

## ANNOTATED MINUTES

Tuesday, February 26, 1991 - 9:30 AM  
Multnomah County Courthouse, Room 602

### PLANNING ITEMS

The Following Decisions of the Planning Commission of February 4, 1991 is Reported to the Board of County Commissioners for Acknowledgement by the Presiding Officer:

1. CS 1-91 Approve, Subject to Conditions, Modification of the Community Service Designation on the Subject Site, to Allow a Two-Phased Expansion of an Existing Church Camp, for Property Located at 38105 SE Gordon Creek Road.

ACKNOWLEDGED

2. CU 2-91 Approve, Subject to Conditions, Conditional Use Request for Development of the Subject Site with a Non-Resource Related Single Family Residence, for Property Located at 11278 NW Skyline Blvd.

ACKNOWLEDGED

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Tuesday, February 26, 1991 - 9:35 AM  
Multnomah County Courthouse, Room 602

### BOARD BRIEFINGS

3. Update on Salem Legislative Session. Presented by Fred Neal, Multnomah County Intergovernmental Relations Officer.

FRED NEAL WITH HOWARD KLINK PRESENTED AND EXPLAINED THE REVIEW OF THE 1991-1993 STATE OF OREGON BUDGET AND ITS IMPACT ON COUNTY GOVERNMENT. MR. NEAL ALSO PRESENTED TO THE BOARD THE FEBRUARY 22, 1991 DRAFT PROPOSAL OF THE PROPERTY TAX COMPETITION AMONG LOCAL GOVERNMENTS IN THE WAKE OF BALLOT MEASURE 5 FOR DISTRIBUTION AND DISCUSSION AT THE MULTI JURISDICTIONAL MEETING THIS DATE

HOWARD KLINK WITH NORMA JAEGER PRESENTED A PROPOSAL FOR MANDATORY PRENATAL DRUG TESTING FOR ALL WOMEN RECEIVING PRENATAL CARE IN RELATION TO HB 2388

NEXT LEGISLATIVE UPDATE SCHEDULED FOR TUESDAY, MARCH 12, 9:30 AM TO INCLUDE UPDATE ON THE JUVENILE COMMUNITY CORRECTIONS ACT

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Tuesday, February 26, 1991 - 12:00 PM  
Multnomah County Sheriff's Office/Auditorium  
12240 NE Glisan  
Portland, Oregon

MULTNOMAH COUNTY JOINT MEETING

Brown Bag Meeting of Elected Officials from Multnomah County Jurisdictions to Effects of Ballot measure 5

NEXT MEETING SCHEDULED FOR WEDNESDAY, MARCH 27, 1991, 7:00 TO 9:00 PM, GRESHAM CITY HALL

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Thursday, February 28, 1991 - 9:30 AM  
Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- C-1 In the Matter of the Appointment of Opal Chancellor-Moore to the Children & Youth Services Commission. Term Expires 10/92

APPROVED

JUSTICE SERVICES

SHERIFF'S OFFICE

- C-2 Ratification of an Intergovernmental Agreement, Contract #800621, between Multnomah County and The City of Portland to Provide Fingerprint and Photographs of Individuals Arrested for Crimes for the Fiscal Year 1990-1991

APPROVED

DEPARTMENT OF HUMAN SERVICES

HEALTH SERVICES AND SOCIAL SERVICES DIVISIONS

- C-3 Ratification of an Intergovernmental Agreement, Contract #101201 Amendment #3, between Multnomah County Social Services Division and Oregon Health Sciences University to Accept Partners Project Clients for Outpatient Services, Psychiatric Evaluations, Psychological Evaluations, Medical Evaluations and Day Treatment Services

APPROVED

- C-4 Ratification of an Intergovernmental Agreement, Contract #101231 Amendment #3, between Portland Public Schools and Multnomah County Social Services Division to increase Early Intervention Funding \$13,080 to Provide Eight Additional Slots to Expand for New Referrals

APPROVED

REGULAR AGENDA

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-1 In the Matter of Board Selection of Professional Reviewer of Hydrologic Study Conducted for Property Located at 13300 SE Holgate Blvd. PLANNING ITEM PD 1-90a

**SELECTION OF DAMES & MOORE APPROVED**

- R-2 ORDER In the Matter of Declaring Various Tax Foreclosed Properties Abandoned or Subject to Waste and Ordering the Tax Collector to Issue a Deed

ORDER 91-9 PREVIOUSLY APPROVED FEBRUARY 7, 1991

JUSTICE SERVICES

DISTRICT ATTORNEY

- R-3 Ratification of an Intergovernmental Agreement, Contract #700131, to Establish a Regional Organized Crime Narcotics ("ROCN") Task Force composed of Local Law Enforcement and Prosecution Offices in Washington, Clackamas, Columbia, and Multnomah Counties

**APPROVED**

PUBLIC CONTRACT REVIEW BOARD

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

- R-4 ORDER In the Matter of a Specific Exemption to Purchase Emergency Breathing Apparatus from Mine Safety Appliance Company

**ORDER 91-21 APPROVED**

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

DEPARTMENT OF HUMAN SERVICES

HEALTH SERVICES AND SOCIAL SERVICES DIVISIONS

- R-5 Ratification of an Intergovernmental Agreement, Contract #103781, between Multnomah County Social Services Division and Clackamas County to Accept Partners Project Clients for Day Treatment Services

**APPROVED**

DEPARTMENT OF GENERAL SERVICES

- R-6 RESOLUTION in the Matter of Certifying an Estimate of Expenditures for the FY 1991-92 Property Tax Program in Accordance with HB 2338 (Continued from Thursday, February 21, 1991)

**RESOLUTION 91-22 APPROVED**

BOARD OF COUNTY COMMISSIONERS  
FORMAL BOARD MEETING  
RESULTS

MEETING DATE: 2-28-91

Agenda Item #	Motion	Second	APP/NOT APP
<u>C-1</u>	<u>SK</u>	<u>GH</u>	<u>App</u>
<u>C-2</u>	<u> </u>	<u> </u>	<u> </u>
<u>C-3</u>	<u> </u>	<u> </u>	<u> </u>
<u>C-4</u>	<u> </u>	<u> </u>	<u> </u>
<u>R-1</u>	<u>PD 1-90 RB</u>	<u>Danner + Moore SK</u>	<u>APP</u>
<u>R-2</u>	<u>Pulled per supplemental</u>		<u> </u>
<u>R-3</u>	<u>PA</u>	<u>SK</u>	<u>APP</u>
<u>R-4</u>	<u>PA</u>	<u>SK</u>	<u>App</u>
<u>R-5</u>	<u>PA</u>	<u>GH</u>	<u>App</u>
<u>R-6</u>	<u>PA</u>	<u>RB</u>	<u>App</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

In the Matter of a Specific Exemption to )  
Purchase Emergency Breathing Apparatus ) O R D E R 91-21  
from Mine Safety Appliance Company. )

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to review, pursuant to ORS 279.055(3) and AR 10.100 and 20.030, a specific exemption requested by the Multnomah County Sheriff's Office to purchase emergency breathing apparatus from the single manufacturer of compatible equipment. The estimated amount of the purchase is \$11,577.

It appearing to the Board that the recommendation for exemption, as it appears in the application, is based upon the fact that the expansion of the Multnomah County Inverness Jail necessitated the purchase of additional emergency breathing apparatus. The existing breathing apparatus and equipment is manufactured by Mine Safety Appliance Company. This company is the single manufacturer of equipment which is compatible and has interchangeable parts; therefore,

IT IS ORDERED that the purchase of the emergency breathing apparatus be exempted from the requirement of public bidding.

Dated this 28th day of February, 1991.



LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By

*[Signature]*  
Assistant County Counsel

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD

By

*[Signature]*  
Gladys McCoy, County Chair

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FOR MULTNOMAH COUNTY, OREGON  
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for Multnomah County, Oregon

By

*[Signature]*  
Assistant County Counsel

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD

By

*[Signature]*  
Gladys McCoy, County Chair

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FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

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Dated this 28th day of February, 1991.



LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By

*[Signature]*  
Assistant County Counsel

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD

By

*[Signature]*  
Gladys McCoy, County Chair

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

In the Matter of Certifying )  
an Estimate of Expenditures )  
for the FY 1991-92 Property )  
Tax Program in Accordance )  
with HB 2338 )

RESOLUTION  
91-22

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

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

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

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

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

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

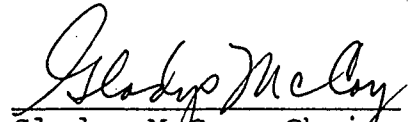
NOW THEREFORE BE IT RESOLVED that the attached estimate of expenditures for the fiscal year 1991-92 Property Tax Program for the County of Multnomah is certified for filing with the Department of Revenue as required by HB 2338.

ADOPTED this 28th day of February, 1991.



REVIEWED

Laurence Kressel, County Counsel  
for Multnomah County, Oregon

  
Gladys McCoy, Chair  
Board of County Commissioners  
Multnomah County, Oregon



ATTACHMENT A

SUMMARY OF EXPENSES  
PROPERTY TAX PROGRAM

1991-92

MULTNOMAH

County

EXPENDITURES FOR:	A VALUATION	B RECORDS ASSESSMENT	C BOARDS OF EQUALIZATION	D TAX COLLECTION AND DISTRIBUTION	E CADASTRAL MAPPING	F DATA PROCESSING	G TOTAL
1 Personal Services *1	3,776,661	759,491	83,787	1,128,126		441,138	6,189,203
2 Materials and Services *1	350,033	314,271	75,180	581,051		1,170,680	2,494,617
3 Cost of Transportation *2 (Do not include in Materials and Services or Capital Outlay)	66,060	1,280	300	1,375		1,600	70,615
4 Capital Outlay (Do not include in Materials and Services)	700	11,620	1,000	51,500		1,042,382	1,107,202
5 TOTAL	4,193,454	1,086,662	160,267	1,762,802		2,655,800	9,858,985

\*1 Do not include any amount that is included in capital outlay.

\*4 Capital outlay is limited to either 6 percent of the total dollars  
certified or \$50,000, whichever is greater.

\*2 Specify the method used to determine cost of transportation:

☐ The estimate of the actual cost of operating the vehicle  
for a 12 month period plus a depreciation allowance for  
the useful life of the vehicle.☒ The rate per mile used in the county with an estimate  
of miles to be driven:

Rate per mile \_\_\_\_\_ Estimate of miles \_\_\_\_\_

\*Rate is established as a base amount depending on job class  
with an additional ten cents per mile driven.\*3 Data Processing Capital Outlay includes personal services  
and materials and services for all new data processing de-  
velopment and all data processing equipment purchases.

5 Specify the method used to determine indirect costs:

☐ Percent amount approved by a federal granting agency.  
\_\_\_\_\_ % of \_\_\_\_\_☒ 5 percent of total direct expenditures less capital outlay.Total indirect costs \$ 437,589\*6 Total amount eligible for grant \$ 9,858,9857 Total expenditures certified for consideration in grant  
(total of 5 and 6). \$ 10,296,574

# **DIVISION OF ASSESSMENT & TAXATION** **Proposed FY 1991 - 92 Budget**

## **Net General Fund Cost of Implementing HB 2338**

	1990-91 Budget	1991-92 Proposed	Increase/Decrease 90-91 to 91-92
<b>PROGRAM EXPENDITURES</b>			
<u>Organization/Section</u>			
A&T Administration	256,560	258,945	2,385
Technical Support	830,804	804,344	(26,460)
Records Management	1,219,820	1,086,662	(133,158)
Appraisal	3,928,696	3,934,509	5,813
Tax Collection/Info	<u>1,301,459</u>	<u>1,323,706</u>	<u>22,247</u>
SUB-TOTAL A&T	7,537,339	7,408,166	(129,173)
DP Service Reimbursement	1,001,599	991,456	(10,143)
Bd. of Equalization	162,956	160,267	(2,689)
Treasury Function	58,924	66,434	7,510
DP Systems Project	600,000	860,000	260,000
* Tax Title	<u>363,174</u>	<u>372,662</u>	<u>9,488</u>
SUB-TOTAL OTHER	2,186,653	2,450,819	264,166
<b>TOTAL COST - HB 2338</b>	<b>9,723,992</b>	<b>9,858,985</b>	<b>134,993</b>
<b>PROGRAM REVENUE</b>			
State Grant Revenue	2,185,072	2,185,072	0
* Tax Title Fund	363,174	372,662	9,488
Indirect Costs @ 5%	86,484	87,518	1,034
Real Estate Transfer Fee	<u>45,000</u>	<u>30,500</u>	<u>(14,500)</u>
<b>TOTAL PROGRAM REVENUE</b>	<b>2,679,730</b>	<b>2,675,752</b>	<b>(3,978)</b>
<b>NET GENERAL FUND COST</b>	<b>7,044,262</b>	<b>7,183,233</b>	<b>138,971</b>

\* NOTE: Tax Title is funded through receipts from the sale of foreclosed properties. It is included here for purposes of displaying the total cost of the "support functions" outlined in HB 2338.

