respond in writing specifying agreement with audit findings and recommendations or reasons for disagreement with findings and/or recommendations, plans for implementing solutions to identified problems and a time table to complete such activities. The response must be forwarded to the Auditor within the time frame specified by the Auditor. The Auditor will include the full text of department and elected officials' responses in the report.

SECTION 2.80.07 AUDIT REPORTS

(A) Each audit will result in a written report, as required by GAGAS.

(B) The Auditor will submit each audit report to the Clerk of the Board of County Commissioners and will retain a copy in his or her office as a permanent record. Supporting workpapers shall be retained for three years. A copy shall be filed with each member of the Board of County Commissioners and the Multnomah County Library, and copies shall be made available to the media. In accordance with County Charter Section 8.10(4), the Board shall retain each report of the Auditor and each response as a public record for at least three years after receiving the report and response.

(C) If appropriate, the audit report will contain the professional conclusions of the Auditor regarding the management activities audited.

(D) The Auditor shall include the following information in audit reports as specified by GAGAS (or a statement explaining why any of the following is not included):

(1) a precise statement of the scope encompassed by the audit;

(2) a statement that the audit was performed in accordance with generally accepted government auditing standards;

(3) a statement that an examination for compliance with applicable laws, policies and regulations was conducted and presentation of the findings associated with that examination;

(4) a statement of the significant audit findings, including a statement of the underlying cause of problem areas noted, evaluative criteria used and the current and prospective significance of the findings;

(5) a statement that internal control systems were examined and a report of any material weaknesses found in the internal control systems;

(6) statements of response submitted by the audited department, board or agency relevant to the audit findings;

(7) a concise statement of the corrective actions previously taken, in process, or contemplated as a result of the audit findings and a time table for their accomplishment;

(8) recommendations for additional necessary or desirable action.

#### SECTION 2.80.08 REPORT OF IRREGULARITIES

If the Auditor detects apparent violations of law or apparent instances of malfeasance or nonfeasance by an officer or employee or information that indicates derelictions may be reasonably anticipated, the Auditor shall report the irregularities to the Chairman of the Board of County Commissioners. If the irregularity is criminal in nature, the Auditor shall immediately notify County Counsel and the District Attorney in addition to those previously cited.

#### SECTION 2.80.09 CONTRACT AUDITORS, CONSULTANTS, AND EXPERTS

Within budget limitations, the Auditor may obtain the services of certified public accountants, qualified management consultants, or other professional experts necessary to assist the Auditor in

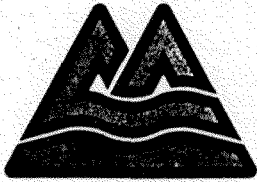
the performance of his or her duties. An audit that is performed by contract must be conducted by persons who have no financial interests in the affairs of the governmental unit or its officers, and must be conducted according to generally accepted governmental auditing standards.

SECTION 2.80.10 PEER REVIEW

The activities of the County Auditor's office shall be subject to peer review at least once every three years as specified by GAGAS by a professional, non-partisan objective group utilizing guidelines endorsed by the National Intergovernmental Audit Forum, the State Auditor's Association, or the U.S. General Accounting office, provided that the services of such a nationally recognized body are available. A copy of the written report of this independent review shall be furnished to each member of the Board of County Commissioners.

The peer review will use generally accepted government auditing standards to evaluate the quality of audit effort and reporting. Specific peer review areas shall include staff qualifications, adequacy of planning and supervision, sufficiency of workpaper preparation and evidence, and the adequacy of systems for reviewing internal controls, fraud and abuse, program compliance, and automated systems. The peer review will also assess the form, distribution, timeliness, content, and presentation of County Auditor reports. Multnomah County shall reimburse travel and living expenses for the peer review team from funds budgeted in the Auditor's budget. (For planning purposes, it is anticipated that three professional government auditors would be able to complete the review within one week.)





# MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES  
COUNTY COUNSEL SECTION  
1120 S.W. FIFTH AVENUE, SUITE 1400  
P.O. BOX 849  
PORTLAND, OREGON 97207-0849  
(503) 248-3138

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

## MEMORANDUM

TO: Jewell Lansing  
Office of Auditor

FROM: Larry Kressel *LK*  
County Counsel

DATE: October 31, 1988

RE: Response to Your Proposed Charter and  
Code Amendments

COUNTY COUNSEL  
LAURENCE KRESSEL

CHIEF ASSISTANT  
ARMINDA J. BROWN

ASSISTANTS  
JOHN L. DU BAY  
SANDRA N. DUFFY  
J. MICHAEL DOYLE  
H. H. LAZENBY, JR.  
PAUL G. MACKEY  
MARK B. WILLIAMS

RECEIVED  
NOV 1 1988  
Multnomah County Auditor

### 1. Charter

Your proposed language for 4.50(1)(a) would benefit from some clarification.

As I mentioned on the phone, the language should make it clear that the top two candidates have a runoff. Also, I would use a new sentence in place of the last three lines of this section. The sentence would read:

"An ordinance shall provide for appointment of an interim acting chair, sheriff, or auditor if the vacancy occurs in one of those offices." This would make it clear that the ordinance in question need not be the same one that prescribes the procedures for electing a successor.

I do not think that section 4.50(10)(b) needs a provision for designating an interim official while the appointment process takes place. The process is the responsibility of the Board and they will presumably implement it expeditiously.

The amendment to 4.50(1)(c) is somewhat confusing. If you leave in the existing language that "the vacancy shall not be filled," it seems inconsistent to then add that "however, the board shall . . . designate an acting chairman, sheriff or auditor during this period." The designation contradicts the mandate not to fill the vacancy.

I think what you really intend is to combine 4.50(1)(b) and

(c). That is, if the term of office expires less than one year after the vacancy, the board appoints a successor.

In connection with your proposal, the Sheriff asked me whether section 6.50 of the Charter makes state law the controlling authority on the procedure for filling a vacancy in that office. The section says that the people shall elect "A County Sheriff for the function of said office as prescribed by state law. . ." (emphasis added). I read the underlined language to mean that state law governs as to the functions of the office, not as to the procedure for filling a vacancy in it.

## 2. The Code Amendment

The potential stumbling block to an amendment of this sort is the general rule that the Charter controls over local legislation; the latter cannot conflict with the former. See Brummel v. Clark, 31 Or App 405, 411, 570 P2d 671(1977).

The Charter is worded broadly with reference to the Auditor's duties. The Auditor is to "conduct internal audits of all country operations and financial affairs and make reports thereof to the board of commissioners according to generally accepted government auditing standards." Charter section 8.10(3). An attempt by the Board to legislate in this area would pass judicial review under Brummel so long as it was consistent with this overall mandate.

Most of the provisions in your draft are procedural. Generally speaking, procedural additions would not present charter conflicts. An exception to this rule could be in section 2.80.03, which seems to require the Auditor's plan to be reviewed and approved by the Chair or other elected officials before it can be amended. That language seems to withdraw power from the Auditor and place it in the hands of others.

A few sections of the draft are more than procedural-- they impose specific duties on the Auditor (e.g., section 2.80.02 requires "expanded scope audits" and details their scope, section 2.80.07 requires that audits result in written reports and itemizes the contents of audits and section 2.80.10 mandates peer review. Whether the consistency standard would be met with regard to these requirements depends a lot on the meaning of the Charter phrase "generally accepted government auditing standards." If these requirements carry out such auditing standards, they would probably be upheld against a claim brought under the Brummel rule.

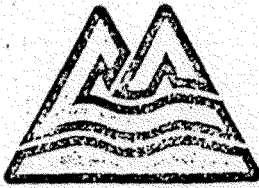
You advise me that the proposed code language is based on a model drafted Local Government Auditor Representatives to the National Intergovernmental Auditors Forum. I assume that "generally accepted government auditing standards" guided the drafting, but this is only an assumption. The Board should be assured that this is correct before the ordinance is adopted. Perhaps a finding to this effect in your draft would help.

Incidentally, my research shows that a somewhat analagous issue was raised in 1977, when the Board was considering



whether to pass legislation dealing with the Charter Review Committee. This office cited Brummel in advising against an attempt to redefine the committee's role in this Charter-controlled field (see attached).

cc Miggins  
Pearce  
Ervin

**MULTNOMAH COUNTY OREGON**

OFFICE OF COUNTY MANAGEMENT  
COUNTY COUNSEL SECTION  
ROOM 710, COUNTY COURTHOUSE  
PORTLAND, OREGON 97204  
(503) 248-31 38

## MEMORANDUM

TO: SALLY ANDERSON

FROM: JOHN B. LEAHY, Multnomah County Counsel, and  
MARTIN B. VIDGOFF, Deputy County Counsel

DATE: November 10, 1977

SUBJECT: Charter Review Committee


On November 9, 1977, you asked whether any Board action relating to the Charter Review Committee, established by the voters' adoption of Ballot Measure 26-3 on November 8, 1977, was necessary or permissible.

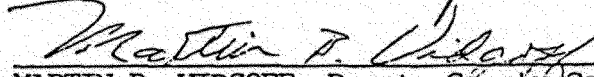
The new sections 12.30, 12.40, 12.50, 12.60 and 12.70 of the charter comprehensively define the establishment, method of selecting members, powers and duties of the committee. There is virtually nothing of substance which an ordinance could add to what the cited sections already provide. Legislation would therefore be superfluous at best. At worst, it could run contrary to the precept recently reiterated by the Oregon Court of Appeals in Brummell v. Clark et al. (October 27, 1977), Sup. Ct. rev. den. (1977), that

"The charter of a county bears the same general relation to its ordinances that the constitution of a state bears to its statutes. A county board of commissioners 'cannot lawfully exceed its legislative authority defined and limited by the charter under which it acts'. \* \* \* Thus, a county ordinance may not conflict with its county authorizing charter." (Slip opinion, p. 6)

It follows that no legislation should be enacted by the Board on this matter.