Division of Assessment & Taxation  
Grant Budget Summary

Revised 2/25/91

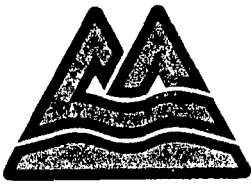
1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
3,042,956	3,099,579	5100 - Permanent	4,082,094	4,168,374
96,267	91,917	5200 - Temporary	93,572	90,785
21,174	35,498	5300 - Overtime	1,600	2,000
38,183	29,797	5400 - Premium	64,885	7,691
753,667	783,970	5500 - Fringe Benefits	1,099,326	1,147,471
3,952,247	4,040,761	<b>TOTAL EXTERNAL</b>	<b>5,341,477</b>	<b>5,416,321</b>
406,497	421,845	5550 - Insurance	698,754	772,882
4,358,744	4,462,606	<b>TOTAL PERSONAL SERVICES</b>	<b>6,040,231</b>	<b>6,189,203</b>
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 - County Supplements	0	0
25,205	0	6060 - Pass Through	0	0
273,755	236,990	6110 - Professional Services	894,281	1,153,970
71,555	23,949	6120 - Printing	72,400	44,500
5,183	3,982	6130 - Utilities	2,000	2,200
320	0	6140 - Communications	400	500
3,294	7,508	6170 - Rentals	241,847	263,488
86,586	64,962	6180 - Repairs/Maintenance	227,487	136,950
68,297	67,915	6190 - Maintenance Contracts	90,048	111,845
177,665	215,438	6200 - Postage	207,700	266,620
44,112	57,705	6230 - Supplies	154,103	99,773
16	129	6270 - Food	652	250
724	219	6310 - Education/Training	101,527	91,785
46,010	47,206	6330 - Travel	66,870	70,615
420	0	6530 - External DP	2,200	2,200
0	6,243	6560 - Refunds	0	0
3,964	3,421	6620 - Dues/Subscriptions	4,850	4,400
807,106	735,667	<b>TOTAL EXTERNAL</b>	<b>2,066,365</b>	<b>2,249,096</b>
64,738	64,643	7150 - Telephone	67,341	71,156
0	0	7200 - Data Processing	1,001,599	991,456
8,202	7,673	7300 - Motor Pool	30,748	32,372
0	0	7400 - Building Management	0	0
136,711	153,387	7500 - Other Internal	218,609	78,500
209,651	225,703	<b>TOTAL INTERNAL</b>	<b>1,318,297</b>	<b>1,173,484</b>
1,016,757	961,370	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,384,662</b>	<b>3,422,580</b>
		<b>CAPITAL OUTLAY</b>		
0	0	8300 - Other Improvements	31,200	30,000
114	4,128	8400 - Equipment	267,898	217,202
114	4,128	<b>TOTAL CAPITAL OUTLAY</b>	<b>299,098</b>	<b>247,202</b>
4,759,467	4,780,556	<b>DIRECT BUDGET</b>	<b>7,706,940</b>	<b>7,912,619</b>
5,375,615	5,428,104	<b>TOTAL BUDGET</b>	<b>9,723,991</b>	<b>9,858,985</b>
		<b>TOTAL FTE</b>	<b>151.67</b>	<b>152.40</b>

Division of Assessment & Taxation  
ORG # 7565 – Administration

Revised 2/25/91

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
304,882	104,491	5100 – Permanent	112,918	116,430
6,392	2,012	5200 – Temporary	1,272	1,330
1,487	0	5300 – Overtime	0	0
11,456	698	5400 – Premium	2,392	1,200
67,224	26,347	5500 – Fringe Benefits	29,684	31,436
391,441	133,548	<b>TOTAL EXTERNAL</b>	<b>146,266</b>	<b>150,396</b>
37,899	9,759	5550 – Insurance	14,102	14,445
429,340	143,307	<b>TOTAL PERSONAL SERVICES</b>	<b>160,368</b>	<b>164,841</b>
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 – County Supplements	0	0
0	0	6060 – Pass Through	0	0
12,787	2,214	6110 – Professional Services	7,000	7,000
2,975	1,600	6120 – Printing	5,000	5,000
0	0	6130 – Utilities	0	0
160	0	6140 – Communications	0	0
0	0	6170 – Rentals	5,974	13,908
288	436	6180 – Repairs/Maintenance	1,000	1,000
1,395	0	6190 – Maintenance Contracts	0	0
33,179	22,711	6200 – Postage	25,250	25,250
9,354	9,509	6230 – Supplies	11,000	11,000
0	129	6270 – Food	652	250
0	0	6310 – Education/Training	27,500	18,964
901	1,000	6330 – Travel	2,320	2,060
0	0	6530 – External DP	0	0
0	0	6560 – Refunds	0	0
3,964	3,040	6620 – Dues/Subscriptions	4,500	4,000
65,003	40,639	<b>TOTAL EXTERNAL</b>	<b>90,196</b>	<b>88,432</b>
34,732	4,557	7150 – Telephone	4,067	3,743
0	0	7200 – Data Processing	0	0
604	525	7300 – Motor Pool	1,229	1,229
0	0	7400 – Building Management	0	0
28	0	7500 – Other Internal	0	0
35,364	5,082	<b>TOTAL INTERNAL</b>	<b>5,296</b>	<b>4,972</b>
100,367	45,721	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>95,492</b>	<b>93,404</b>
		<b>CAPITAL OUTLAY</b>		
0	0	8300 – Other Improvements	0	0
0	0	8400 – Equipment	700	700
0	0	<b>TOTAL CAPITAL OUTLAY</b>	<b>700</b>	<b>700</b>
456,444	174,187	<b>DIRECT BUDGET</b>	<b>237,162</b>	<b>239,528</b>
529,707	189,028	<b>TOTAL BUDGET</b>	<b>256,560</b>	<b>258,945</b>
11.93	3.00	<b>TOTAL FTE</b>	<b>3.00</b>	<b>3.00</b>





# MULTNOMAH COUNTY OREGON

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

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

February 28, 1991

To: Department of Revenue  
From: Multnomah County Board of County Commissioners  
Re: Assessment and Taxation Budget Request

Enclosed please find our proposed budget for 1991-2 for Assessment and Taxation. We believe it represents a responsible approach to providing assessment and taxation in the post-Measure 5 world. We also believe that this budget will allow us to meet the goals of the enclosed plan.

Approving this budget at this point in our budget process proposed certain problems for us. The County is facing a \$24 million budget shortfall to maintain current county services. Therefore, we are reexamining how the County does business and plan to examine budget submissions with special care. We may need to revise some county wide budget policies as we move through this budget process.

We also recognize your need for certainty as to our overall plan and its funding mechanism, the budget. Therefore, we suggest the following:

1. The Director of the Department of General Services will arrange meetings next month with the Board and DOR to explore other ways of meeting the goals of our plan.
2. As we develop new or different county wide budget guidelines, some may apply to A and T. As a result, we may want to reorder our line items priorities. We would submit a revised plan for your approval.

We will appreciate your cooperation as we move through this process.

2270



# MULTNOMAH COUNTY OREGON

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

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

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

February 25 - March 1, 1991

Tuesday, February 26, 1991 - 9:30 AM - Planning Items . . .Page 2  
Tuesday, February 26, 1991 - 9:45 AM - Board Briefings. . .Page 2  
Tuesday, February 26, 1991 - NO AGENDA REVIEW SCHEDULED  
Tuesday, February 26, 1991 - 12:00 PM - Joint Meeting . . .Page 2  
Multnomah County Sheriff's Office/Auditorium  
12240 NE Glisan  
Thursday, February 28, 1991 - 9:30 AM - Regular Meeting . .Page 3

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

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

Tuesday, February 26, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

PLANNING ITEMS

The Following Decisions of the Planning Commission of February 4, 1991 is Reported to the Board of County Commissioners for Acknowledgement by the Presiding Officer:

1. CS 1-91 Approve, Subject to Conditions, Modification of the Community Service Designation on the Subject Site, to Allow a Two-Phased Expansion of an Existing Church Camp, for Property Located at 38105 SE Gordon Creek Road.
2. CU 2-91 Approve, Subject to Conditions, Conditional Use Request for Development of the Subject Site with a Non-Resource Related Single Family Residence, for Property Located at 11278 NW Skyline Blvd.

(9:30 - 9:35 TIME CERTAIN)

---

Tuesday, February 26, 1991 - 9:35 AM

Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

3. Update on Salem Legislative Session. Presented by Fred Neal, Multnomah County Intergovernmental Relations Officer. (9:35 - 10:35 TIME CERTAIN)

NOTE: NO AGENDA REVIEW SCHEDULED FOR TODAY

---

Tuesday, February 26, 1991 - 12:00 PM

Multnomah County Sheriff's Office/Auditorium  
12240 NE Glisan  
Portland, Oregon

MULTNOMAH COUNTY JOINT MEETING

Brown Bag Meeting of Elected Officials from Multnomah County Jurisdictions to Effects of Ballot measure 5

Thursday, February 28, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- APP*
- C-1 In the Matter of the Appointment of Opal Chancellor-Moore to the Children & Youth Services Commission. Term Expires 10/92

JUSTICE SERVICES

SHERIFF'S OFFICE

- C-2 Ratification of an Intergovernmental Agreement, Contract #800621, between Multnomah County and The City of Portland to Provide Fingerprint and Photographs of Individuals Arrested for Crimes for the Fiscal Year 1990-1991

DEPARTMENT OF HUMAN SERVICES

HEALTH SERVICES AND SOCIAL SERVICES DIVISIONS

- C-3 Ratification of an Intergovernmental Agreement, Contract #101201 Amendment #3, between Multnomah County Social Services Division and Oregon Health Sciences University to Accept Partners Project Clients for Outpatient Services, Psychiatric Evaluations, Psychological Evaluations, Medical Evaluations and Day Treatment Services
- C-4 Ratification of an Intergovernmental Agreement, Contract #101231 Amendment #3, between Portland Public Schools and Multnomah County Social Services Division to increase Early Intervention Funding \$13,080 to Provide Eight Additional Slots to Expand for New Referrals

REGULAR AGENDA

DEPARTMENT OF ENVIRONMENTAL SERVICES

- APP*
- R-1 In the Matter of Board Selection of Professional Reviewer of Hydrologic Study Conducted for Property Located at 13300 SE Holgate Blvd. PLANNING ITEM PD 1-90a

- See Summary*
- R-2 ORDER In the Matter of Declaring Various Tax Foreclosed Properties Abandoned or Subject to Waste and Ordering the Tax Collector to Issue a Deed

JUSTICE SERVICES

DISTRICT ATTORNEY

- APP*
- R-3 Ratification of an Intergovernmental Agreement, Contract #700131, to Establish a Regional Organized Crime Narcotics ("ROCN") Task Force composed of Local Law Enforcement and Prosecution Offices in Washington, Clackamas, Columbia, and Multnomah Counties

PUBLIC CONTRACT REVIEW BOARD

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

- APP R-4 ORDER In the Matter of a Specific Exemption to Purchase  
Emergency Breathing Apparatus from Mine Safety Appliance  
Company 91-21

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

DEPARTMENT OF HUMAN SERVICES

HEALTH SERVICES AND SOCIAL SERVICES DIVISIONS

- APP R-5 Ratification of an Intergovernmental Agreement, Contract  
#103781, between Multnomah County Social Services Division  
and Clackamas County to Accept Partners Project Clients for  
Day Treatment Services

DEPARTMENT OF GENERAL SERVICES

- APP R-6 RESOLUTION in the Matter of Certifying an Estimate of  
Expenditures for the FY 1991-92 Property Tax Program in  
Accordance with HB 2338 Continued from Thursday, February  
21, 1991 91-22

0102C/40-43  
cap



# MULTNOMAH COUNTY OREGON

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

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

## SUPPLEMENTAL AGENDA

Thursday, February 28, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

## REGULAR MEETING

### DEPARTMENT OF ENVIRONMENTAL SERVICES

R-2 ORDER In the Matter of Declaring Various Tax Foreclosed Properties Abandoned or Subject to Waste and Ordering the Tax Collector to Issue a Deed

THIS ITEM PREVIOUSLY APPROVED FEBRUARY 7, 1991

0102C/44  
cap

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

**FEB 28 1991**

Agenda No.: \_\_\_\_\_

*C-1*

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Appointments

BCC Informal \_\_\_\_\_

(date)

BCC Formal \_\_\_\_\_

2/28/91

(date)

DEPARTMENT \_\_\_\_\_

Nondepartmental

DIVISION \_\_\_\_\_

Chair's Office

CONTACT \_\_\_\_\_

Judy Boyer

TELEPHONE \_\_\_\_\_

X-3308

PERSON(S) MAKING PRESENTATION \_\_\_\_\_

ACTION REQUESTED:

☐

INFORMATIONAL ONLY

☐

POLICY DIRECTION

☒

APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: \_\_\_\_\_

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Appointment of Opal Chancellor-Moore to the Children & Youth Services Commission.  
Term expires 10/92.

(If space is inadequate, please use other side)

SIGNATURES:

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

*Mary McCarty*

Or

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

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
1991 FEB 21 AM 9:52  
MULTNOMAH COUNTY  
OREGON

0.6



JKB  
NOV 80

# 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)

Multnomah County Community Children's and Youth Services Commission

B. Name Opal Chancler-Moore

Address 3708 NE 17th Avenue

City Portland State Oregon Zip 97212

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

Home Phone 287-4729

C. Current Employer Portland Public Schools

Address 501 N. Dixon

City Portland State Oregon Zip 97227

Your Job Title Coordinator Middle School Student Services

Work Phone (503) 280-5840 (Ext) 331

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

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

State of Oregon Bureau of Labor & Industries 9/83-10/87 Sr. Investigator

Portland State University Race & Sex Deseg Center 10/76 - Specialist, Instructor

Self-Employed

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
Janis Youth Programs	1989 Current	Board Member
Rosemont School	1989 Current	Advisory Board Member
Open Meadow Learning Center	1988 Current	Board Member
Oregon Crime Prevention Resource Center	1990	Advisory Member

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Lewis & Clark College	Current	Course Work for Ore. Admin. Certificate
University of Oregon	1973	M.A. Curriculum & Ins.-Disadvan. Youth
Pacific University	1966-70	B.A. English/Secondary Ed.

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.

Frank McNamara, 501 N. Dixon, Portland, OR 97227 249-2000

Leticia Maldonado, 501 N. Dixon, Portland, OR 97227 249-2000

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

I. Affirmative Action Information

F / African American

sex / racial ethnic background

birth date: Month 08 Day 04 Year 48

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

*Opal Chandler-Morse*

Date

*6 Nov 90*

lom  
6/83



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

IO Services

MULTNOMAH COUNTY OREGON

Contract # 800621

Amendment #

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$10,000	<input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement  <div style="text-align: right;">C-2 2-28-91</div>

RETURN TO: Larry Aab - 313/225

Contact Person Chief Deputy John Schweitzer Phone 248-5145 Date 2/5/91

Department Sheriff's Office Division Corrections Bldg/Room 109/307

Description of Contract City of Portland will provide fingerprint and photographs of individuals arrested for crimes.

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

ORS/AR # Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name City of Portland  
 Lieutenant John R. Holly II  
 Mailing Address ID Div. Bureau of Police  
 1111 SW 2nd Avenue, Room 1240  
 Portland, OR 97204  
 Phone

Employer ID # or SS #

Effective Date July 1, 1990

Termination Date June 30, 1991

Original Contract Amount \$ 250,000.00

Amount of Amendment \$

Total Amount of Agreement \$

## REQUIRED SIGNATURES:

Department Manager John Schweitzer

Purchasing Director (Class II Contracts Only)

County Counsel

County Chair/Sheriff

## Payment Term

☐ Lump Sum \$

☐ Monthly \$

☐ Other \$

☐ Requirements contract - Requisition required.

Purchase Order No.

☐ Requirements Not to Exceed \$

Date 2/12/91

Date

Date 2-15-91

Date 3-18-91

VENDOR CODE				VENDOR NAME						TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND	
01.	100	025	3911			6110						
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

### INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

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

800621

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

ORIGINAL

(For Clerk's Use)  
Meeting Date FEB. 28 1991  
Agenda No. C-2

## REQUEST FOR PLACEMENT ON THE AGENDA

Ratification of Intergovernmental Agreement ----

Subject: City of Portland, ID Contract.

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

(Date)

Formal Only 02/28/91

(Date)

DEPARTMENT Sheriff's OfficeDIVISION CorrectionsCONTACT Larry Aab, Manager, P & B UnitTELEPHONE 255-3600\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Robert G. Skipper, Sheriff

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

Ratification of Intergovernmental Agreement with City of Portland, for the City of Portland will provide fingerprint and photographs of individuals arrested for crimes for the fiscal year 1990-1991.

CONSENT REGULAR AGENDA

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

## ACTION REQUESTED:

☐ INFORMATION ONLY    ☐ PRELIMINARY APPROVAL    ☐ POLICY DIRECTION    ☒ RATIFICATION APPROVAL

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

## IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY☐ General Fund

Other \_\_\_\_\_

RATIFIED

Multnomah County Board  
of Commissioners2-28-91

## SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Robert G. Skipper  
Sheriff J.E.

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

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) Sandra Duff 2-15-91

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

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



MULTNOMAH COUNTY OREGON

CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 800621

Amendment #

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$10,000	<input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)	<input checked="" type="checkbox"/> Intergovernmental Agreement
	<input type="checkbox"/> PCRB Contract	
	<input type="checkbox"/> Maintenance Agreement	
	<input type="checkbox"/> Licensing Agreement	
	<input type="checkbox"/> Construction	
	<input type="checkbox"/> Grant	
	<input type="checkbox"/> Revenue	

RETURN TO: Larry Aab - 313/225

Contact Person Chief Deputy John Schweitzer Phone 248-5145 Date 2/5/91

Department Sheriff's Office Division Corrections Bldg/Room 109/307

Description of Contract City of Portland will provide fingerprint and photographs of individuals arrested for crimes.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name City of Portland

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Employer ID # or SS # \_\_\_\_\_

Effective Date July 1, 1990

Termination Date June 30, 1991

Original Contract Amount \$ 250,000.00

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

Total Amount of Agreement \$ \_\_\_\_\_

REQUIRED SIGNATURES:

Department Manager John Schweitzer

Purchasing Director  
(Class II Contracts Only)

County Counsel \_\_\_\_\_

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

Payment Term

☐ Lump Sum \$ \_\_\_\_\_

☐ Monthly \$ \_\_\_\_\_

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

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

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

Date 2/12/91

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

## CITY/COUNTY IDENTIFICATION AGREEMENT

The City of Portland (City) and the County of Multnomah by and through Multnomah County Sheriff's Office (MCSO) agree as follows:

A. GENERAL SCOPE

The MCSO maintains within the Multnomah County Detention Center a reception unit which fingerprints and photographs individuals arrested and incarcerated for crimes. The City Bureau of Police (hereinafter referred to as Police) maintains an Identification Section which has expertise in fingerprinting and photographing individuals arrested for crimes.

The MCSO requires adequate and proper fingerprinting and photographing of individuals processed through the Reception Unit.

Chapter 190 of the Oregon Revised Statutes provides for intergovernmental agreements. Therefore, the MCSO and the City agree to the following:

1. The MCSO and City agree to maintain an effective identification process for the purpose of fingerprinting and photographing arrested persons.
2. The City shall assign one Identification Technician to the Reception Unit each working shift. The Identification Technician shall operate within the Reception Unit on a seven day per week, 24 hour per day basis. The MCSO shall pay wages and fringe benefits of 5.4 Identification Technicians. (The City uses a 5.4 FTE for a seven day, 24 hour per day post.)
3. The City shall bill the MCSO \$250,000 for fiscal year 1990-91; this billing shall be in four equal amounts and submitted to the County by September 30, 1990; December 31, 1990; March 31, 1991; and June 1, 1991. (The last quarter billing is earlier, in order to facilitate payment within the fiscal year.) The MCSO shall send payment no later than thirty (30) days after receipt of each quarterly billing. In no event shall the total amount under this agreement exceed \$250,000 in fiscal year 1990/91. NOTE: This total does not represent the full cost to the City for 5.4 Identification Technicians and is an attempt by the City to lessen the impact in correcting previous year's contract shortcomings. It is anticipated the cost for fiscal year 1991/92 will be \$284,000 plus a cost of living increase to pay for the 5.4 Identification Technicians positions.
4. The City shall have administrative authority for the establishment of standards of performance of Identification Technicians, standards for the processing of photographs and fingerprints and other matters that are directly related to the technical aspect of the identification process.

The MCSO shall have the administrative authority for directing the identification process (fingerprinting and photographing) of persons brought into the Reception Unit of the Multnomah County Detention Center. The Reception Unit shall remain a function of the MCSO and the booking process is a responsibility of the Sheriff.

In event of a dispute between the parties as to the extent and nature of the duties and functions of personnel assigned to the Reception Center the resolution shall be made by the Chief of Police and the Sheriff or their delegated representatives.

5. The MCSO shall provide adequate work space for City for the performance of the identification processing including photography, fingerprint classifying and telephonic communications.
6. The City shall furnish all photography equipment and supplies, maintain fingerprint equipment and supplies, and handle all administrative duties involving fingerprint cards.
7. The City shall provide the MCSO with identification photographs upon request.
8. All City personnel transferred to the Reception Unit Identification Section shall remain employees of the Police Bureau. The County shall not be called upon to assume any liability for the direct payment of any salaries, wages, insurance, or other compensation or indemnity to any police employee for any injury or sickness arising out of his participation in this section. No Police employee shall have any County pension or other status rights under the provision of County employment.
9. Both parties are subject to the Oregon State Tort Claims Act, ORS 30.265, et. seq. The scope and limits of any and all liability for injury or damaged property of any third person shall be imposed in accordance with this law.

B. TERM

This agreement shall extend from July 1, 1990, through, and including, June 30, 1991, unless earlier terminated in accordance with Section C of this agreement.

C. TERMINATION

1. This agreement may be terminated upon 60 days mutual written consent of the parties or upon 90 days written notice by one party.
2. Termination under any provision of this paragraph shall not affect any rights, obligations, or liability of the City or the MCSO which accrued prior to such termination.

D. MODIFICATION

This agreement may be modified by mutual consent of the parties. Any modification to provisions of this agreement shall be reduced to writing and signed by the parties.

800621

E. INTEGRATION

This agreement contains the entire agreement between the parties and supersedes all prior written or oral agreements.

F. NOTICES

All notices pursuant to the terms of the agreement shall be addressed as follows:

Notices to the City: Tom Potter, Chief  
Bureau of Portland Police.

Notices to County: Robert G. Skipper, Sheriff  
Multnomah County Sheriff's Office.

COUNTY OF MULTNOMAH, OREGON

CITY OF PORTLAND, OREGON

By

By

\_\_\_\_\_  
Robert G. Skipper, Sheriff

\_\_\_\_\_  
Mayor J. E. Bud Clark

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

By

By

\_\_\_\_\_  
Auditor, City of Portland

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Reviewed:

Approved as to Form:

Laurence Kressel  
County Counsel for Multnomah County

Jeffrey L. Rogers  
City Attorney

By

By

44-ZCORR



Meeting Date: FEB 28 1991

Agenda No.: C-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Ratification of IGA with OHSU Mental Health

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

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Duane Zussy

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

IGA identifies Oregon Health Sciences University as a qualified vendor to accept Partners Project clients for Outpatient Services, Psychiatric Evaluations, Psychological Evaluations, Medical Evaluations and Day Treatment services effective January 1 through June 30, 1991.

*Sent Original OGA + Agreements to Kathy Tinkle 2-28-91.*

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER *Duane Zussy*

(All accompanying documents must have required signatures)



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 101201

Amendment # 3

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> <u>C-3 2-28-91</u>
---	---	--

Contact Person Kathy Tinkle Phone 248-3691 Date January 29, 1991

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

Description of Contract Amendment #3 identifies the provider as a qualified vendor to accept Partners Project clients for Outpatient services @ \$400 maximum per month per client, Psychiatric Evaluations at \$250 maximum per evaluation, Psychological Eval. @ \$390 Maximum per evaluation, Medical @ \$200 maximum per evaluation and Day Treatment @ 86.36 maximum per day per client effective January 1, through June 30, 1991.

RFP/BID # IGA Date of RFP/BID                      Exemption Exp. Date 10/92

ORS/AR #                      Contractor is ☐ MBE ☐ WBE ☐ QRF Day Treatment                     

Contractor Name OREGON HEALTH SCIENCES UNIVERSITY

Mailing Address 3181 SW Sam Jackson Park Rd

Portland, OR. 97201

Phone 225-8145

Employer ID # or SS # 936-001-786W

Effective Date January 1, 1991

Termination Date June 30, 1991

Original Contract Amount \$ 111,879

Amount of Amendment \$ Requirements

Total Amount of Agreement \$154,162+Requirements

Previous Amend #2: \$154,162

## Payment Term

☐ Lump Sum \$                     

☐ Monthly \$                     

☒ Other \$ Fee for Service

☐ Requirements contract - Requisition required.

Purchase Order No.                     

☐ Requirements Not to Exceed \$                     

## REQUIRED SIGNATURES:

Department Manager *Duane Zuyfue*

Purchasing Director  
(Class II Contracts Only) *[Signature]*

County Counsel *[Signature]*

County Chair/Sheriff *[Signature]*

Date 2/12/91

Date                     

Date 2.19.91

Date 2/28/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1360			6060				REQ.	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE



# MULTNOMAH COUNTY OREGON

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

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

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

TO: Gladys McCoy  
Multnomah County Chair

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

FROM: Gary Smith, Director *GS*  
Social Services Division

DATE: January 29, 1991

SUBJECT: Approval of Intergovernmental Agreements with Clackamas  
County and Oregon Health Sciences University Amendment #3

**RETROACTIVE STATUS:** These agreements are retroactive to January 1, 1991 due to the volume of contracts being processed by the MED Program.