Budgetary action will of course soon be necessary, as will other ministerial Board actions to provide the committee with funds, staff, space and the like. However, the committee is a totally independent entity, the establishment of which is self-executing, and the Board should take the budgetary and other measures only in response to actions initiated by the committee.

  
JOHN B. LEAHY, County Counsel for Multnomah  
County

  
MARTIN B. VIDGOFF, Deputy County Counsel

:AL

PRESS LIST

DATE 12/14/88

THE FOLLOWING WERE CALLED THIS DATE REGARDING:

- a) Meeting 12/15/88 — Unan Consent - 2 ord.
- b) Executive Meeting \_\_\_\_\_
- c) Other \_\_\_\_\_

Signed \_\_\_\_\_

*B. J. [Signature]*

✓ KOIN	Channel 6	243-6614	Assignment Desk
✓ KGW	Channel 8	226-5111	Assignment Desk
✓ KATU	Channel 2	231-4260	Assignment Desk
✓ KPTV	Channel 12	222-9921	News Desk
✓ KEX	1190 A.M.	222-1929	Newsroom/Message
✓ KSGO	1520 A.M.	223-1441	News Desk
✓ KXL	750 A.M.	231-0750	Newsroom/Message
✓ KGW	62 A.M.	226-5095	News Desk
✓ K-103 FM		643-5103	Newsroom
✓ KXYO - 105		226-6731	
✓ OREGONIAN		221-8566	Harry Bodine
✓ GRESHAM OUTLOOK <i>w/call</i>		665-2181	Robin Franzen
✓ SKANNER <i>w/call</i>		287-3562	Patrick Mazza
✓ CABLE <i>w/call</i>		667-7636	

12/27/88

RECEIVED FROM JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS • MULTNOMAH COUNTY, OREGON

ELECTIONS

ORDINANCE 603 - refer to the voters Charter Change - Auditor

R-19

Vicki K. Erwin

BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 AM 8:25

MULTNOMAH COUNTY  
OREGON

BY THE CLERK OF THE BOARD OF COUNTY COMMISSIONERS

1988 DEC 29

RECEIVED

1988 DEC 29

CLERK OF THE BOARD OF COUNTY COMMISSIONERS

1988 DEC 29


1988 DEC 29

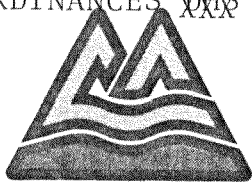
State of Oregon                    )  
County of Multnomah            ) ss

I, Barbara E. Jones <sup>Asst.</sup> Clerk of the Board  
of County Commissioners of Multnomah County, Oregon, do hereby certify  
that the foregoing copy of Ordinance 603 has been compared  
by me with the original, as the same appears of record in my office  
and in my custody.

IN WITNESS WHEREOF, I have hereunto set my hand and  
affixed the seal of the Board of County Commissioners this 27th  
day of December, A. D., 1988.

(SEAL)

  
Asst. Clerk of Board of  
County Commissioners



# MULTNOMAH COUNTY OREGON

77  
5162

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

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

December 27, 1988

Ms. Gladys McCoy, Chair of the Board  
1021 SW Fourth, Room 134  
Portland, OR

Dear Ms. McCoy:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

Second Reading - An Ordinance referring an	)	
amendment to the Multnomah County Home Rule	)	
Charter to the voters of Multnomah County (re-	)	ORDINANCE
garding filling vacancies	R-20)	NO. 604

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

A hearing was held; no one wished to testify.

Commissioner McCoy noted this ordinance relates to all elected officials other than Board of Commissioners.

Commissioner Kafoury moved, duly seconded by Commissioner Anderson, that the above-entitled matter be approved.

Commissioner McCoy said that the current Auditor has said this ordinance needs further discussion based on the fact that he and Georgine Bailey, Deputy Auditor, raised concern about qualifications. She said that even though the Ordinance is passed today, the Board could change the ordinance before Ballots are printed.

Laurence Kressel, County Counsel, concurred.

At this time, the motion was considered, and it is unanimously

ORDERED that said Ordinance be adopted.



Commissioner Kafoury stated that she doesn't feel the Board is acting hastily because Jewel Lansing, former County Auditor, had brought the matter to the attention of the Board as soon as Anne Kelly Feeney, former County Auditor, left in August. The intent of the ordinance is to upgrade qualifications for the position.

Commissioner Anderson concurred, however, she feels that information from the Auditor and Deputy Auditor had not been received at that time; and that she feels the Auditors have not had much time to respond. Even though the Board has not been hasty, the information from the Auditor's office was not available to the Board, so she feels those concerns need to be acknowledged.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: Dept. of General Services  
Elections  
County Counsel  
Auditor

\*\*\*\*\* Unanimous Consent \*\*\*\*\*

DATE SUBMITTED 12-14-1988

(For Clerk's Use)

Meeting Date 12/15/88

Agenda No. R-21

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ballot Measure - Filling Vacancies in Elective Offices

Informal Only\* \_\_\_\_\_  
(Date)

Referral  
Formal Only 12-15-1988  
(Date)

DEPARTMENT Chair DIVISION \_\_\_\_\_

CONTACT H. Miggins TELEPHONE 248 3308

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD H. Miggins

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

An ordinance which would place a ballot measure on the March 28, 1989 election ballot. If approved by the voters, this measure would change the procedures for filling vacancies in elected offices.

*ord 604 To Print Shop 1/9/89*

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 15 minutes

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund  
☐ Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: \_\_\_\_\_

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

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

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

NOTE: If requesting unanimous consent, state situation requiring emergency action on back. This ordinance must be acted upon by the Board before December 28, 1988 to make the measure eligible to appear on the March 28, 1989 election ballot.

Title Ballot Measure-Filling Vacancies in Elective Offices Effective Date \_\_\_\_\_

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

The current Charter provides for a vote to fill a vacancy in elected office when the unexpired term exceeds one year. This charter amendment adds requirement for run-off election between two candidates receiving the most votes. The charter amendment also authorizes county commission to appoint acting officials pending the filling of vacant offices.

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

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

What authority is there for Multnomah County to adopt this legislation? (state statute, home rule charter). Are there constitutional problems?

### Fiscal Impact Analysis

(If space is inadequate, please use other side)

#### SIGNATURES:

Office of County Counsel \_\_\_\_\_

Office of County Management \_\_\_\_\_

Department Head \_\_\_\_\_

Liaison Commissioner \_\_\_\_\_

[underlined language is new; bracketed language is to be deleted]

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 604

An ordinance referring an amendment to the Multnomah County Home Rule Charter to the voters of Multnomah County.

Multnomah County ordains as follows:

SECTION 1.

There shall be submitted to the voters of Multnomah County at the election on March 28, 1989, an amendment to the Multnomah County Home Rule Charter as follows:

The Multnomah County Home Rule Charter Chapter IV is amended by adding the underlined language:

4.50 VACANCIES - FILLING

(1) If a vacancy occurs in an elective office of the county and the term of office expires:

(a) one year or more after the vacancy occurs, then a person shall be elected at the next available election date to fill the vacancy for the remainder of the term of office. If no candidate receives a majority of votes cast at that election, the Board of County Commissioners shall call for a special election in which the names of the two candidates receiving the highest number of votes shall appear on the ballot. The candidate receiving a majority of votes cast will be deemed elected to fill the balance of the unexpired term. The board of county commissioners shall by ordinance prescribe procedures for nominating and electing persons to fill vacancies under this subsection.

(b) less than one year but ninety days or more after the vacancy occurs, then the board of county commissioners shall appoint a person to fill the vacancy for the remainder of the term of office.

(c) less than ninety days after the vacancy occurs, the vacancy shall not be filled.

(2) For purposes of this Section 4.50, "term of office" means the term of office of the last person elected to the office which is vacant.

(3) In the event of a vacancy in the office of Chair, Sheriff or Auditor, the Board shall by ordinance prescribe procedures to designate an interim occupant of the office. The person so designated shall serve as acting Chair, Sheriff or Auditor, as the case may be, until the office is filled by election or appointment, as appropriate under section 4.50 (1).

The ballot title for the measure in Section 1 shall read:

- CAPTION -

A CHARTER AMENDMENT CONCERNING FILLING VACANCIES IN COUNTY ELECTIVE OFFICES.

- QUESTION -

Shall changes be made in the procedure for filling vacancies in elected office?

- STATEMENT OF PURPOSE -

The current charter provides for a vote to fill a vacancy in elected office when the unexpired term exceeds one year. This charter amendment adds requirement for run-off election between two candidates receiving the most votes. The charter amendment also authorizes county commission to appoint acting officials pending the filling of vacant offices.

SECTION 3.

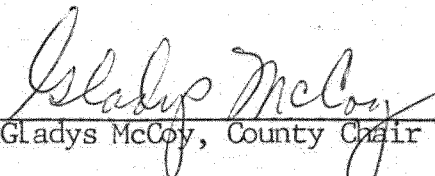
The Director of Elections shall cause the election on the measure to be held on March 28, 1989 in accordance with law.

ADOPTED THIS 27th day of December, 1988, being the date of its second reading before the Board of County Commissioners of Multnomah County.