**RECOMMENDATION:** The Social Services Division recommends Chair and Board approval of agreements between the MED Program office and Clackamas County and Oregon Health Sciences University Amendment #3 for the period January 1, 1991 through June 30, 1991.

**ANALYSIS/BACKGROUND:** The IGA's attached identify these providers as qualified vendors to accept Partners Project clients and provide one or more of five services;

- 1) Outpatient services at \$400 per month maximum per client,
- 2) Psychiatric services at \$250 maximum per evaluation,
- 3) Psychological services at \$390 maximum per evaluation,
- 4) Medical services at \$200 maximum per evaluation.
- 5) Day Treatment from \$86.36 to \$122 maximum per client per day.

The Partners Project is a cooperative interagency effort, between State and County agencies, Portland Public and Centennial School Districts to serve children and adolescents whose emotional impairment puts them at imminent risk of inpatient psychiatric hospitalization or long-term residential care. The project is funded in part by a grant awarded to the State of Oregon by the Robert Wood Johnson Foundation and subject to special conditions and requirements.

(CWMEDZGR.DOC.9)

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
AMENDMENT NUMBER 3

DURATION OF AGREEMENT: January 1, 1991 TO: June 30, 1991  
 CONTRACTOR NAME: Oregon Health Sciences University TELEPHONE: 225-8145  
 CONTRACTOR ADDRESS: 3181 SW Sam Jackson Park Road I.R.S. NUMBER: 936-001-786W  
Portland, OR 97201 TITLE XIX VENDOR # 157883

This amendment to the intergovernmental agreement for social services is made between the Multnomah County Social Services Division referred to as the "COUNTY" and Oregon Health Sciences University, referred to as the "CONTRACTOR." It is understood by the parties that all conditions and agreements in the original contract not superseded in this amendment are still in force and apply to this amendment.

SERVICES UNDER MONTHLY ALLOTMENT

<u>Service Element</u>	<u>Fund Source</u>	<u>Ttl. Annual Max. Payable</u>	<u>Change</u>	<u>Revised Amount</u>	<u>Rate</u>	<u>Number of Units</u>
Community Support	MED 23 State	\$ 111,879	-0-	\$111,879	\$3,609	31
CTS/A-Acute Care	MED 27 State	\$ 10,520	-0-	\$ 10,520	\$1,661	8
Special Projects	MED 37 State	<u>31,763</u>	<u>\$ -0-</u>	<u>\$ 31,763</u>	-	-
Psychiatric Consultation Services	State Total	\$ 154,162	\$ -0-	\$154,162		

TITLE XIX BILLING ALLOCATION

<u>Service Element</u>	<u>Fund Source</u>	<u>Current Allocation</u>	<u>Change</u>	<u>Revised Allocation</u>	<u>Rate</u>	<u>Number of Units</u>
Community Support	MED 23 XIX	\$137,142	-0-	\$137,142	\$3,609	38
CTS/A-Acute Care	MED 27 XIX	<u>\$ 3,945</u>	<u>\$ -0-</u>	<u>\$ 3,945</u>	\$1,661	3
	XIX Total	\$141,087	\$ -0-	\$141,087		

SERVICES UNDER FEE-FOR-SERVICE

<u>Service Element</u>	<u>Fund Source</u>	<u>Type of Units/Slots</u>	<u>Rate per Units/Slots</u>
Special Projects/Partners	MED 37	Outpatient	\$400/mo. max./client
		Psychiatric	\$250/max./evaluation
		Psychological	\$390/max./evaluation
		Medical	\$200/max./evaluation
		Day Treatment	\$86.36/day max./client

Oregon Health Sciences University  
Amendment #3

AMENDMENT NARRATIVE:

This amendment identifies the provider as a qualified vendor to accept Partners Project clients for Outpatient Services, Psychiatric, Psychological, and Medical Evaluations and Day Treatment Services effective January 1, 1991. Applicable performance/reporting requirements and payment procedures are attached.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
OFFICE OF CHILD AND ADOLESCENT MENTAL HEALTH  
PARTNERS PROJECT  
FISCAL YEAR 1990 - 1991 SPECIAL CONTRACT CONDITIONS

2 OUTPATIENT SERVICES

2.1 SERVICE DESCRIPTION

2.1.1 CONTRACTOR agrees to provide Outpatient Services to children and adolescents referred by the Partners Project. Outpatient Services consist of screening and intake; treatment evaluation and planning; treatment services and termination and/or transfer.

2.2 PERFORMANCE REQUIREMENTS

2.2.1 CONTRACTOR agrees to conform to OAR 309-32-130 through 309-32-155, "Community Treatment and Support Services" and OAR 309-16-000 through 309-16-115, "Medicaid Payment for Community Mental Health Services."

2.2.2 COUNTY assures the Partners Project Managed Care Coordinator will transmit to the CONTRACTOR all available evaluation and assessment information regarding the referred child or adolescent.

2.2.3 CONTRACTOR agrees to participate in the service planning for the referred children and adolescents by attending Partners Project Plan of Care meetings and maintaining ongoing contracts with the Managed Care Coordinator.

2.2.4 CONTRACTOR assures that treatment services will be implemented as developed in the Partners Project Plan of Care. These services may include, but are not limited to:

- a) Therapy: individual, group, family;
- b) Outreach: Therapeutic out-of-clinic contacts;
- c) Crisis contacts and crisis follow-up;
- d) Consultation with schools and other agencies involved with the client and family, if requested by the Managed Care Coordinator;
- e) Medication monitoring;
- f) Hospital liaison if client is hospitalized.

2.2.5 CONTRACTOR assures that the termination and/or transfer process will be coordinated with the Managed Care Coordinator.

2.3 SPECIAL REPORTING REQUIREMENTS

2.3.1 CONTRACTOR agrees to submit to the Managed Care Coordinator a copy of each client initial 60-day treatment plan and subsequent 90-day reviews within ten (10) working days from the date of the physician review and signature.

2.4 PAYMENT PROCEDURES

- 2.4.1 CONTRACTOR agrees to bill third-party insurance, as applicable, prior to billing the Partners Project. CONTRACTOR agrees to not bill Medicaid or any other party or entity for services after billing the Partners Project.
- 2.4.2 COUNTY agrees to pay CONTRACTOR a maximum \$400 per month per client. CONTRACTOR agrees to offset charges to the COUNTY by the amount reimbursed by the third-party insurance.
- 2.4.3 CONTRACTOR agrees to submit monthly billings for services provided, to the Managed Care Coordinators, by the fifteenth (15) day of the month following the month of service. The billing invoice must include the name of the service recipient, the dates of service, the type of service, including the duration of contact and identify third-party insurance and reimbursement, as applicable.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
OFFICE OF CHILD AND ADOLESCENT MENTAL HEALTH  
PARTNERS PROJECT  
FISCAL YEAR 1990 - 1991 SPECIAL CONTRACT CONDITIONS

3 PSYCHIATRIC EVALUATIONS

3.1 SERVICE DESCRIPTION

3.1.1 CONTRACTOR agrees to provide psychiatric evaluations to children and adolescents referred by the Partners Project.

3.2 PERFORMANCE REQUIREMENTS

3.2.1 CONTRACTOR assures that all evaluations will be performed by a psychiatrist with the following qualifications:

- a) Doctor of Medicine or a Doctor of Osteopathy;
- b) Licensed to practice medicine in Oregon;
- c) Certified by the American Board of Psychiatry and Neurology or be Board eligible;
- d) Has specialized training or experience with children or adolescents who are severely emotionally disturbed.

3.2.2 CONTRACTOR assures only those psychiatrists approved by the Partners Project will perform evaluations. CONTRACTOR agrees to submit the Evaluator Qualifications Form to obtain approval of new evaluators.

3.2.3 CONTRACTOR agrees to perform evaluations in a manner that will provide information to respond to the Partners Project Managed Care Coordinator's referral questions. The evaluation shall include, but is not limited to:

- a) A clinical interview;
- b) A mental status examination;
- c) A review of prior evaluations and diagnoses;
- d) An assessment for the appropriateness of medication.

3.2.4 CONTRACTOR assures the evaluator will be available to meet, if requested by the Managed Care Coordinator, with the client's parent(s) or guardian and other involved persons to review the results of the evaluation and answer questions that may arise.



- 3.2.5 CONTRACTOR agrees to provide the results of the evaluation to the Managed Care Coordinator in a written report. The written report shall include, but is not limited to:
- a) The source and reason(s) for referral;
  - b) A summary of prior evaluations and diagnostic history;
  - c) A description of the assessment procedure(s) utilized;
  - d) Diagnoses and treatment recommendations addressing the referral questions.

3.3 SPECIAL REPORTING REQUIREMENTS

- 3.3.1 CONTRACTOR agrees to complete and submit the written report to the Partners Project Managed Care Coordinator within fifteen (15) working days of the evaluation.

3.4 PAYMENT PROCEDURES

- 3.4.1 CONTRACTOR agrees to bill third-party insurance, as applicable, prior to billing the Partners Project. CONTRACTOR agrees to not bill Medicaid or any other party or entity for services after billing the Partners Project.
- 3.4.2 COUNTY agrees to pay CONTRACTOR a maximum \$250 per evaluation. CONTRACTOR agrees to offset charges to the COUNTY by the amount reimbursed by the third-party insurance.
- 3.4.3 CONTRACTOR agrees to submit monthly billings for services provided, to the Managed Care Coordinators, by the fifteenth (15) day of the month following the month of service. The billing invoice must include the name of the service recipient, the dates of service, the type of service, the name of the evaluator and identify third-party insurance and reimbursement, as applicable.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
OFFICE OF CHILD AND ADOLESCENT MENTAL HEALTH  
PARTNERS PROJECT  
FISCAL YEAR 1990 - 1991 SPECIAL CONTRACT CONDITIONS

4 PSYCHOLOGICAL EVALUATIONS

4.1 SERVICE DESCRIPTION

4.1.1 CONTRACTOR agrees to provide psychological evaluations to children and adolescents referred by the Partners Project.

4.2 PERFORMANCE REQUIREMENTS

4.2.1 CONTRACTOR assures that all evaluations will be performed by a psychologist with the following qualifications:

- a) Has specialized training or experience with children and adolescents who are severely emotionally disturbed;
- b) Licensed by the Oregon State Board of Psychological Examiners or is license eligible; or
- c) A Masters level psychologist supervised by a psychologist licensed by the Oregon State Board of Psychological Examiners; or
- d) A Certified School Psychologist.

4.2.2 CONTRACTOR assures only those psychologists approved by the Partners Project will perform evaluations. CONTRACTOR agrees to submit the Evaluator Qualifications Form to obtain approval of new evaluators.

4.2.3 CONTRACTOR agrees to perform evaluations in a manner that will provide information to respond to the Partners Project Managed Care Coordinator's referral questions. The evaluation may include, but is not limited to:

- a) A clinical interview;
- b) Tests of intellectual functioning;
- c) An adaptive behavior assessment;
- d) Academic testing;
- e) Projective testing;
- f) Standardized behavior rating instruments.

4.2.4 CONTRACTOR assures the evaluator will be available to meet, if requested by the Managed Care Coordinator, with the client's parent(s) or guardian and other involved persons to review the results of the evaluation and answer questions that may arise.

4.2.5 CONTRACTOR agrees to provide the results of the evaluation to the Managed Care Coordinator in a written report. The written report shall include, but is not limited to:

- a) The source and reason(s) for referral;
- b) A summary of prior evaluations;
- c) A description of the assessment procedure(s) utilized;
- d) Behavior observation during testing;
- e) Current evaluation results, including validity judgments;
- f) Diagnoses and treatment recommendations addressing the referral questions.

#### 4.3 SPECIAL REPORTING REQUIREMENTS

4.3.1 CONTRACTOR agrees to complete and submit the written report to the Partners Project Managed Care Coordinator and the client's parent(s) or guardian within fifteen (15) working days of the evaluation.

#### 4.4 PAYMENT PROCEDURES

4.4.1 CONTRACTOR agrees to bill third-party insurance, as applicable, prior to billing the Partners Project. CONTRACTOR agrees to not bill Medicaid or any other party or entity for services after billing the Partners Project.

4.4.2 COUNTY agrees to pay CONTRACTOR a maximum \$390 per evaluation. CONTRACTOR agrees to offset charges to the COUNTY by the amount reimbursed by the third-party insurance.

4.4.3 CONTRACTOR agrees to submit monthly billings for services provided, to the Managed Care Coordinators, by the fifteenth (15) day of the month following the month of service. The billing invoice must include the name of the service recipient, the dates of service, the type of service, the name of the evaluator and identify third-party insurance and reimbursement, as applicable.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
OFFICE OF CHILD AND ADOLESCENT MENTAL HEALTH  
PARTNERS PROJECT  
FISCAL YEAR 1990 - 1991 SPECIAL CONTRACT CONDITIONS

5 MEDICAL EVALUATIONS

5.1 SERVICE DESCRIPTION

5.1.1 CONTRACTOR agrees to provide medical evaluations to children and adolescents referred by the Partners Project.

5.2 PERFORMANCE REQUIREMENTS

5.2.1 CONTRACTOR assures that all evaluations will be performed by a physician with the following qualifications:

- a) Doctor of Medicine or a Doctor of Osteopathy;
- b) Licensed to practice medicine in Oregon;
- c) Certified by the American Medical Association or be Board eligible.