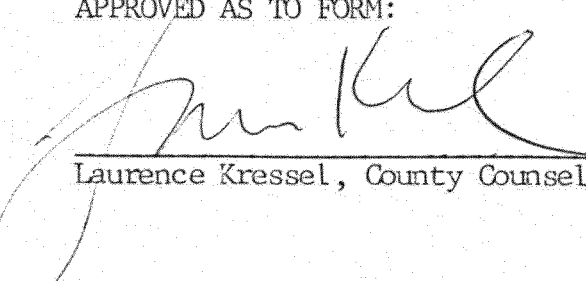
BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY, OREGON

( S E A L )

By

  
Gladys McCoy, County Chair

APPROVED AS TO FORM:

  
Laurence Kressel, County Counsel

[underlined language is new; bracketed language is to be deleted]

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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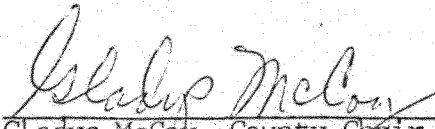
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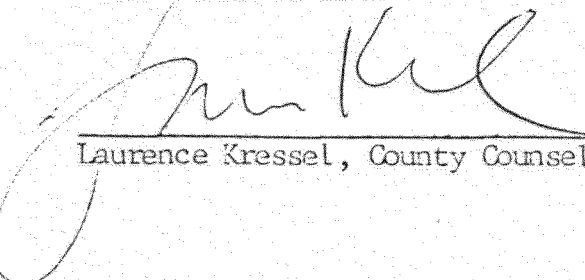
BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY, OREGON

( S E A L )

By

  
Gladys McCoy, County Chair

APPROVED AS TO FORM:

  
Laurence Kressel, County Counsel



12/27/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS - MULTNOMAH COUNTY, OREGON

ELECTIONS

ORDINANCE 604 - refer to the voters Charter Change - Filling Vacancies - elected officials (Auditor-Sheriff)

R-20

Vicki K. Erwin

BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 AM 8:25

MULTNOMAH COUNTY  
OREGON

B-30

OFFICE OF THE CLERK  
COUNTY OF MULTNOMAH  
OREGON

RECEIVED

THIS DOCUMENT IS AVAILABLE FROM THE NATIONAL ARCHIVES

THE NATIONAL ARCHIVES

TABLE



## MULTNOMAH COUNTY OREGON

78  
5162

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

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

December 27, 1988

Commissioner Gretchen Kafoury  
1021 SW Fourth  
Portland, OR

Dear Commissioner Kafoury:

Be it remembered, that at a meeting of the Board of County Commissioners held December 27, 1988, the following action was taken:

Second Reading - An Ordinance referring to the )  
voters for their approval, a transfer fee on real )  
estate transactions, revenue dedicated to housing )  
programs R-21)

ORDINANCE  
NO. 605

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

A hearing was held; no one wished to testify.

Commissioner Kafoury moved, duly seconded by Commissioner Anderson, that the above-entitled matter be approved.

Commissioner Kafoury pointed out the amendments made at the first reading of the ordinance were as follows: page 1 - Housing Fund; page 3 - County Hearings Official; page 4 - the fee is raised from [\$20,000] to \$40,000; page 5 - County Hearings Official; page 6 - the addition of Multnomah County Division of Assessment & Taxation (Section 8(B); page 7- Section 13 - Fund; page 8 (Section 14)(a) a portion of the funds may be used for housing rehabilitation outside an urban renewal area. She explained this refers to rehabilitation outside the usual operation and maintenance expenses. Section C limits the amount to 30% of the total funds to be used outside an urban renewal area. Section B "no funds will be expended for housing acquisition"; and page 9 added to the Caption and Question, the word homeless; and changed [\$20,000] to \$40,000. Administration will be done by the Housing Authority of Portland, with the County approving the Plan annually.

Commissioner Casterline explained that she has listened to the tapes from the First Reading of this Ordinance, has been briefed by her staff, and feels confident she is informed about issues on this ordinance. She pointed out this is another step in stabilizing homeless families, and that the monies realized from this ordinance will make up for some of the monies withheld from the County on the cigarette tax increase which was not approved at the last Legislature. She feels that it is important to submit this matter to the voters for a decision, and that it shows the voters the Board is attempting to get monies from as many sources as possible.

Commissioner Kafoury commented on her reasons for sending this matter to the voters for a decision, and thanked all those who worked to develop the ordinance and prepare it for the Ballot.

At this time, the motion was considered, and it is unanimously

ORDERED that said amended ordinance be adopted.

Commissioner Kafoury discussed procedures for preparing amended Ordinances for the Board.

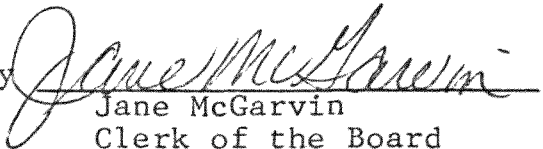
Commissioner McCoy said the responsibility for preparing amended ordinances is that of the Clerk of the Board.

Barbara E. Jones, Assistant Clerk of the Board, explained that the difficulty is that Ordinances are typed in many other offices, and often are not forwarded to the Clerk. She agreed a procedure needs to be developed for the process.

Commissioner McCoy assured Ms. Jones, that it is the responsibility of the Clerk to obtain the materials.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: County Counsel  
Elections  
Dept. of General Services  
Assessment & Taxation  
Finance

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

ORDINANCE No. 605

An Ordinance referring, to the voters of Multnomah County, legislation creating a Homeless Housing Fund and imposing a fee on the recording of certain documents transferring real property in Multnomah County.

Multnomah County ordains as follows:

SECTION 1. REFERRAL

Sections 2 through 15 of this ordinance shall be submitted to the voters of Multnomah County at the election of March 28, 1989.

SECTION 2. DEFINITIONS

Definitions: As used in this ordinance, unless the context requires otherwise:

- (A) "Buyer or Purchaser" means any person who is the recipient of a transfer of real property.
- (B) "Date of Tender" means the date of delivering to the Multnomah County Recorder's Office for recording the document transferring, or contracting to transfer, real property.
- (C) "Documents of Transfer" means all deeds, instruments or writings whereby any ownership or title to real property is transferred to or vested in a purchaser or other person at the direction of the purchaser, or contracts to transfer or vest such ownership and/or title in real property.
- (D) "Homeless Housing Fund" means an account to be specially dedicated for specific purposes limited by the conditions of this ordinance.
- (E) "Housing Authority of Portland" means the agency charged with administering programs for very low and low-income persons in the City of Portland and Multnomah County under cooperation agreements and designated as the agency to administer the Homeless Housing Program.
- (F) "Director" means the Director of the Department of General Services or a person designated by the Director to perform functions required by this ordinance.

- (G) "Net Proceeds" means the revenue derived from payment of the fees required under this ordinance, minus the costs of administering and enforcing the ordinance.
- (H) "Person" means individuals, domestic or foreign corporations, societies, joint ventures, associations, firms, partnerships, joint stock companies, clubs or any other legal entity.
- (I) "Real Property" means any estate or interest in real property or contract right thereto, including standing timber (as opposed to contracts for the severance of such timber) and any mobile home affixed to land by permanent plumbing and electrical connections when sold in conjunction with the land upon which it is situated, but excluding leases.
- (J) "Recorder's Office" means the division of Multnomah County government currently known by that name, or any successor to said division.
- (K) "Seller" means any person who is the transferor of an interest in real property.
- (L) "Selling Price" means the consideration, in money or any other thing of value which is paid, delivered or contracted to be paid or delivered in return for the transfer of real property. "Selling price" shall include the amount of cash and the amount of any lien (including tax liens), mortgage, contract, indebtedness or any encumbrance existing against the property, to which the property remains subject and which the purchaser agrees to pay or assume, as stated pursuant to ORS 93.030 [1987 Ed.] on the face of any instrument conveying or contracting to convey fee title to real property. "Selling price" also includes other property or value given or promised for the transfer of real property if such other property or value were either part or whole of the consideration.
- (M) "Transfer of Real Property" means every grant, sale, exchange, assignment, quitclaim, or other conveyance of ownership in or title to real property, including any contract for such sale, exchange, grant, assignment, quitclaim or other conveyance of ownership in or title to real property, excluding leases.

"Transfer of real property" does not include any instrument clearly shown on its face to be any of the following:

- (1) Estoppel deeds;

- (2) deeds in lieu of foreclosure and all transfers of real property effected by order of any court of competent jurisdiction in a mortgage or lien foreclosure proceeding, proceeding for execution of a judgment, proceeding for forfeiture of an interest in real property, bankruptcy proceeding or receivership proceeding;
- (3) vendor's assignments and all transfers or assignments of a seller's interest in a contract for the sale of real property, even though accompanied by a conveyance of the seller's interest in the real property;
- (4) earnest money agreements;
- (5) sheriff's deeds;
- (6) options;
- (7) trustee's deed as a result of foreclosure;
- (8) re-recording of documents;
- (9) fulfillment deeds;
- (10) documents recorded solely for security purposes;
- (11) transfers of real property to effectuate the dissolution of corporation, partnership, or joint venture;
- (12) transfers of real property effected by a deed in lieu of foreclosure to satisfy a mortgage or conveyance to the Federal Housing Administration or Veterans Administration, or their successor agencies;
- (13) a mortgage, trust deed or other transfer of real property merely to secure a debt or an assignment thereof, or in fulfillment of a previously recorded contract for purchase (upon which the transfer fee has already been paid);
- (14) transfers of real property from one spouse to the other in accordance with the terms of a decree of dissolution of marriage or in fulfillment of a property settlement agreement incident thereto;
- (15) transfers of property merely to effectuate a change in identity, form or place of organization where no consideration is contemplated or received from the transfer.

(N) "Very Low Income" means income at or below 25% of area median income.

(O) "County Hearings Official" means a person designated by the County to hear appeals as defined in this ordinance.

### SECTION 3. FEE IMPOSED

(A) A fee is hereby imposed on each transfer of real property located within Multnomah County unless such transfer is specifically exempted by Section 4 below. The fee shall be



at the rate of .15 of one percent (fifteen one-hundredth) of the selling price and shall become due and payable upon the date of tender.

- (B) It shall be unlawful for any person to fail to pay all or any portion of the fee imposed by this ordinance.
- (C) It shall be unlawful for any person to fail to state or to misstate the full selling price for any transfer of real property or to make a materially false statement concerning any matter required by this ordinance.

#### SECTION 4. EXEMPTIONS

The following transactions shall be exempted from the provisions of this ordinance upon satisfactory proof of their applicability :

- (A) Transfers of property made by or to the United States or the State of Oregon, or any other public body, or arising from the foreclosure of real property by any public body.
- (B) Transfers of real property effected by condemnation proceeding. For purposes of this ordinance, a copy of the resolution declaring the necessity for acquiring the property shall be presented to the Director at the time of tender before the exemption may be granted.
- (C) Transfers of real property by gift, devise or inheritance.
- (D) Transfers of a grave or cemetery plot.
- (E) Transfers dated prior to the effective date of this ordinance, or deed given in fulfillment of contracts made prior to the effective of this ordinance.
- (F) Transfers of real property lying partly within and partly without the jurisdictional boundaries of Multnomah County shall be partially exempt as to the selling price attributable to that portion of real property lying outside the jurisdictional boundaries of Multnomah County. The purchaser and seller shall be responsible for calculating the portion of the real property subject to fee on forms provided by the Recorder's Office.
- (G) Transfer of real property for which the selling price is \$40,000 or less.

#### SECTION 5. EXEMPTION PROCEDURE

- (A) A document that does not clearly show on its face that it is exempt under Section 4 may be deemed to be exempt if an affidavit is filed demonstrating that the document qualifies for exemption under Section 4.
- (B) The Director shall have authority to grant or deny, or grant in part, any exemption allowed by this ordinance, and may require proof of the applicability of any exemption.
- (C) A decision on an exemption shall be in writing and shall be mailed to the applicant. A denial or partial denial of any

exemption shall state the reason(s) therefore and shall advise the applicant of the right to appeal.

- (D) In the event an exemption is denied, the applicant may appeal to the County Hearings Official designated to hear such appeals by filing a written notice of appeal with the Director not later than 10 days following the date the exemption is denied. The Director shall promptly submit to the County Hearings Official an appeal that has been timely filed. The County Hearings Official shall, within 20 days of receipt of an appeal, set a date for hearing the same.
- (E) At the conclusion of the appeal hearing, the County Hearings Official shall issue a written decision, which shall be mailed to the applicant. The decision shall include findings of fact and the reason(s) for the decision.
- (F) Further review shall be to the Circuit Court upon Writ of Review.

#### SECTION 6. RESPONSIBILITY FOR FEE

- (A) The fee shall be the responsibility of every purchaser and seller of real property located within Multnomah County which is transferred, and any person who, as a party to the transaction, makes, signs or issues any document transferring real property or for whose benefit or use such document is made, issued or transferred; provided however that only one fee shall be imposed upon each transfer of real property.
- (B) Upon presenting for recording any document of transfer, the person presenting the same shall state in the selling price, as defined herein, in terms of a dollar value (including the dollar value of "other valuable consideration," "property of equal value" and similar general statement) in order that the fee due may be computed. Failure to state the complete consideration in terms of a dollar value or to tender complete payment of the same, shall be deemed a violation of this ordinance and shall cause the Recorder's Office to stamp a notation of tax lien upon the document offered for recordation.
- (C) Failure, willful or otherwise, to pay the fee within 10 days of the date of tender, or in the case of an exemption application, within 10 days after the County Hearings Official denies the exemption, shall result in an automatic fee increase in the amount of 50-percent of the assessed fee. Subsequent failure to pay the fee and increase within 60 days of such date of tender or date of exemption denial shall thereafter also result in legal interest accruing on both the fee and increase, all of which shall constitute an immediate additional lien. The interest rate shall accrue

at the rate of one and one-half (1-1/2) percent per month. In no event shall the interest charged be less than \$25.

- (D) The fee shall be a specific lien upon each piece of real property transferred from the date of tender until the fee has been paid. If mistake, error or fraud is discovered subsequent to the payment of or exemption from any fee due under this ordinance, the Director shall be empowered to determine the amount of deficiency in fee payment, and to file a Notice of Lien which shall constitute a lien upon the property from the date of its recordation in the proper County records. Such deficiency shall also constitute a personal debt of the purchaser and seller of the real property transaction giving rise to the transfer fee. Such liens may be foreclosed in the manner prescribed by ORS Chapter 88, ORS Chapter 312 or in any other manner prescribed by law. The County Counsel shall take such action as is appropriate to collect the fee and penalties.

#### SECTION 7. SATISFACTION OF LIEN

Upon payment of any delinquent fee under this subsection and any automatic increase thereof, the Recorder's Office shall prepare, file and record a Satisfaction of Lien form in the proper County records, which Satisfaction shall serve to remove any lien established by stamped Notice of Lien or subsequent Notice of Lien filed for deficient fee payment under this subsection.

#### SECTION 8. PAYMENT OF FEE

- (A) The fee shall be paid to the Recorder's Office, or any successor division of County government, prior to recordation of the documents of transfer. The Recorder shall stamp evidence of payment of the fee and any automatic increase thereof, on the documents of transfer and a receipt evidencing payment of the fee shall be issued to the person paying the fee. Refusal to pay the fee shall not result in non-recordation, but a notation of the lien created by the unpaid fee shall be stamped on the documents of transfer and shall remain valid until a satisfaction of lien form is filed.
- (B) When any person fails to pay the fee within the time provided for payment, there shall be a conclusive presumption, for purposes of computation of the fee, that the selling price is not less than the true cash value as defined by ORS 308.205, as determined by the Multnomah County Division of Assessment and Taxation.

#### SECTION 9. SEVERABILITY

If any portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such

portion shall be deemed severable and shall not affect the validity of the remaining portions of this ordinance.

#### SECTION 10. RULES AND REGULATIONS

The Director may promulgate rules and regulations necessary for the administration and enforcement of this ordinance, including provision for refund of any fee erroneously paid.

#### SECTION 11. ADMINISTRATION AND ENFORCEMENT

- (A) The Director shall be responsible for the administration and enforcement of this ordinance.
- (B) In order to carry out the duties imposed by this ordinance, the Director shall have the authority to do the following acts, which enumeration shall not be deemed to be exhaustive, namely: administer oaths;; certify to all official acts; to subpoena and require attendance of witnesses to determine compliance with the ordinance, rules and regulations; to require production of relevant documents; to swear witnesses; take testimony of any person by deposition; to impose fines as provided in Section 12; and to maintain a civil action in the name of the county to recover such fines and obtain any orders necessary to enforce this ordinance.
- (C) A party may collect attorney fees if it prevails in a civil action for collection of delinquent fees.

#### SECTION 12. PENALTIES

In addition to any civil enforcement provided herein, there may be imposed a fine of not more than \$500 for intentional violation of this ordinance. Violation of this ordinance by any officer, director, partner or other natural person having direction or control over any business entity violating this ordinance shall subject each such natural person to such fine.

#### SECTION 13. USE OF FEE PROCEEDS

- (A) The net proceeds from payment of fees hereunder shall be used exclusively for the purposes established by Section 14 (Homeless Housing Fund) and the plan developed by the Housing Authority of Portland. The Housing Authority of Portland is the only agency authorized to draw from and spend funds collected from this fund, except that the County may use fund proceeds to pay only those legal and administrative expenses incurred as a result of administering and enforcing this ordinance. It shall be

lawful to carry forward from year-to-year any unexpended revenues, so long as their ultimate use is for the purposes specified herein.

- (B) An intergovernmental agreement between Multnomah County and the Housing Authority of Portland shall set forth the procedure by which funds are disbursed to and accounted for by the Housing Authority of Portland.

#### SECTION 14. ESTABLISHMENT OF HOMELESS HOUSING FUND

- (A) The funds collected from the real estate title transfer fee shall be deposited in a special fund for the sole purpose of funding the unmet housing needs of homeless persons and persons with special housing needs, who have no or very low income, in order to pay maintenance and operating expenses, including rent, and expenses for intensive property management typically associated with buildings housing persons with special needs or particular disabilities. A portion of the funds may be used for housing rehabilitation outside an urban renewal area.
- (B) This fund shall not fund social service program activities or individual client case management. The funds shall not be used to fund existing federally-subsidized public housing or other activities already funded by governmental general fund support. No funds may be expended for housing acquisition.
- (C) The Homeless Housing Program shall give first priority to funding projects to pay rent and other operating expenses and intensive property management which maximize economic feasibility for those new or rehabilitated capital projects which add to the supply of housing for persons of no and very low income. The program shall give second priority to provide gap-financing to those existing projects where funding will prevent tenant displacement or other emergency situations, limited to a one-year contract commitment.

Funds may be used for capital assistance rehabilitation needs up to a maximum of 30% of the total funds.

#### SECTION 15. ANNUAL HOMELESS HOUSING PLAN

The Housing Authority of Portland shall be required to prepare and submit for County Board approval, in cooperation with housing and social-service providers, an annual plan specifying administrative rules, procedures, and criteria to be used to award funding and solicit project applications consistent with this ordinance.

#### SECTION 16. CERTIFICATION OF BALLOT TITLE

The ballot title for the measure in Sections 2 through 15 shall read:

CAPTION

Real Estate Transfer Fee with Revenues Dedicated to  
Homeless Housing.

QUESTION

Shall transfer documents in sale of real property be  
subject to a fee with revenues dedicated to homeless  
housing programs?

STATEMENT OF PURPOSE

Imposes fee on transfer of ownership of real property  
in Multnomah County. Fee is .15% of selling price of  
property paid when transfer is recorded. Revenue is  
dedicated to housing needs of homeless and other low  
income special needs persons. Exempts certain real  
property transfers, including those where sale price  
is under \$40,000. Provides for appeal if exemption is  
denied. Funds are administered by Housing Authority  
of Portland, under a County approved annual plan.