5.2.2 CONTRACTOR assures only those physicians approved by the Partners Project will perform evaluations. CONTRACTOR agrees to submit the Evaluator Qualifications Form to obtain approval of new evaluators.

5.2.3 CONTRACTOR agrees to perform evaluations in a manner that will provide information to respond to the Partners Project Managed Care Coordinator's referral questions.

5.2.4 CONTRACTOR assures the evaluator will be available to meet, if requested by the Managed Care Coordinator, with the client's parent(s) or guardian and other involved persons to review the results of the evaluation and answer questions that may arise.

5.2.5 CONTRACTOR agrees to provide the results of the evaluation to the Managed Care Coordinator in a written report. The written report shall include, but is not limited to:

- a) The source and reason(s) for referral;
- b) Specific recommendations for medical treatment needed and/or additional evaluation;
- c) Provide the data from the examination that supports the assessment and recommendations.

5.3 SPECIAL REPORTING REQUIREMENTS

- 5.3.1 CONTRACTOR agrees to complete and submit the written report to the Partners Project Managed Care Coordinator and the client's parent(s) or guardian within fifteen (15) working days of the evaluation.

5.4 PAYMENT PROCEDURES

- 5.4.1 CONTRACTOR agrees to bill third-party insurance, as applicable, prior to billing the Partners Project. CONTRACTOR agrees to not bill Medicaid or any other party or entity for services after billing the Partners Project.
- 5.4.2 COUNTY agrees to pay CONTRACTOR a maximum \$200 per evaluation. CONTRACTOR agrees to offset charges to the COUNTY by the amount reimbursed by the third-party insurance.
- 5.4.3 CONTRACTOR agrees to submit monthly billings for services provided, to the Managed Care Coordinators, by the fifteenth (15) day of the month following the month of service. The billing invoice must include the name of the service recipient, the dates of service, the type of service, the name of the evaluator and identify third-party insurance and reimbursement, as applicable.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
OFFICE OF CHILD AND ADOLESCENT MENTAL HEALTH  
PARTNERS PROJECT  
FISCAL YEAR 1990 - 1991 SPECIAL CONTRACT CONDITIONS

6 DAY TREATMENT SERVICES - OHSU

6.1 SERVICE DESCRIPTION

6.1.1 Day Treatment Services are mental health treatment programs that provide community-based psychiatric services for children and adolescents with severe mental or emotional disturbances and for their families as an alternative to hospitalization or 24-hour care. Day Treatment Services consist of intake, assessment, and treatment planning; intensive therapy, therapeutic activities and consultation; individualized educational coordination and supports, and termination/transition and follow-up.

6.2 PERFORMANCE REQUIREMENTS

6.2.1 CONTRACTOR agrees to provide Day Treatment Services to children, ages 5 to 7 years, who are accepted for admission and identified as Partners Project clients.

6.2.2 COUNTY assures the Partners Project will transmit to the CONTRACTOR a list of participating clients prior to the first day of each service month or within five (5) working days from the date of admission.

6.2.3 COUNTY assures the Partners Project Managed Care Coordinator will transmit to the CONTRACTOR all available evaluation and assessment information regarding each participating Partners Project client.

6.2.4 CONTRACTOR agrees to conform to the Day and Residential Treatment Services (DARTS) Program Standards and Guidelines.

6.2.5 CONTRACTOR agrees to participate in the service planning for each Partners Project client by attending Partners Project Plan of Care meeting and maintaining ongoing contacts with the Managed Care Coordinator.

6.2.6 CONTRACTOR assures that services will be implemented as developed in the Partners Project Plan of Care. These services may include, but are not limited to:

- a) Therapy: individual, group, family;
- b) Crisis contacts and crisis follow-up;
- c) Therapeutic activities conducted in and out of the facility, as appropriate to each individual;
- d) Consultation with other agencies involved with the client and family, if requested by the Managed Care Coordinator.

- 6.2.7 CONTRACTOR agrees to participate, cooperate, and support the development and implementation of the Individual Education Plan (I.E.P.) for each Partners Project client.
- 6.2.8 CONTRACTOR agrees to notify the Managed Care Coordinator on the second day of any two consecutive days of non-excused absence by any Partners Project client.
- 6.2.9 CONTRACTOR assures that the termination and/or transition process for each Partners Project client will be coordinated with the Managed Care Coordinator.
- 6.3 SPECIAL REPORTING REQUIREMENTS
- 6.3.1 CONTRACTOR agrees to submit to the Managed Care Coordinator a copy of each Partners Project client initial treatment plan and subsequent treatment plans within ten (10) working days from the date of the physician review and signature.
- 6.4 PAYMENT PROCEDURES
- 6.4.1 CONTRACTOR agrees to bill third-party insurance, as applicable, prior to billing the Partners Project. CONTRACTOR agrees to not bill Medicaid or any other party or entity for services after billing the Partners Project.
- 6.4.2 COUNTY agrees to pay CONTRACTOR a maximum \$86.36 per service day per client. COUNTY agrees to pay CONTRACTOR a maximum \$43.18 per day per client for any day the CONTRACTOR facility is open for client service, but the client is absent. CONTRACTOR agrees to offset charges to the COUNTY by the amount reimbursed by the third-party insurance.
- 6.4.3. CONTRACTOR agrees to submit monthly billings for services provided, to the Partners Project, by the fifteenth (15) day of the month following the month of service. The billing invoice must include the name of the service recipient., the dates of service, the type of service, and identify third-party insurance and reimbursement, as applicable.

Oregon Health Sciences University  
Amendment #3

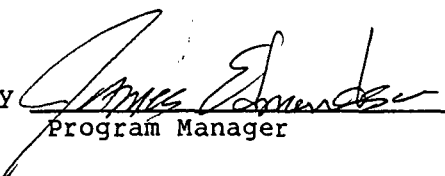
In witness whereof, the parties hereto have caused this Agreement to be executed by their authorized officers.

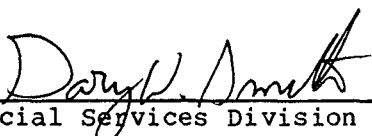
CONTRACTOR:

By \_\_\_\_\_  
Agency Executive Director Date

By \_\_\_\_\_  
Agency Board Chairperson Date

MULTNOMAH COUNTY, OREGON:

By  1/25/91  
Program Manager Date

By  2/8/91  
Social Services Division Director Date

By \_\_\_\_\_  
Gladys McCoy Date  
Multnomah County Chair

REVIEWED:

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By \_\_\_\_\_  
Date



Meeting Date: FEB 28 1991

Agenda No.: C-4

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Ratification of an IGA with Portland Public Schools

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

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Duane Zussy

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Amendment #3 increases Early Intervention funding \$13,080 to provide eight additional slots to expand for new referrals effective January 1 through June 30, 1991.

*Returned Original IGA + Agreements to  
Kathy Tinkle 2-28-91.*

**RATIFIED**  
**Multnomah County Board**  
**of Commissioners**

2-28-91

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Duane Zussy

(All accompanying documents must have required signatures)



# MULTNOMAH COUNTY OREGON

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

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

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

TO: Gladys McCoy  
Multnomah County Chair

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

FROM: Gary Smith, Director *GS*  
Social Services Division

DATE: January 30, 1991

SUBJECT: Approval of Intergovernmental Agreement Amendment #3 with  
Portland Public Schools

**RETROACTIVE STATUS:** The attached Amendment #3 to the Intergovernmental Agreement with Portland Public School District #1 is retroactive to January 1, 1991 because of lengthy negotiations with the contractor.

**RECOMMENDATION:** The Social Services Division recommends County Chair and Board approval of Intergovernmental Agreement Amendment #3 between the DD Program Office and Portland Public School District #1 effective January 1 through June 30, 1991.

**ANALYSIS/BACKGROUND:** Amendment #3 increases Early Intervention funding by \$13,080 allowing Portland Public Schools to provide services to 8 additional children, two for Transition Class, two for Pre-School and four for Parent Training. These previously uncontracted funds are part of the State Mental Health Division Grant and bring the contract total with Portland Public Schools to \$1,006,850.

(CWDDZGRM.DOC.2)

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 101231Amendment # 3

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> <u>C-4 2-28-91</u>
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Contact Person Kathy Tinkle Phone 248-3691 Date January 30, 1991Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract Amendment #3 increases Early Intervention funding (DD55) \$13,080  
to provide eight additional slots to expand for new referrals effective January 1, 1991  
through June 30, 1991.

RFP/BID # N/A IGA      Date of RFP/BID      Exemption Exp. Date     ORS/AR #      Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name PORTLAND PUBLIC SCHOOLSMailing Address 531 SE 14thPortland, OR. 97214Phone 280-5840Employer ID # or SS # 93-6000830Effective Date January 1, 1991Termination Date June 30, 1991Original Contract Amount \$741,250Amount of Amendment \$13,080Total Amount of Agreement \$1,006,850

Previous Amendment #2: \$993,770

**Payment Term**☐ Lump Sum \$     ☒ Monthly \$      Allotment☐ Other \$     ☐ Requirements contract - Requisition required.Purchase Order No.     ☐ Requirements Not to Exceed \$     **REQUIRED SIGNATURES:**Department Manager *Quane Zungae*Purchasing Director  
(Class II Contracts Only) *[Signature]*County Counsel *[Signature]*County Chair/Sheriff     Date 2/12/91Date     Date 2.19.91Date     

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1240		DD55	6060		1255		13,080	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
CONTRACT AMENDMENT NUMBER 3

DURATION FROM: 01/01/91 TO: 06/30/91  
CONTRACTOR NAME: PORTLAND PUBLIC SCHOOLS  
CONTRACTOR ADDRESS: 531 S.E. 14TH  
PORTLAND OR 97214

TELEPHONE: 280-5840  
IRS NO.: 93-6000830

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

The Multnomah County Social Services Division, referred to as the COUNTY, and  
PORTLAND PUBLIC SCHOOLS, referred to as the CONTRACTOR.

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

PART I - Financial Summary

DATE: 01/25/91

Service Element	Funding Source	Current Amount	Increase (Decrease)	Revised Amount	Payment Basis
1.) DD55 EI - SMHD Early Intervention		\$993,770.00	\$13,080.00	\$1,006,850.00	Monthly Allotment per Contracted Slots
TOTALS:		\$993,770.00	\$13,080.00	\$1,006,850.00	

FY91

Multnomah County Social Services Division  
Contract AMENDMENT Number 3

CONTRACTOR:  
PORTLAND PUBLIC SCHOOLS

DATE: 01/25/91

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Part II - Notes and Special Conditions

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Notes:

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- 1.) DD55 EI Early Intervention funding is increased effective 1/1/91 in three areas:  
Add 2 slots @ \$290.00/mo for transition class.  
Add 2 slots @ \$400.00/mo for Pre-School.  
Add 4 slots @ \$200.00/mo for Parent Training.  
These additions allow expansion for new referrals.

Special Conditions:

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

NONE.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1990-91 CONTRACT CONDITIONS

9 DD 55 - EARLY INTERVENTION (Continued)

9.2 MULTNOMAH COUNTY REQUIREMENTS

19.2.1 EARLY INTERVENTION SERVICES

It is the express intent of the County Social Services Division that all children receive Early Intervention Services as soon as possible after identification. Therefore, CONTRACTOR delivers services to all children identified and referred by County Early Intervention Program Development Specialist, including children for whom eligibility is undetermined at point of referral. Children identified and referred for service from another source must be referred to the County DD Program Intake Unit within 30 days of the beginning of service. A New Client Enrollment form must be submitted within 30 days of the beginning of service to the Early Intervention Program Development Specialist.

19.2.1.1 ENROLLMENT AND TERMINATIONS

A child will be considered enrolled on the day service begins. If a child is found ineligible for services by the County Early Intervention Interdisciplinary Team, they will be considered enrolled only until the end of the month in which ineligibility is determined.

Terminations shall occur when no weekly contact has occurred for more than a 31 day period, except in cases of serious illness when the period may be extended at the discretion of the subcontractor.

19.2.1.2 AGE OF ELIGIBILITY

"Age of eligibility" for Early Intervention Services is based on the child's age on the date established in Oregon law for determining school age for the current year. Children under the age of five are eligible until they reach school-age as determined by their local school district. In Multnomah County all districts provide public education beginning on September 1 for 5-year olds of the current school year except Bonneville.

Early Intervention Preschool Services are available for eligible children who turn three years of age on or before September 1 of the current school year. Variances are made available for eligible children of parents with developmental disabilities who participate in specialized parenting services provided through County referral.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1990-91 CONTRACT CONDITIONS

19 DD 55 - EARLY INTERVENTION(Continued)

19.2.1.3 PAYMENT PROCEDURES

Payment to CONTRACTORS will be based on a rate for each slot contracted and paid in monthly allotments. A slot is considered Early Intervention Services for one enrolled child (SEE OAR 309-41-200 through OAR 309-41-255).