SECTION 17. ELECTION

The Director of Elections shall cause the election on the above  
measure to be held on March 28, 1989 in accordance with law.

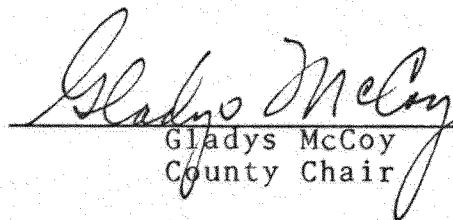


ADOPTED the 27th day of December, 1988, being  
the date of its second reading before the Board of County  
Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

(SEAL)

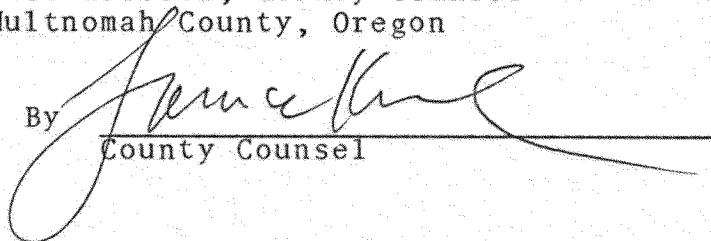
By

  
Gladys McCoy  
County Chair

APPROVED AS TO FORM:

Laurence Kressel, County Counsel  
For Multnomah County, Oregon

By

  
County Counsel

12/20/88: 1



12/27/88

RECEIVED FROM

JANE McGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

ELECTIONS

ORDINANCE 605 refer to the voters - Real Estate Transfer Fee

R-21

Vicki K. Erwin

BOARD OF  
COUNTY COMMISSIONERS

1988 DEC 29 AM 8:25

MULTNOMAH COUNTY  
OREGON

THE RECORD

RECORDED COPY

BACKGROUND REPORT

OPTIONS FOR THE DEVELOPMENT  
OF LOCAL RESOURCES  
FOR LOWEST INCOME HOUSING  
IN MULTNOMAH COUNTY

December, 1988

## TABLE OF CONTENTS

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Budget.....	8
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## SUMMARY

### NEEDS

- o 15,000 households in Multnomah County are in need of housing assistance. This number represents those households with no or very low income (less than 30% of median) who are paying excessive rent (more than 30% of income to rent).
- o Of these households almost 1750 are homeless.
- o There are 18,000 units of substandard low income housing in Multnomah County which are suitable for rehabilitation.
- o There are 2,900 vacant single family homes in Portland alone.

### GOALS

- o After evaluating the characteristics of the households in need of housing assistance, the characteristics of the homeless population, and the range of resources available to meet these needs the following goals have been determined:
  - 70% of units assisted should be for permanent housing
  - 30% of units assisted should be for transitional housing
  - 52% of assistance should be for families
  - 38% of assistance should be for singles
  - 10% of assistance should be for special needs populations

### FUNDING CAPABILITY

- o Assuming \$2,000,000 per year, we examined the total number of households or units which could be assisted:
    - 534 households could be provided with rent assistance
      - o This represents 4% of the total households needing assistance or 31% of the homeless households.
- or
- 238 units could be provided with capital assistance
    - o This represents 1% of the housing stock needing rehabilitation; 2% of the households needing assistance or 14% of the homeless households needing assistance.

## BUDGET

### Policy considerations:

Ongoing resources should be matched to ongoing expenses (rent assistance) and one-time resources should be used to meet one-time only expenses (capital financing).

The Housing Advisory Committee recommended a blend of funding mechanisms including the Downtown Housing Preservation Program, a Three-Year Serial Levy, and a Real Estate Title Transfer Fee. Proposed use of each source was matched to the nature of the source. The Downtown Housing Preservation Program, using urban renewal funds, has been adopted by the Portland Development Commission. Since a Three-Year Serial Levy is not proposed at this time, the Real Estate Title Transfer fee is needed to meet the remaining unmet needs--both rent assistance and capital financing outside of the urban renewal districts.

The budget below reflects 70% of resources dedicated to rent assistance programs and 30% to capital financing. In order to leverage these funds the capital financing is further stipulated to represent no more than 30% of the costs for any single project.

	Number of Units/ Households	Amount
<u>Rent Assistance</u>		
Families	195	924,000
Singles	144	361,000
Special Needs	35	115,000
	—	—
Subtotal	374	1,400,000
<u>Capital Assistance</u>		
Families	37	390,000
Singles	27	162,000
Special Needs	7	48,000
	—	—
Subtotal	71	600,000
TOTAL	445	2,000,000

## NEEDS - HOUSEHOLDS

Estimated number of households in Multnomah County needing housing assistance:

15,000 Households

The following are some characteristics of these households:

Homeless	12%
Very Low Income Paying Excessive Rent	88%

---

100%

Elderly & Handicapped	27%
Non-Elderly or Handicapped	73%

---

100%

Families (households)	58%
Singles	42%

---

100%

### Ethnic Composition:

White	82%
Black	10%
Native American	1%
Asian	2%
Hispanic	3%
Other	2%

---

100%

12/13/88 needs1.htf



## Characteristics of the Homeless Population

Families (persons)	55%
Singles	45%

### Common primary presenting problems:

Substance Abuse	24%
Domestic/Sexual Violence	19%
Veterans	15%
Handicapped (including mental illness)	14%
Corrections	3%
Elderly	2%
Youth	5%

12/13/88 homeless.htf

## NEEDS - HOUSING STOCK

Estimated number of substandard lower income housing units in Multnomah County which are suitable for rehabilitation:

18,000 Units

The following are some characteristics regarding this housing stock:

- o 13% of the County's housing stock is considered substandard
- o 83% of the substandard stock is considered suitable for rehabilitation
- o 66% of the substandard housing stock suitable for rehabilitation are lower income housing units
- o 2,900 vacant single family homes have been identified within the City limits; it is unknown how many such properties are in the County.

12/13/88 needs2.hrf

## GOALS

Households to be served:

	Permanent	Transitional	Total
Families	35%	17%	52%
Singles	28%	10%	38%
Special Needs	7%	3%	10%
	<hr/>	<hr/>	<hr/>
Total	70%	30%	100%

Housing types appropriate to meet goals:

<u>Families</u>	Apartments Single Family homes
<u>Singles</u>	SRO units Studio and 1 Bdrm apartments
<u>Special Needs</u>	Apartments Semi-independent apartments Group homes

12/13/88 goals.htf

State of Oregon                    )  
County of Multnomah            ) ss

I, Barbara E. Jones, Asst.  
of County Commissioners of Multnomah County, Oregon, do hereby certify  
that the foregoing copy of Ordinance 604 has been compared  
by me with the original, as the same appears of record in my office  
and in my custody.

IN WITNESS WHEREOF, I have hereunto set my hand and  
affixed the seal of the Board of County Commissioners this 27th  
day of December, A. D., 1988.

(SEAL)

Asst. Clerk of Board of  
County Commissioners

State of Oregon                    )  
County of Multnomah            ) ss

R-21  
12/27/88

Asst.  
I, Barbara E. Jones, Clerk of the Board  
of County Commissioners of Multnomah County, Oregon, do hereby certify  
that the foregoing copy of Ordinance 605 has been compared  
by me with the original, as the same appears of record in my office  
and in my custody.

IN WITNESS WHEREOF, I have hereunto set my hand and  
affixed the seal of the Board of County Commissioners this 27th  
day of December, A. D., 1988.

(SEAL)

Barbara E. Jones  
Asst. Clerk of Board of  
County Commissioners

# HOW FUNDS COULD BE SPENT

\$2,000,000 per year could purchase:

Number of households which could be assisted if all funds were used to provide rent assistance:

	Number of Households	Amount
Families	277	\$ 1,312,500
Singles	203	509,000
Special Needs	54	178,500
	<hr/>	<hr/>
	534	\$ 2,000,000

OR:

Number of units which could be assisted if all funds were used to provide assistance to property acquisition and rehabilitation (calculated at no more than 30% of total capital costs from this source):

	Number of Units	Amount
Families	124	\$ 1,300,000
Singles	90	543,000
Special Needs	24	157,000
	<hr/>	<hr/>
	238	\$ 2,000,000

12/14/88 split.htf

## BUDGET

This budget assumes a Real Estate Title Transfer Fee which would produce \$2,000,000 annual revenues. Since this would be an ongoing resource, it is viewed as appropriate to meet ongoing expenditures such as rent assistance. As a consequence, the budget focuses on rent assistance with only 30% of the revenue going toward capital assistance. Furthermore, the capital assistance would be seen as appropriate only when blended with other public and private resources--no more than 30% of the total capital requirement for any project would come from this source.

	Number of Units/ Households	Amount
<u>Rent Assistance</u>		
Families	195	924,000
Singles	144	361,000
Special Needs	35	115,000
Subtotal	374	1,400,000
<u>Capital Assistance</u>		
Families	37	390,000
Singles	27	162,000
Special Needs	7	48,000
Subtotal	71	600,000
TOTAL	445	\$2,000,000

12/16/88 option.hbf



## DATA SOURCES AND METHODOLOGY

### 15,000 households:

The "Low Income Housing Funding Report and Recommendations" published by the Planning Bureau in June, 1987 identified 14,620 very low income households paying excessive rent. This number represents the households with incomes less than 30% of median income who pay in excess of 30% of their income to rent. This number does not include households currently receiving rent assistance through Housing Authority programs. It was based on projections from the 1980 Census. This number is felt to be a low estimate. The Census is also problematic in that it doesn't count the homeless population. We assumed that many of the homeless population were low income households counted in the 1980 Census before the problem of homelessness expanded to non-traditional populations.