In addition to regular fiscal reporting requirements, payment is contingent upon the submission of enrollment roster data (to include enrollments and terminations using County Tracking System) to the county Early Intervention Program Development Specialist by the 25th day of each month for the current month's enrollment. COUNTY will return monthly enrollment rosters to CONTRACTOR by the 10th of the following month.

Monthly enrollment roster data will be used to calculate utilization. Fiscal reporting will follow the requirements of the General Conditions of this contract. Should costs fall below 95% of contracted amount for more than three months, the COUNTY reserves the right to readjust the rates. NO readjustment shall occur without a meeting between CONTRACTOR and COUNTY prior to such action.

19.2.1.4 UTILIZATION

Utilization of slot capacity will be calculated by the number of enrolled clients in the month compared to the number of slots contracted for in each service element with each CONTRACTOR in any given month.

Should utilization fall below ninety-five percent of the contracted amount of service for more than ninety days, the COUNTY reserves the right to renegotiate the contract. Utilization will be reviewed on a Quarterly basis. The first review will be based on data compiled from July, August, September, for 12-month contracts and September, October, November and December, for 10-month contracts.

19.2.1.5 REPORTING REQUIREMENTS

CONTRACTORS will submit monthly enrollment roster data to County Early Intervention Program Development Specialist. IPP's, updated evaluations and Notification of IPP, Transition and placement meetings shall be submitted to County Children's Case Managers.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1990-91 CONTRACT CONDITIONS

19 DD 55 - EARLY INTERVENTION(Continued)

19.2.1.5.1 CPMS ENROLLMENTS & TERMINATIONS

CPMS enrollments and terminations shall be the responsibility of County. Enrollments and terminations shall be based on Enrollment Roster Data provided to the COUNTY BY CONTRACTOR.

19.2.1.6 LOCATION OF SITES

All contracted preschool sites will be located in Multnomah County unless prior authorized. For any sites authorized outside of the County boundaries, the CONTRACTOR will inform the parents of the children to be served prior to placement in writing, that transportation to the program will be the parents responsibility.

19.2.2 CONTRACTOR IDENTIFICATION

CONTRACTOR shall furnish to the COUNTY its employer identification number, as designated by the Internal Revenue Service, or CONTRACTOR'S social security number, as COUNTY deems applicable.

19.2.3 SPECIALIZED PLACEMENTS

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children placed and served in a private preschool program by CONTRACTOR. This rate is to be negotiated within available funds to assist with tuition costs at the private preschool.

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children who require additional support to the site to enable them to participate in a classroom setting either integrated or self-contained. These children shall require support in one or more of the following areas:

- Feeding
- Moderate medical monitoring (non-independent transfer)
- Non-independent transfer
- Motor exercise
- Introduction or maintenance of augmentative communication systems
- Behavior change or maintenance

This rate is to be negotiated on an individual child basis between County Early Intervention Program Development Specialist and CONTRACTOR and will be provided within availability of funds.



MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1990-91 CONTRACT CONDITIONS

19 DD 55 - EARLY INTERVENTION (Continued)

19.2.4 TRANSITION CLASSROOM SERVICES

Transition classroom services will be provided for children who turn three after September 1 but not after April 1 of the current school year. The classroom will offer 3 days of classroom experience per week with additional in-home support as available within funding provided.

The purpose of the classroom is to offer a structured group experience where each child is familiarized with the expectations of classroom attendance as well as receives intervention strategies to address developmental concerns. It is also the purpose of the classroom to offer a well-coordinated interagency transition experience into the next Early Intervention Service model. Coordination of transition into full-time preschool will be the responsibility of the classroom teacher in cooperation with Multnomah County Children's Case Managers. Transition planning activities for each child shall include classroom teacher and staff, parents/guardian, related service personnel as appropriate, and Multnomah County Case Management Program.

Ancillary services shall be available on a consult basis provided by or arranged for by Transition Classroom staff and as governed by OAR's 309-41-245 through 309-41-250.


CONTRACTOR NAME : PORTLAND PUBLIC SCHOOLS

In witness whereof, the parties hereto have caused this Agreement to be executed by their authorized officers.

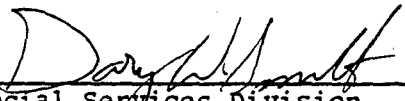
CONTRACTOR: PORTLAND PUBLIC SCHOOLS

MULTNOMAH COUNTY, OREGON:

By \_\_\_\_\_  
Agency Executive Director Date

By  \_\_\_\_\_  
DENNIS L. ADAMS  
PROGRAM MANAGER 1-31-91  
Date

By \_\_\_\_\_  
Agency Board Chairperson Date

By  \_\_\_\_\_  
Social Services Division  
Director 2/8/91  
Date

By \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair Date

REVIEWED:

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By \_\_\_\_\_  
Date

# DRAINAGE STUDY ASPEN MEADOWS

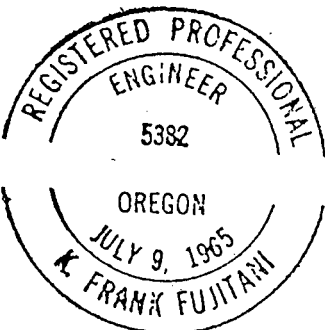
Prepared For  
JEFFREY L. PAYNE

by

Robert E. Meyer Consultants, Inc.  
4915 S.W. Griffith Drive, Suite 300  
Beaverton, OR 97005

and

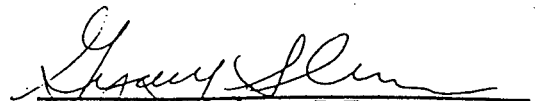
Fujitani Hilts & Associates, Inc.  
2255 S.W. Canyon Road  
Portland, OR 97201

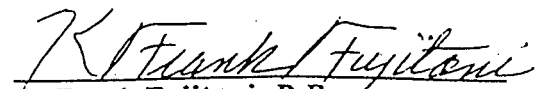


DECEMBER 1990

RECEIVED  
DEC 5 1990

Multnomah County  
Permits Section

  
Gregory S. Chiodo, P.E.

  
K. Frank Fujitani, P.E.

## SCOPE/PURPOSE

The purpose of this study and report is to analyze and report on the potential effects on flooding in the Holgate Lake area of re-grading and developing the site, shown on Plate 1, known as Aspen Meadows. This study is required by Condition 2 of the Multnomah County Board of Commissioners Final Order for ZC1-90/PD1-90.

## BACKGROUND

The Aspen Meadows site consists of Lots 14 and 15, Wiley Acre Tracts; Lots 13-15, Block 1, Sunset Gardens; Lots 14 and 15, Block 2, Sunset Gardens; and Tax Lots 501, 442, 6 and 4, Section 14 T 1N, R 2 E, as shown on Multnomah County Assessors Maps (1988). The site contains approximately 25 acres and lies partially in an area known locally as Holgate Lake and partially on higher ground at the base of Powell Butte. Holgate Lake is an undrained natural depression which occasionally fills with storm water runoff or possibly rising groundwater, causing flooding of approximately 25 single family residences, as well as local streets, including Holgate Boulevard. The most extensive flooding for which records are available occurred in January and February of 1969. The extent of this flooding is depicted on Plate 1 and Figure 1. The maximum Lake level, as measured by the county surveyor, is shown in county records as 197.64 feet based on 1947 U.S.G.S. datum. Plate 1 shows the approximate limits of flooding based upon this information and photographs provided by the county, including aerial photos. Figure 1 is an aerial photograph of the lake taken in 1969. The county also provided an aerial photograph of flooding which occurred in 1961, which is included as Figure 2. The 1961 event was not nearly as extensive as the 1969 event.

The "Oregonian" newspaper reported flooding which affected 12 homes in February 1956 (4). From comparisons of photographs published on February 12, 1956 with photographs taken in 1969 we conclude that the 1956 lake level was comparable to the 1969 level.

Flooding in 1956 was reportedly blamed on rising ground water by county officials. The 1969 flooding was reportedly blamed on underground springs and high groundwater by county officials and unidentified geologists in an "Oregonian" article dated February 5, 1969 (5).

A portion of the subject site was filled in 1969 and 1970, and approximately an additional 18,000 cubic yards of fill were placed in 1989. These fills were placed without permits, however, on May 31, 1990 the County Planning Director approved a "Floodplain Development Permit for Fill" covering placement of all fill placed prior to February 20, 1990. No fill has been placed on the site since February 20, 1990.

The proposed development consists of a mobile home park with space for 117 units. Included in this report as Plate 2 is a preliminary grading plan depicting existing and proposed contours, streets and conceptual placement of the mobile homes.

Existing data is insufficient to determine if ponding in Holgate Lake is a phenomenon of rising groundwater levels, surface water runoff perched on relatively impervious silt and clay surficial soils, or some combination of the two. Determination of the contribution of each cause to the ponding would at a

minimum require historical records of groundwater elevations, rainfall records, and an extensive soil testing and groundwater monitoring program in the lake and on surrounding properties. Indications based upon best available information favor the conclusion that the lake phenomenon is caused by a combination of high groundwater and perched surface water runoff. These indicators include available records of groundwater elevations in nearby county sumps\*, an impervious clay layer at the ground surface (2), the apparent presence of permeable layers of underlying soil (1, 2), and the time of year and conditions when past flooding has occurred (4, 5, 6). The groundwater is quite close to the surface in the winter months which slows percolation of surface water runoff into the soil. The impervious soil at the ground surface also slows surface runoff percolation and causes surface water to be perched above the groundwater. Permeable layers of underlying soil should allow groundwater to migrate downward and sideways allowing surface runoff water to percolate into the ground. Past flooding has occurred during prolonged periods of high precipitation combined with rapid runoff caused by snow melt and warm rains. The above factors indicate that the lake phenomenon is caused by a combination of factors related to high groundwater, high precipitation, rapid surface water runoff and impervious surface soils.

#### **GEOLOGY AND SUBSURFACE CONDITIONS**

The site is located near the southern boundary of a physiographic subarea of the Portland area known as the Portland Terraces adjacent to the Boring Hills subarea. At this location the site is underlain by unconsolidated gravel, silt and clay of the Pleistocene Fluviolacustrine Deposits. Underlying these deposits are

\*Provided by Ron Wong of Multnomah County's Department of Environmental Services.

unconsolidated and partly consolidated gravel, sand, silt and clay of the Pliocene Troutdale Formation. Powell Butte, adjacent to the site, is composed of Troutdale Formation with an outcropping of younger Boring Lava basalt on the west slope.

An interpretation of the near surface soil conditions is shown by the cross section included as Figure 3. The cross section is based on the Fujitani Hilts & Associates 1990 geotechnical investigation of the site. The test pits excavated for the investigation show that the fill placed on the site in 1969, 1970, and 1989 consists of sand and gravel or silt with gravel and cobbles and overlies a clay and silt layer which varies from about three to seven feet thick. The clay and silt layer is interpreted to be the original soil horizon, and it overlies a thin layer of sand and gravel. In some of the test pits, clay was found under the sand and gravel layer. Because the test pits were relatively shallow, it is not known whether additional sand and gravel layers are present at depth. However, we believe, based on the known geology of the area, that most of the site is underlain by permeable layers of sand and gravel although most of the Fujitani Hilts & Associates test pits did not penetrate to sufficient depths to verify their presence due to the thickness of previously placed fill materials.

Rapid groundwater seepage was observed at Fujitani Hilts & Associates Test Pit TP-6 at an approximate depth of 7-1/2 feet (about elevation 196.5 feet). Groundwater was also encountered at Test Pit TP-12 near 135th Place and Holgate at an elevation of approximately 186.5 feet. The groundwater seepage observed at Test Pit TP-12 was flowing from the north. County records indicate that two nearby sumps on Holgate have ground water levels which fluctuate between elevation 186 and 189. Groundwater was not encountered in any other

test pits. Groundwater is anticipated to fluctuate with time and season, and should be anticipated to be at the highest level in late winter or spring and at the lowest level in late summer or fall.

## **ANALYSIS**

The analysis of storm water and flood effects has been broken down into two separate sections, one dealing with effects of the proposed re-grading of the site, as shown on Plate 2, and the other with effects of further site development.

### **Fill Placement**

For the purpose of this portion of the analysis Holgate Lake will be considered to be that portion of the site which lies lower than the 204-foot contour line. This area is shown on Plate 1 and is roughly bounded on the west by a line midway between 122nd and 128th, on the north by Holgate Blvd. on the east by 141st and on the south by a line running from 141st and Mall Street to halfway between 122nd and 128th on Raymond Street. This boundary was chosen since if the lake surface elevation were to exceed 204 feet an outlet would be formed at its southwest corner which would allow runoff to flow southwest toward and into Foster Drainage Pond (a.k.a. Beggars Tick Natural Area). Further increases in lake level to approximately 206 feet would create overtopping of Foster Road and provide a hydraulic connection to Johnson Creek.