The Draft 1988-91 Housing Assistance Plan for the City of Portland identifies 19,232 households in the City who are below 50% of median income in need of rent assistance. The County identifies an additional 7,300 households in their 1987-90 Housing Assistance Plan. These numbers are high because they look at the 50% of median level rather than the 30% level, but they suggest that the 15,000 estimate is probably a conservative number.

We determined to use the 15,000 household number as the estimate of the need for housing assistance. We further determined to count the homeless population within this number rather than as an additional population. This is also a conservative methodology.

### 2,600 homeless persons; 1,742 homeless families:

"Breaking the Cycle of Homelessness" published by the Mayor's Office in May, 1987 estimates a homeless population of 2,600 persons. This number has been consistently used by homeless service providers as a conservative estimate. All other data sources refer to the unduplicated number of individuals served in one year.

The estimate of homeless families was derived by projecting the ratio of singles to families (45% / 55%) from the Comprehensive Homeless Assistance Plan (September, 1987). A family was estimated to be 2.5 persons. The resulting number of homeless households (1,742) was divided into the total number of

households needing rent assistance (15,000) to produce 12% homeless households.

Elderly & Handicapped:

"Low Income Housing Funding Report and Recommendations"; same source as total number of households. Note that the category "Elderly" in Federal lexicon includes handicapped individuals.

Families/Singles:

"Low Income Housing Funding Report and Recommendations"; same source as total number of households.

Ethnic Composition:

Draft 1988-91 Housing Assistance Plan for the City of Portland; estimate of minority renter households paying more than 30% of their income for rent.

Homeless Population Characteristics:

"Comprehensive Homeless Assistance Plan", September, 1987. The category "Families" includes couples and families; the category "Singles" includes youth.

Substandard Lower Income Housing Units Suitable for Rehabilitation:

Source is 1985-88 City Housing Assistance Plan and 1987-90 Multnomah County Housing Assistance Plan. Note the older City plan was used to avoid a double count. The Multnomah County 1987-90 HAP is based on 1984 boundaries. The new City HAP uses 1988 boundaries. Both HAPs are based on extrapolations from the 1980 Census.

	Standard Units	Substandard Units	Total Suitable Units	Lower Income Suitable
City	148,342	27,536	22,519	15,217
County	68,672	5,879	5,140	3,161
	<hr/>	<hr/>	<hr/>	<hr/>
	217,014	33,415	27,659	18,378

- o 250,429 total housing units
- o 33,415 of the total 250,429 housing units in Multnomah County are considered to be substandard = 13%
- o 27,659 of the total 33,415 substandard units are considered suitable for rehabilitation = 83%
- o 18,378 of the total 27,659 units suitable for rehabilitation are lower income units = 66%

The number of lower income units suitable for rehabilitation was rounded down from 18,378 to 18,000.

The Vacant and Abandoned Building Task Force Report, published December, 1988 identified 2,900 vacant single family homes in the City.

#### Goal Methodology:

The ratio between permanent and transitional units = 70%/30%

Of the permanent units:

Families	50%
Singles	40%
Special Needs	10%

Of the transitional units:

Families	55%
Singles	35%
Special Needs	10%

This results in the following overall percentages for each family type:

Families	52%
Singles	38%
Special Needs	10%

These were based upon the needs identified in the Comprehensive Homeless Assistance Plan.

#### Rent Assistance:

Rent assistance is calculated by determining the Estimated Rent Gap for each household type. This is determined by considering the Family Income, Affordable Rent Burden and Fair Market Rents. Background data for calculating cost of rent assistance follows:

<u>Family Size</u>	<u>Family Income</u> <sup>1</sup>	<u>Affordable Rent Burden</u> <sup>2</sup>
1	7,365	\$ 184
2	8,430	211
3	9,480	237
4	10,530	263
5	11,190	280
6	11,850	296

<sup>1</sup> These income levels are 30% of median income for the Portland MSA according to U. S. Department of Housing and Urban Development published 3/1/88.

<sup>2</sup> "Affordable Rent Burden" is defined as the tenant paying 30% of income to housing costs (including utilities).

#### Rent Costs:

<u>Unit Size</u>	<u>Family Size</u>	<u>Fair Market Rent</u> <sup>1</sup>
SRO	1	\$ 271
Studio	1-2	301
1 Bedroom	1-2	367
2 Bedroom	2-4	457
3 Bedroom	4-5	604

<sup>1</sup> "Fair Market Rent" as published by the Housing Authority of Portland for the Existing Section 8 Program, 4/1/88 (includes utility allowance).

#### Estimated Rent Gap:

Projections of how many households can be assisted under a rent assistance program are based on the amount of subsidy which would be needed for each household. This is defined as the "Estimated Rent Gap" which is calculated as follows:

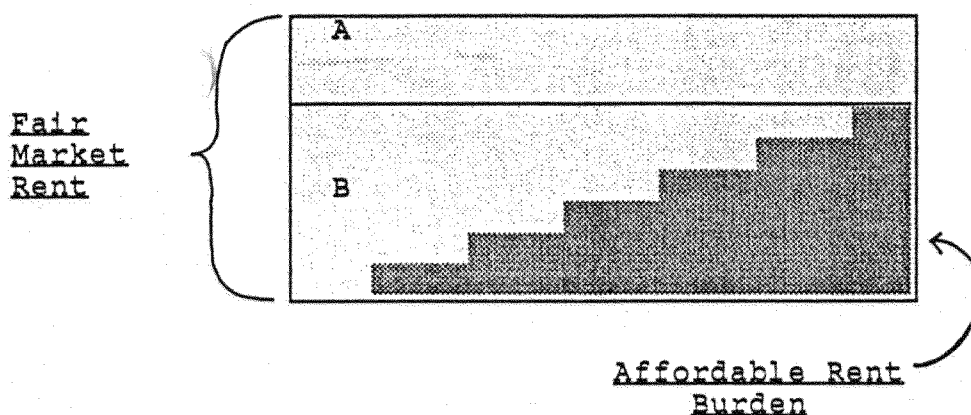
Estimated Rent Gap =

A Difference between 30% of Income and the Fair Market Rent

plus

B 50% of the base Income as the tenant contribution toward rent.

This assumes that all tenants will require assistance to cover the amount between the Fair Market Rent and the Affordable Rent Burden. Additionally we assume that there will be an even distribution of tenants between zero income and the highest eligible income. This results in an average additional subsidy equal to 50% of the highest tenant contribution to rent. See graphic representation below.



$$A + B = \text{Estimated Rent Gap}$$

#### Assumptions:

Singles are calculated from the Studio bedroom size FMR. This assumes development of all three unit sizes for singles with a slightly larger number of SROs than Studios or 1-Bedroom units.

Families: 50% of the total is calculated for a family of four in a 2-Bedroom unit; 50% is calculated for a family of five in a 3-Bedroom unit.

Special Needs are calculated at the 1-Bedroom FMR. While these tenants would be placed in all three unit sizes for singles, costs were expected to be slightly higher than the typical singles population to reflect special physical features of the units or higher management costs associated with these populations.

#### Calculation of Estimated Rent Gap for Household Types:

##### Singles

$$\begin{array}{rclclcl} 301 & - & 184 & = & 117 & & \\ 184 & \times & .5 & = & \underline{92} & & \\ & & & & 209 & \times & 12 = \$2,508 \end{array}$$

##### Families

$$\begin{array}{rclclcl} 457 & - & 263 & = & 194 & & \\ 263 & \times & .5 & = & \underline{131.5} & & \\ & & & & 325.5 & \times & 12 = \$3,906 \end{array}$$

$$\begin{array}{rclclcl} 604 & - & 280 & = & 324 & & \\ 280 & \times & .5 & = & \underline{140} & & \\ & & & & 464 & \times & 12 = \$5,568 \end{array}$$

$$\text{average} = \$4,737$$

### Special Needs

$$\begin{array}{rclcl} 367 & - & 184 & = & 183 \\ 184 & \times & .5 & = & \underline{92} \\ & & & & 275 \end{array} \times 12 = \$3,300$$

Number of Households to be assisted per year with \$2,000,000:

Household Type	Households to be Served		Subsidy Amt Per Household Per Yr	Total Cost
	%	#		
Families	52%	277	\$ 4,737	\$1,312,149
Singles	38%	203	\$ 2,508	509,124
Special Needs	10%	54	\$ 3,300	178,200
	<hr/>	<hr/>		<hr/>
	100%	534		\$1,999,473

Cross-check:

Average subsidy per month per household equals \$ 312.11 (312.11 x 12 = 3,745.32 x 534 households = \$2,000,000).

### Capital Assistance:

It was assumed that this source of funds would be blended with other public or private financing to meet 100% of capital costs. For planning purposes, it was determined to estimate that this fund source would provide no more than 30% of total capital costs. Capital costs per household type were estimated based upon recent PDC experience:

Household Type	Households to be Served		30% of Average Capital Cost	Total Cost
	%	#		
Families	52%	124	\$ 10,500	\$1,299,480
Singles	38%	90	6,000	542,640
Special Needs	10%	24	6,600	157,080
	<hr/>	<hr/>		<hr/>
	100%	238		\$1,999,200



# MULTNOMAH COUNTY OREGON


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

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934  
(503) 248-3300

OFFICE OF THE DIRECTOR	(503) 248-3303
PLANNING AND BUDGET	(503) 248-3883
COUNTY COUNSEL	(503) 248-3138
EMPLOYEE SERVICES	(503) 248-5015
FINANCE	(503) 248-3312
LABOR RELATIONS	(503) 248-5135

## MEMORANDUM

TO: Linda Alexander, Director  
Department of General Services

FROM: Jack Horner, Director  
Planning & Budget Division 

DATE: December 20, 1988

SUBJECT: Real Estate Title Transfer Fee Request from Gretchen Kafoury

My staff have reviewed the proposed ordinance with Dave Boyer in Finance and Jim Czmowski in Assessment & Taxation. They have also computed the revenue impact of the proposal.