An analysis of the lake surface elevation versus storage volume was performed for pre-fill (pre 1969) conditions, current (post-fill) conditions and proposed post development conditions as shown on the preliminary grading plan (Plate 2). The



proposed grading plan indicates that some areas will be excavated to elevations below the prevailing groundwater elevation of approximately 189. Storage below elevation 189 has not been included in the volume calculations for post-development conditions since it would be unavailable for surface water retention. The results of these storage volume versus lake level calculations are shown graphically in figure 6.

#### Site Development and Re-grading

Currently stormwater which occurs on the site can leave the site in only four basic ways. It can evaporate, be absorbed and transpired by plants, percolate into the ground or runoff across the ground surface into Holgate Lake. At the time of year when past flooding events have occurred in Holgate Lake (winter) evaporation and transpiration are at a minimum and do not significantly contribute to site drainage.

Since gravity drainage to an open water course is not feasible due to the grades and distances involved, it is proposed that drainage be handled by drywells and detention and retention facilities, if required. Condition 4 of the County Board of Commissioner's Final Order for ZC1-90/PD1-90 requires an "on-site storm water drainage system with sufficient capacity to detain storm water in drywells or retention ponds so no net increase in off-site discharge of storm water flow results from development of the site". If this Condition is met for all recurrence intervals up to 100 years, then no increase in lake levels should result from development.

## CONCLUSIONS AND RECOMMENDATIONS

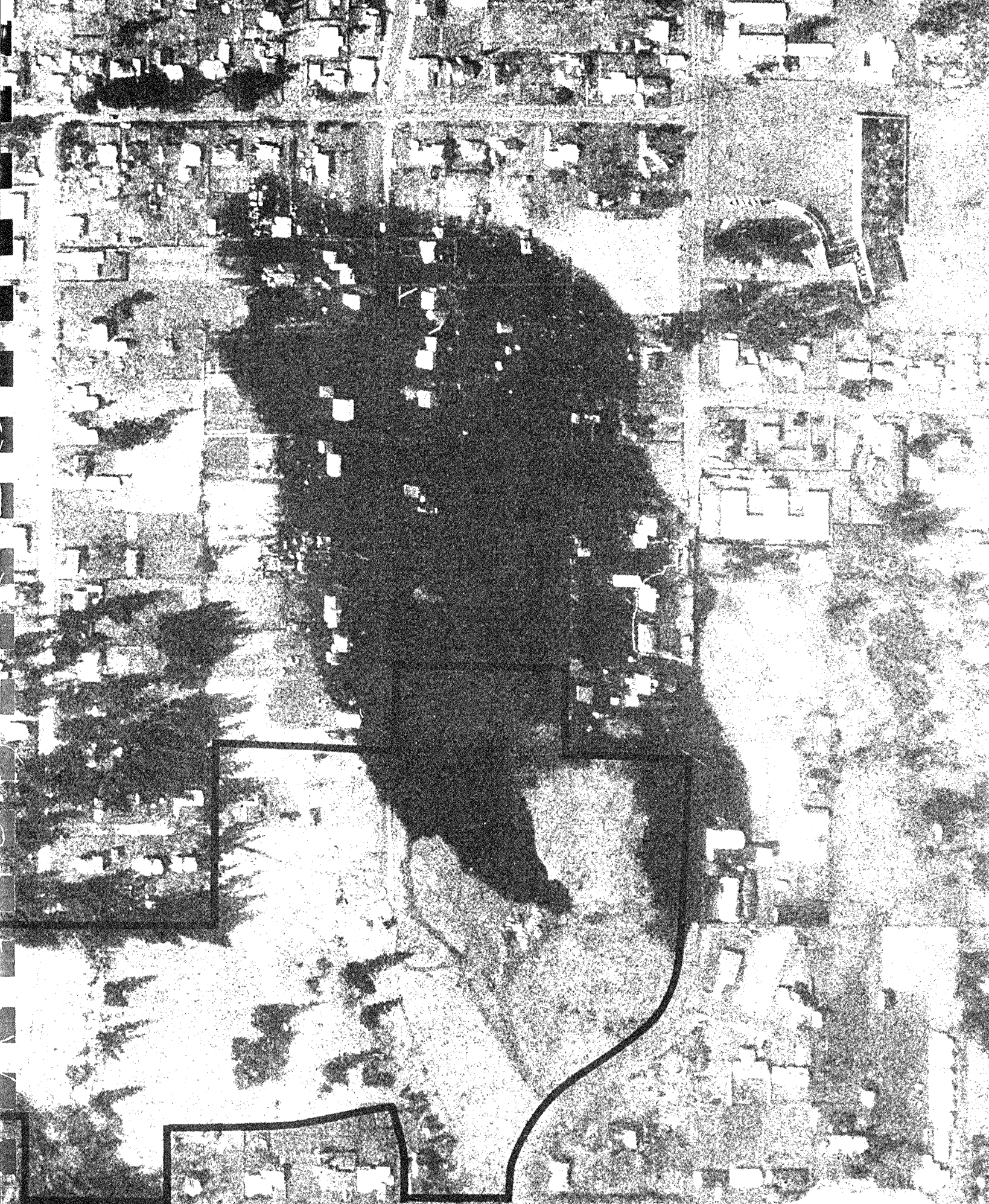
If Aspen Meadows is developed generally in accordance with the grading plan presented as Plate 2 and the recommendations of this report, flooding potential will be reduced from current conditions. Flooding potential will be approximately equal to that which existed prior to site filing in 1969.

Under current conditions lake volumes would be considerably less for all surface elevations than was the case prior to the beginning of filling in 1969, (i.e. the lake cannot currently hold as much surface water runoff). If the lake were to contain the same volume of water today that it did at its maximum level in 1969 its surface would be approximately 10 inches higher. The proposed grading plan would restore the lake to its prefill volume at a surface elevation of 198 feet (approximately the maximum lake level in 1969 and 1956). The lake would have slightly less volume at surface elevations above 198 and slightly more volume at surface elevations below 198 than it did prior to filling in 1969. The use of Figure 4 to predict lake levels based upon runoff volume is a worst case procedure since it does not take into account the volume of runoff lost to saturation of any fill placed within the lake, or increased percolation.

For surface runoff controls to be effective at the time of a flood event, they should be designed for a recurrence interval that encompasses the recurrence interval of the flood event. As no recurrence interval for previous flood events has been established, a 100-year recurrence interval is suggested.

## References:

1. Century West Engineering Corporation, "Lents Area Sump Suitability Study," Consulting report to the City of Portland Bureau of Environmental Services, 1985, 69 pages.
2. Fujitani Hilts & Associates, Inc., "Geotechnical Investigation - Proposed Aspen Meadows - S.E. 136th & Holgate," Consulting Report to Jeffrey L. Payne, 19 pages.
3. G. M. Hogenson, and B. L. Foxworthy, "Groundwater in the East Portland Area, Oregon," U.S. Geological Survey Water-Supply Paper, 1973, 78 pages.
4. Wallace Turner, "Flood Damages Homes of 12 Helpless East Side Families," The Oregonian, February 12, 1956, p. 19.
5. Staff reporter, "Flooded Long Street Residents Will ask County to Buy Homes," The Oregonian, February 5, 1969, p. 16.
6. Steve Erickson, "Long Street Residents Renew Attack on County for Neglect, Disinterest," The Oregonian, February 27, 1969, p. 43.



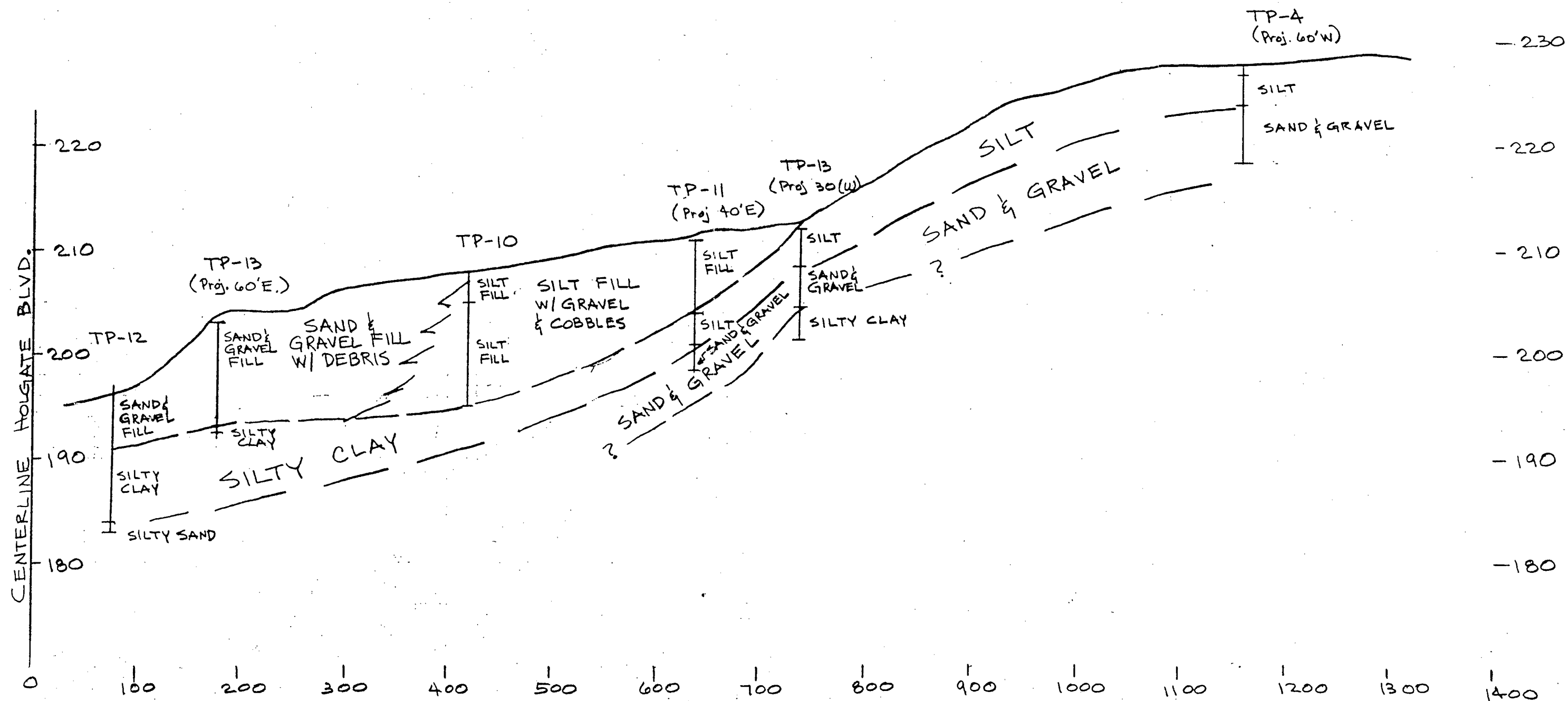
1969

FIGURE 1





FIGURE 2



SOILS CROSS SECTION

FIGURE 3

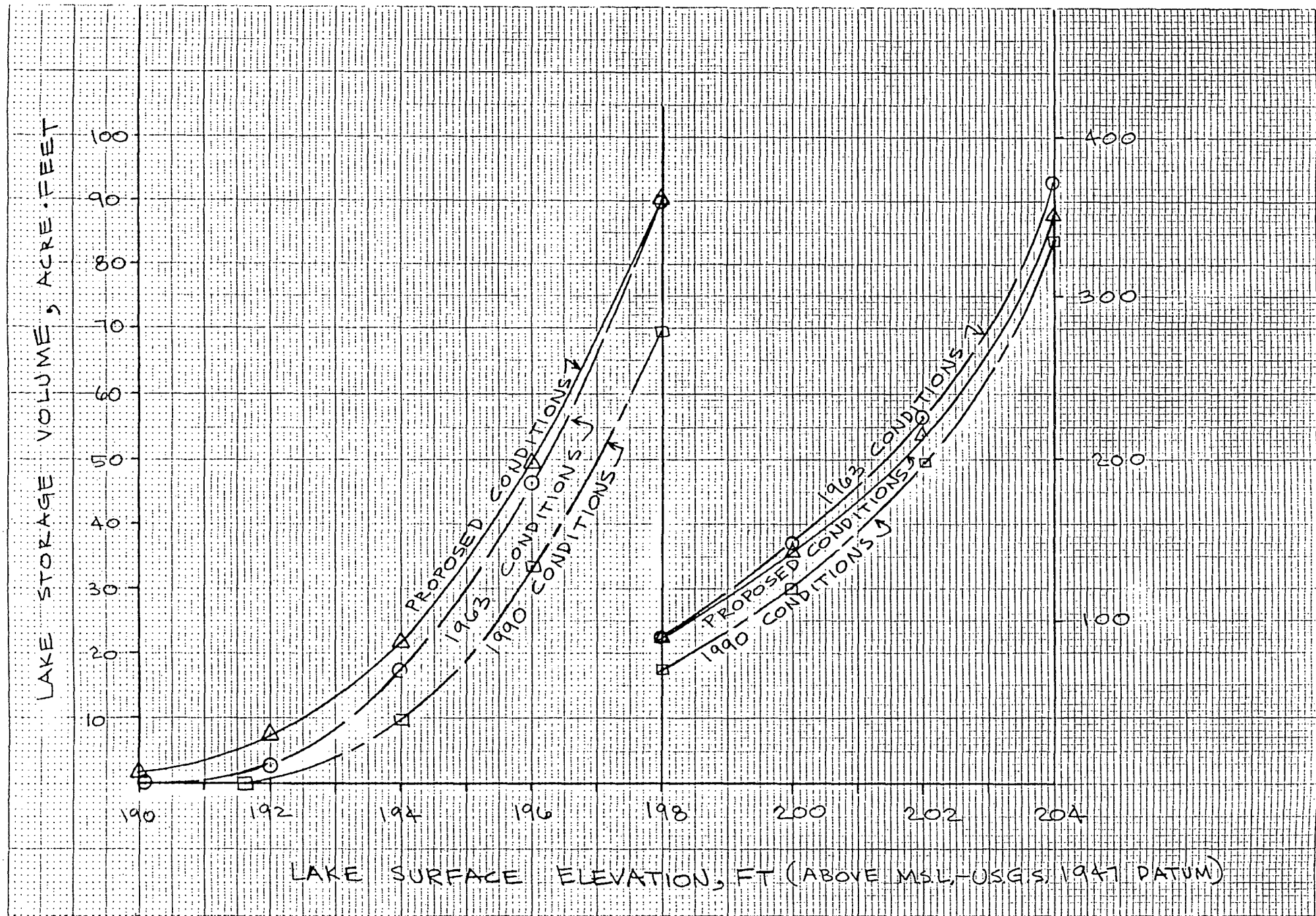


FIGURE 4

# 1

DATE 2-28-91

NAME Leo Basch

ADDRESS 4910 SE 133

STREET

Portland OR

97236

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R1

SUBJECT Aspen Meadows

\_\_\_\_ FOR X AGAINST  
PLEASE PRINT LEGIBLY!