Dave Boyer had a number of mechanical concerns with the proposal. (His memo to you is attached.) The major problems were:

- The fund established would not properly be titled a trust fund. It is a special revenue fund, the same kind of fund as the Convention Center Fund which also transfers the proceeds of a dedicated revenue to another jurisdiction. References to the fund should be amended to exclude the word "trust".
- From a long term perspective, it would be advantageous to omit references to the Housing Authority of Portland and substitute "lead agency". This will allow the ordinance to remain unchallenged if the Housing Authority of Portland ceases to be the appropriate agency to handle the program. It will allow a contract to be prepared that defines financial and expenditure reporting procedures.

Jim Czmowski has preliminary estimates of the administrative costs likely to be incurred if the proposal is implemented. These costs will take two forms.

- Enforcement of the ordinance will require tracking and handling delinquencies. This will require computer assistance. ISD has not yet been asked to estimate the costs of such a system. It will require a one-time expenditure to build the system and there will be an ongoing cost to operate it.



- Once such a system is in place, Jim Czmowski believes it will take slightly less than one FTE to handle the tax and that the current year cost of that position would be approximately \$26,500.

The cost of the election would not be significant if it is included on the March special election. The County will incur the proportionate share of the election cost resulting from including the measure with the other issues, about \$15,000 to \$20,000.

The following table shows the estimated receipts that could be expected from the tax assuming it had been in place between September 1987 and September 1988. Actual receipts will vary, of course, depending on the activity of the real estate market.

These amounts do not exclude all the exemptions listed in the ordinance. The exemptions are not all currently part of the data files at ISD. However, the dollar impact of the exemptions listed is not likely to be material.

Estimated Annual Revenues for Title Transfer Fee  
at Alternate Rates

	Value of Sales	Number of Sales	-----Fee Rate-----			
			0.100%	0.150%	0.200%	0.250%
TOTAL ALL SALES	1,811,929,864	16,813	1,811,930	2,717,895	3,623,860	4,529,825
TOTAL NON-RESIDENTIAL SALES	1,068,806,913	3,925	1,068,807	1,603,210	2,137,614	2,672,017
TOTAL RESIDENTIAL SALES	743,122,950	12,888	743,123	1,114,684	1,486,246	1,857,807
EXEMPTS RESIDENTIAL SALES UNDER \$20,000	717,359,642	10,752	1,786,167	2,679,250	3,572,333	4,465,416
EXEMPTS RESIDENTIAL SALES UNDER \$40,000	610,890,530	7,360	1,679,697	2,519,546	3,359,395	4,199,244
EXEMPTS RESIDENTIAL SALES UNDER \$50,000	523,591,485	5,444	1,592,398	2,388,598	3,184,797	3,980,996



## MULTNOMAH COUNTY OREGON

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### MEMORANDUM

TO: Linda Alexander, Director  
Department of General Services

FROM: David Boyer, Finance Director

DATE: December 20, 1988

SUBJECT: Real Estate Title Transfer Draft Ordinance

We have reviewed the draft Ordinance relating to the Real Estate Transfer Tax. The following are our comments and/or concerns related to the Ordinance:

1. The collection and disbursements of the tax should be accounted for as dedicated revenue in a special revenue fund and not accounted for as trust funds. This change needs to be made throughout the Ordinance.
2. Under Definitions, the Director should be the Director of Department of General Services.
3. Under Definitions, instead of the Housing Authority of Portland we suggest changing the Definition to read Lead Agency.
4. Revenue tracking should be straight forward and easily accounted for using the LGFS Financial System.
5. We should have an Intergovernmental Agreement with the Lead Agency detailing the following financial information requirements:
  - a. What the funds are to be expensed for.
  - b. Auditing requirements, both financial and programmatic.
  - c. Financial reimbursement and reporting requirements and time lines.
6. Under Section 3, 1, are political subdivisions of the State of Oregon exempt from paying this property tax? (County Counsel)
7. Under Section 7, there is no mention of a County Hearings Official in the Definitions and if the Circuit Court is required to perform a review; how would this be implemented?

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

ORDINANCE No. \_\_\_\_\_

An Ordinance referring, to the voters of Multnomah County, legislation creating a Homeless Housing Account and imposing a fee on the recording of certain documents transferring real property in Multnomah County.

Multnomah County ordains as follows:

SECTION I. REFERRAL

Sections 2 through 15 of this ordinance shall be submitted to the voters of Multnomah County at the election of March 28, 1989.

SECTION II. DEFINITIONS

Definitions: As used in this ordinance, unless the context requires otherwise:

- (A) "Buyer or Purchaser" means any person who is the recipient of a transfer of real property.
- (B) "Date of Tender" means the date of delivering to the Multnomah County Recorder's Office for recording the document transferring, or contracting to transfer, real property.
- (C) "Documents of Transfer" means all deeds, instruments or writings whereby any ownership or title to real property is transferred to or vested in a purchaser or other person at the direction of the purchaser, or contracts to transfer or vest such ownership and/or title in real property.
- (D) "Homeless Housing Account" means an account to be specially dedicated for specific purposes limited by the conditions of this ordinance.
- (E) "Housing Authority of Portland" means the agency charged with administering programs for very low and low-income persons in the City of Portland and Multnomah County under cooperation agreements and designated as the agency to administer the Homeless Housing Account Program.
- (F) "Director" means the Director of the Department of General Services.

- (G) "Net Proceeds" means the revenue derived from payment of the fees required under this ordinance, minus the costs of administering and enforcing the ordinance.
- (H) "Person" means individuals, domestic or foreign corporations, societies, joint ventures, associations, firms, partnerships, joint stock companies, clubs or any other legal entity.
- (I) "Real Property" means any estate or interest in real property or contract right thereto, including standing timber (as opposed to contracts for the severance of such timber) and any mobile home affixed to land by permanent plumbing and electrical connections when sold in conjunction with the land upon which it is situated, but excluding leases.
- (J) "Recorder's Office" means the division of Multnomah County government currently known by that name, or any successor to said division.
- (K) "Seller" means any person who is the transferor of an interest in real property.
- (L) "Selling Price" means the consideration, in money or any other thing of value which is paid, delivered or contracted to be paid or delivered in return for the transfer of real property. "Selling price" shall include the amount of cash and the amount of any lien (including tax liens), mortgage, contract, indebtedness or any encumbrance existing against the property, to which the property remains subject and which the purchaser agrees to pay or assume, as stated pursuant to ORS 93.030 [1987 Ed.] on the face of any instrument conveying or contracting to convey fee title to real property. "Selling price" also includes other property or value given or promised for the transfer of real property if such other property or value were either part or whole of the consideration.
- (M) "Transfer of Real Property" means every grant, sale, exchange, assignment, quitclaim, or other conveyance of ownership in or title to real property, including any contract for such sale, exchange, grant, assignment, quitclaim or other conveyance of ownership in or title to real property, excluding leases.

"Transfer of real property" does not include any instrument clearly shown on its face to be any of the following:

- (1) Estoppel deeds;

- (2) deeds in lieu of foreclosure and all transfers of real property effected by order of any court of competent jurisdiction in a mortgage or lien foreclosure proceeding, proceeding for execution of a judgment, proceeding for forfeiture of an interest in real property, bankruptcy proceeding or receivership proceeding;
- (3) vendor's assignments and all transfers or assignments of a seller's interest in a contract for the sale of real property, even though accompanied by a conveyance of the seller's interest in the real property;
- (4) earnest money agreements;
- (5) sheriff's deeds;
- (6) options;
- (7) trustee's deed as a result of foreclosure;
- (8) re-recording of documents;
- (9) fulfillment deeds;
- (10) documents recorded solely for security purposes;
- (11) transfers of real property to effectuate the dissolution of corporation, partnership, or joint venture;
- (12) transfers of real property effected by a deed in lieu of foreclosure to satisfy a mortgage or conveyance to the Federal Housing Administration or Veterans Administration, or their successor agencies;
- (13) a mortgage, trust deed or other transfer of real property merely to secure a debt or an assignment thereof, or in fulfillment of a previously recorded contract for purchase (upon which the transfer fee has already been paid);
- (14) transfers of real property from one spouse to the other in accordance with the terms of a decree of dissolution of marriage or in fulfillment of a property settlement agreement incident thereto;
- (15) transfers of property merely to effectuate a change in identity, form or place of organization where no consideration is contemplated or received from the transfer.

(M) "Very Low Income" means income at or below 25% of area median income.

### SECTION III. FEE IMPOSED

- (A) A fee is hereby imposed on each transfer of real property located within Multnomah County unless such transfer is specifically exempted by Section 4 below. The fee shall be at the rate of .15 of one percent (fifteen one-hundredth) of the selling price and shall become due and payable upon the date of tender.
- (B) It shall be unlawful for any person to fail to pay all or any portion of the fee imposed by this ordinance.



- (C) It shall be unlawful for any person to fail to state or to misstate the full selling price for any transfer of real property or to make a materially false statement to the employees of the Recorder's Office.

#### SECTION IV. EXEMPTIONS

The following transactions shall be exempted from the provisions of this ordinance upon satisfactory proof of their applicability having been submitted to the Recorder's Office:

- (A) Transfers of property made by or to the United States or the State of Oregon, or any other public body, or arising from the foreclosure of real property by any public body.
- (B) Transfers of real property effected by condemnation proceeding. For purposes of this ordinance, a copy of the resolution declaring the necessity for acquiring the property shall be presented to the Director at the time of tender before the exemption may be granted.
- (C) Transfers of real property by gift, devise or inheritance.
- (D) Transfers of a grave or cemetery plot.
- (E) Transfers dated prior to the effective date of this ordinance, or deed given in fulfillment of contracts made prior to the effective of this ordinance.
- (F) Transfers of real property lying partly within and partly without the jurisdictional boundaries of Multnomah County shall be partially exempt as to the selling price attributable to that portion of real property lying outside the jurisdictional boundaries of Multnomah County. The purchaser and seller shall be responsible for calculating the portion of the real property subject to fee on forms provided by the Recorder's Office.
- (G) Transfer of real property for which the selling price is \$20,000 or less.

#### SECTION V. EXEMPTION PROCEDURE

- (A) A document that does not clearly show on its face that it is exempt under Section 4 may be deemed to be exempt if an affidavit is filed demonstrating that the document qualifies for exemption under Section 4.
- (B) The Director shall have authority to grant or deny, or grant in part, any exemption allowed by this ordinance, and may require proof of the applicability for any exemption.
- (C) A decision on an exemption shall be in writing and shall be mailed to the applicant. As a denial or partial denial of any exemption shall state the reason(s) therefore and shall advise the applicant of the right to appeal.

- (D) In the event an exemption is denied, the applicant may appeal to the County Hearings Official designated to hear such appeals by filing a written notice of appeal with the Director not later than 10 days following the decision. The Hearings Official shall, within 20 days of receipt of an appeal, set a date for hearing the same.
- (E) At the conclusion of the appeal hearing, the Hearings Official shall issue a written decision, which shall be mailed to the applicant. The decision shall include findings of fact and the reason(s) for the decision.
- (F) Further review shall be to the Circuit Court upon Writ of Review.

#### SECTION VI. RESPONSIBILITY FOR FEE

- (A) The fee shall be the responsibility of every purchaser and seller of real property located within Multnomah County which is transferred, and any person who, as a party to the transaction, makes, signs or issues any document transferring real property or for whose benefit or use such document is made, issued or transferred; provided however that only one fee shall be imposed upon each transfer of real property.
- (B) Upon presenting for recording any document of transfer, the person presenting the same shall state in the selling price, as defined herein, in terms of a dollar value (including the dollar value of "other valuable consideration," "property of equal value" and similar general statement) in order that the fee due may be computed. Failure to state the complete consideration in terms of a dollar value or to tender complete payment of the same, shall be deemed a violation of this ordinance and shall cause the Recorder's Office to stamp a notation of tax lien upon the document offered for recordation.
- (C) Failure, willful or otherwise, to pay the fee within 10 days of the date of tender shall result in an automatic fee increase in the amount of 50-percent of the assess fee. Subsequent failure to pay the fee and increase within 60 days of such date of tender or date of exemption denial accruing on both the fee and increase, all of which shall constitute an immediate additional lien. The interest rate shall accrue at the rate of one and one-half (1-1/2) percent per month. In no event shall the interest charged be less than \$25.
- (D) The fee shall be a specific lien upon each piece of real property transferred from the time of date of tender until the fee has been paid. If mistake, error or fraud is



discovered subsequent to the payment of or exemption from any fee due under this ordinance, the Director shall be empowered to determine the amount of deficiency in fee payment, and to file a Notice of Lien which shall constitute a lien upon the property from the date of its recordation in the proper County records. Such deficiency shall also constitute a personal debt of the purchaser and seller of the real property transaction giving rise to the transfer fee. Such liens may be foreclosed in the manner prescribed by ORS Chapter 88, ORS Chapter 312 or in any other manner prescribed by law. The County Counsel shall take such action as is appropriate to collect the fee and penalties.

#### SECTION VII. SATISFACTION OF LIENS

Upon payment of any delinquent fee under this subsection and any automatic increase thereof, the Recorder's Office shall prepare, file and record a Satisfaction of Lien form in the proper County records, which Satisfaction shall serve to remove any lien established by stamped Notice of Lien or subsequent Notice of Lien filed for deficient fee payment under this subsection.

#### SECTION VIII. PAYMENT OF FEE

- (A) The fee shall be paid to the Recorder's Office, or any successor division of County government, prior to recordation of the documents of transfer. The Recorder shall stamp evidence of payment of the fee and any automatic increase thereof, on the documents of transfer and a receipt evidencing payment of the fee shall be issued to the person paying the fee. Refusal to pay the fee shall not result in non-recordation, but a notation of the lien created by the unpaid fee shall be stamped on the documents of transfer and shall remain valid until a satisfaction of lien form is filed.
- (B) When any person fails to pay the fee within the time provided for payment, there shall be a conclusive presumption, for purposes of computation of the fee, that the selling price is not less than the true cash value as defined by ORS 308.205, as determined by the Multnomah County Department of Assessment and Taxation.

#### SECTION IX. SEVERABILITY

If any portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed severable and shall not affect the validity of the remaining portions of this ordinance.

## SECTION X. RULES AND REGULATIONS

The Director may promulgate rules and regulations necessary for the administration and enforcement of this ordinance, including provision for refund of any fee erroneously paid.

## SECTION XI. ADMINISTRATION AND ENFORCEMENT

- (A) The Director shall be responsible for the administration and enforcement of this ordinance.
- (B) In order to carry out the duties imposed by this ordinance, the Director shall have the authority to do the following acts, which enumeration shall not be deemed to be exhaustive, namely: administer oaths;; certify to all official acts; to subpoena and require attendance of witnesses to determine compliance with the ordinance, rules and regulations; to require production of relevant documents; to swear witnesses; take testimony of any person by deposition; to impose fines as provided in Section 12; and to maintain a civil action in the name of the county to recover such fines and obtain any orders necessary to enforce this ordinance.
- (C) A party may collect attorney fees if it prevails in a civil action for collection of delinquent fees.

## SECTION XII. PENALTIES

In addition to any civil enforcement provided herein, there may be imposed a fine of not more than \$500 for intentional violation of this ordinance. Violation of this ordinance by any officer, director, partner or other natural person having direction or control over any business entity violating this ordinance shall subject each such natural person to such fine.

## SECTION XIII. USE OF FEE PROCEEDS

- (A) The net proceeds from payment of fees hereunder shall be used exclusively for the purposes established by Section 14 (Homeless Housing Account) and the plan developed by the Housing Authority of Portland. The Housing Authority of Portland is the only agency authorized to draw from and spend funds collected from this account, except that the County may use fund proceeds to pay only those legal and administrative expenses incurred as a result of administering and enforcing this ordinance. It shall be lawful to carry forward from year-to-year any unexpended revenues, so long as their ultimate use is for the purposes specified herein.

- (B) An intergovernmental agreement between Multnomah County and the Housing Authority of Portland shall set forth the procedure by which funds are disbursed to and accounted for by the Housing Authority.

#### SECTION XIV. ESTABLISHMENT OF HOMELESS HOUSING ACCOUNT

- (A) The funds collected from the real estate title transfer fee shall be deposited in a special account for the sole purpose of funding the unmet housing needs of homeless persons and persons with special housing needs, who have no or very low income, in order to pay maintenance and operating expenses, including rent, and expenses for intensive property management typically associated with buildings housing persons with special needs or particular disabilities.
- (B) This account shall not fund social service program activities or individual client case management. The account funds shall not be used to fund existing federally-subsidized public housing or other activities already funded by governmental general fund support.
- (C) The Homeless Housing Program shall give first priority to funding projects to pay rent and other operating expenses and intensive property management which maximize economic feasibility for those new or rehabilitated capital projects which add to the supply of housing for persons of no and very low income. The program shall give second priority to provide gap-financing to those existing projects where funding will prevent tenant displacement or other emergency situations, limited to a one-year contract commitment.

#### SECTION XV. ANNUAL HOMELESS HOUSING PLAN

The Housing Authority of Portland shall be required to prepare and submit for County Board approval, in cooperation with housing and social service providers, an annual plan specifying administrative rules, procedures, and criteria to be used to award funding and solicit project applications consistent with this ordinance.

#### SECTION XVI. CERTIFICATION OF BALLOT TITLE

The ballot title for the measure in Sections 2 through 15 shall read:

##### CAPTION

Real Estate Transfer Fee with Revenues Dedicated to Housing Programs.

#### QUESTION

Shall transfer documents in the sale of real property be subject to a fee with revenues dedocated to housing programs?

#### STATEMENT OF PURPOSE

Imposes fee on transfer of ownership of real property in Multnomah County. Fee is .15% of selling price of property and is paid when transfer is recorded. Revenue is dedicated to housing needs of homeless and other low income persons. Exempts certain real property transfers, including those where sale price is under \$20,000. Provides for appeal if exemption is denied. Funds are administered by Housing Authority of Portland, which must submit annual plan.

#### SECTION XVII. ELECTION

The Director of Elections shall cause the election on the above measure to be held on March 28, 1989 in accordance with law.

ADOPTED the \_\_\_\_\_ day of \_\_\_\_\_, 1988, being  
the date of its second reading before the Board of County  
Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Gladys McCoy  
County Chair

APPROVED AS TO FORM:

Laurence Kressel, County Counsel  
For Multnomah County, Oregon

By \_\_\_\_\_  
County Counsel

December 27, 1988

79  
5/42

Discussion regarding makeup of Board of Commissioners)

Jack Horner, Budget and Planning Director, stated the Board is having its last meeting as the only all-woman Board of Commissioners in the United States; and complimented the Board for its service.

Commissioner Kafoury corrected the statement by acknowledging the Board of Commissioners in Missoula, Montana as another all-woman Board, though that Board has only three members.

Mr. Horner said he thinks that Board is not sitting at this time.



## CHAPTER XIII -- TRANSITION

13.30 AUDITOR. Prior to 1991, candidates who have passed the national examination for certified public accountant or three parts of the national certified internal auditor examination by the filing deadline shall be qualified under Section 8.10(2) if the fourth part of the National Certified Internal Auditor examination and/or required certification experience are completed by the beginning of the term of office.



Bf