# 2

DATE 2-28-91

NAME GENI LACY

ADDRESS 13120 S.E. HOLGATE BLVD.

STREET

PORTLAND, OR 97236-3914

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-1

SUBJECT \_\_\_\_\_

\_\_\_\_\_ FOR \_\_\_\_\_ AGAINST  
PLEASE PRINT LEGIBLY!

# 3

DATE 2/28/91

NAME GORDON DAVIS

ADDRESS P.O. Box 8774

STREET

PORTLAND, OR 97207

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # \_\_\_\_\_

SUBJECT ASPEN MEADOWS

X FOR \_\_\_\_\_ AGAINST

PLEASE PRINT LEGIBLY!

Meeting Date: February <sup>28</sup>~~26~~, 1991

Agenda No.: 2-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Public Hearing

BCC Informal \_\_\_\_\_ (date) BCC Formal February 26, 1991 (date)

DEPARTMENT DES DIVISION Planning

CONTACT Sharon Cowley TELEPHONE 2610

PERSON(S) MAKING PRESENTATION \_\_\_\_\_

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: \_\_\_\_\_

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

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

Two Planning Commission Decisions for approval (5 minutes)

PD 1-90a, Staff will make oral presentation at hearing (could take an hour)

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Sharon Cowley, for Planning

(All accompanying documents must have required signatures)

SEAL OF  
CLERK OF  
COUNTY COMMISSIONERS  
1991 FEB 20 AM 10:01  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

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

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

## BOARD OF COUNTY COMMISSIONERS

Tuesday, February 26, 1991

9:30 a.m., Room 602

### A G E N D A

The following Decisions are reported to the Board for acknowledgement by the Presiding Officer:

**CS 1-91** Approve, subject to conditions, modification of the Community Service designation on the subject site, to allow a two-phased expansion of an existing church camp, for property located at **38105 SE Gordon Creek Road**.

**CU 2-91** Approve, subject to conditions, conditional use request for development of the subject site with a non-resource related single family residence, for property located at **11278 NW Skyline Blvd**.

### Other Item for Board Action

**PD 1-90a** Board selection of professional reviewer of hydrologic study conducted for property located at **13300 SE Holgate Blvd**.



# MULTNOMAH COUNTY OREGON

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RICK BAUMAN •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •		248-3277

Thursday, February 28, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

## REGULAR MEETING

### REGULAR AGENDA

#### DEPARTMENT OF ENVIRONMENTAL SERVICES

R-1 In the Matter of Board Selection of Professional Reviewer of Hydrologic Study Conducted for Property Located at 13300 SE Holgate Blvd. PLANNING ITEM PD 1-90a

APPROVED SELECTION OF DAMES & MOORE AS THE PROFESSIONAL REVIEWER OF THE HYDROLOGIC STUDY FOR THE PROPERTY LOCATED AT 13300 SE HOLGATE BLVD.

OFFICE OF THE BOARD CLERK  
for MULTNOMAH COUNTY, OREGON

By *Cecilia A. Peterson*

0131C/cap



## MULTNOMAH COUNTY

Planning & Development  
2115 SE Morrison Street  
Portland, Oregon 97214

Phone # (503) 248-3043  
Fax # (503) 248-3389

### *Fax Transmittal*

Date: 2/22/91 - Second Try  
To: Carrie  
From: Sharon Caswell  
Re: PDI 90a  
Comments: Back up material  
for 2/28 Bd Agenda

Pages to Follow \_\_\_\_\_



## MULTNOMAH COUNTY OREGON

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

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RICK BAUMAN •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •		248-3277

One of the conditions of approval of PD 1-90a required a professional review of a hydrologic study that was to be conducted prior to approval of that action. That reviewer was to be selected by the people in attendance at a negotiating session held on May 14, 1990. If those people could not reach an agreement, the Board was to make the selection. Those people have not been able to reach a consensus regarding a reviewer within the required 30 day period; therefore, the matter is returned to the Board for that purpose. Planning Staff will present a recommendation of potential reviewers at the meeting.

AN EQUAL OPPORTUNITY EMPLOYER

1-877 P.02

FROM: MULT. CO. R/W

FEB 22 '91 14:31 10:3308

*Handout #1*  
*2-28-91*  
*PD 1-902*

# DRAINAGE STUDY ASPEN MEADOWS

Prepared For  
JEFFREY L. PAYNE

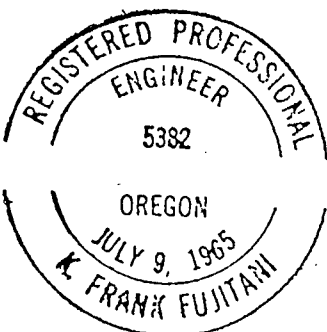
by

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4915 S.W. Griffith Drive, Suite 300  
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and

Fujitani Hilts & Associates, Inc.  
2255 S.W. Canyon Road  
Portland, OR 97201

DECEMBER 1990



RECEIVED  
DEC 5 1990

Multnomah County  
Permits Section

*Gregory S. Chiodo*  
Gregory S. Chiodo, P.E.

*K. Frank Fujitani*  
K. Frank Fujitani, P.E.



## SCOPE/PURPOSE

The purpose of this study and report is to analyze and report on the potential effects on flooding in the Holgate Lake area of re-grading and developing the site, shown on Plate 1, known as Aspen Meadows. This study is required by Condition 2 of the Multnomah County Board of Commissioners Final Order for ZC1-90/PD1-90.

## BACKGROUND

The Aspen Meadows site consists of Lots 14 and 15, Wiley Acre Tracts; Lots 13-15, Block 1, Sunset Gardens; Lots 14 and 15, Block 2, Sunset Gardens; and Tax Lots 501, 442, 6 and 4, Section 14 T 1N, R 2 E, as shown on Multnomah County Assessors Maps (1988). The site contains approximately 25 acres and lies partially in an area known locally as Holgate Lake and partially on higher ground at the base of Powell Butte. Holgate Lake is an undrained natural depression which occasionally fills with storm water runoff or possibly rising groundwater, causing flooding of approximately 25 single family residences, as well as local streets, including Holgate Boulevard. The most extensive flooding for which records are available occurred in January and February of 1969. The extent of this flooding is depicted on Plate 1 and Figure 1. The maximum Lake level, as measured by the county surveyor, is shown in county records as 197.64 feet based on 1947 U.S.G.S. datum. Plate 1 shows the approximate limits of flooding based upon this information and photographs provided by the county, including aerial photos. Figure 1 is an aerial photograph of the lake taken in 1969. The county also provided an aerial photograph of flooding which occurred in 1961, which is included as Figure 2. The 1961 event was not nearly as extensive as the 1969 event.

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#### **GEOLOGY AND SUBSURFACE CONDITIONS**

The site is located near the southern boundary of a physiographic subarea of the Portland area known as the Portland Terraces adjacent to the Boring Hills subarea. At this location the site is underlain by unconsolidated gravel, silt and clay of the Pleistocene Fluvio-lacustrine Deposits. Underlying these deposits are

\*Provided by Ron Wong of Multnomah County's Department of Environmental Services.

unconsolidated and partly consolidated gravel, sand, silt and clay of the Pliocene Troutdale Formation. Powell Butte, adjacent to the site, is composed of Troutdale Formation with an outcropping of younger Boring Lava basalt on the west slope.

An interpretation of the near surface soil conditions is shown by the cross section included as Figure 3. The cross section is based on the Fujitani Hilts & Associates 1990 geotechnical investigation of the site. The test pits excavated for the investigation show that the fill placed on the site in 1969, 1970, and 1989 consists of sand and gravel or silt with gravel and cobbles and overlies a clay and silt layer which varies from about three to seven feet thick. The clay and silt layer is interpreted to be the original soil horizon, and it overlies a thin layer of sand and gravel. In some of the test pits, clay was found under the sand and gravel layer. Because the test pits were relatively shallow, it is not known whether additional sand and gravel layers are present at depth. However, we believe, based on the known geology of the area, that most of the site is underlain by permeable layers of sand and gravel although most of the Fujitani Hilts & Associates test pits did not penetrate to sufficient depths to verify their presence due to the thickness of previously placed fill materials.

Rapid groundwater seepage was observed at Fujitani Hilts & Associates Test Pit TP-6 at an approximate depth of 7-1/2 feet (about elevation 196.5 feet). Groundwater was also encountered at Test Pit TP-12 near 135th Place and Holgate at an elevation of approximately 186.5 feet. The groundwater seepage observed at Test Pit TP-12 was flowing from the north. County records indicate that two nearby sumps on Holgate have ground water levels which fluctuate between elevation 186 and 189. Groundwater was not encountered in any other

test pits. Groundwater is anticipated to fluctuate with time and season, and should be anticipated to be at the highest level in late winter or spring and at the lowest level in late summer or fall.

## **ANALYSIS**

The analysis of storm water and flood effects has been broken down into two separate sections, one dealing with effects of the proposed re-grading of the site, as shown on Plate 2, and the other with effects of further site development.

### **Fill Placement**

For the purpose of this portion of the analysis Holgate Lake will be considered to be that portion of the site which lies lower than the 204-foot contour line. This area is shown on Plate 1 and is roughly bounded on the west by a line midway between 122nd and 128th, on the north by Holgate Blvd. on the east by 141st and on the south by a line running from 141st and Mall Street to halfway between 122nd and 128th on Raymond Street. This boundary was chosen since if the lake surface elevation were to exceed 204 feet an outlet would be formed at its southwest corner which would allow runoff to flow southwest toward and into Foster Drainage Pond (a.k.a. Beggars Tick Natural Area). Further increases in lake level to approximately 206 feet would create overtopping of Foster Road and provide a hydraulic connection to Johnson Creek.

An analysis of the lake surface elevation versus storage volume was performed for pre-fill (pre 1969) conditions, current (post-fill) conditions and proposed post development conditions as shown on the preliminary grading plan (Plate 2). The

proposed grading plan indicates that some areas will be excavated to elevations below the prevailing groundwater elevation of approximately 189. Storage below elevation 189 has not been included in the volume calculations for post-development conditions since it would be unavailable for surface water retention. The results of these storage volume versus lake level calculations are shown graphically in figure 6.

#### Site Development and Re-grading

Currently stormwater which occurs on the site can leave the site in only four basic ways. It can evaporate, be absorbed and transpired by plants, percolate into the ground or runoff across the ground surface into Holgate Lake. At the time of year when past flooding events have occurred in Holgate Lake (winter) evaporation and transpiration are at a minimum and do not significantly contribute to site drainage.

Since gravity drainage to an open water course is not feasible due to the grades and distances involved, it is proposed that drainage be handled by drywells and detention and retention facilities, if required. Condition 4 of the County Board of Commissioner's Final Order for ZC1-90/PD1-90 requires an "on-site storm water drainage system with sufficient capacity to detain storm water in drywells or retention ponds so no net increase in off-site discharge of storm water flow results from development of the site". If this Condition is met for all recurrence intervals up to 100 years, then no increase in lake levels should result from development.

## CONCLUSIONS AND RECOMMENDATIONS

If Aspen Meadows is developed generally in accordance with the grading plan presented as Plate 2 and the recommendations of this report, flooding potential will be reduced from current conditions. Flooding potential will be approximately equal to that which existed prior to site filing in 1969.

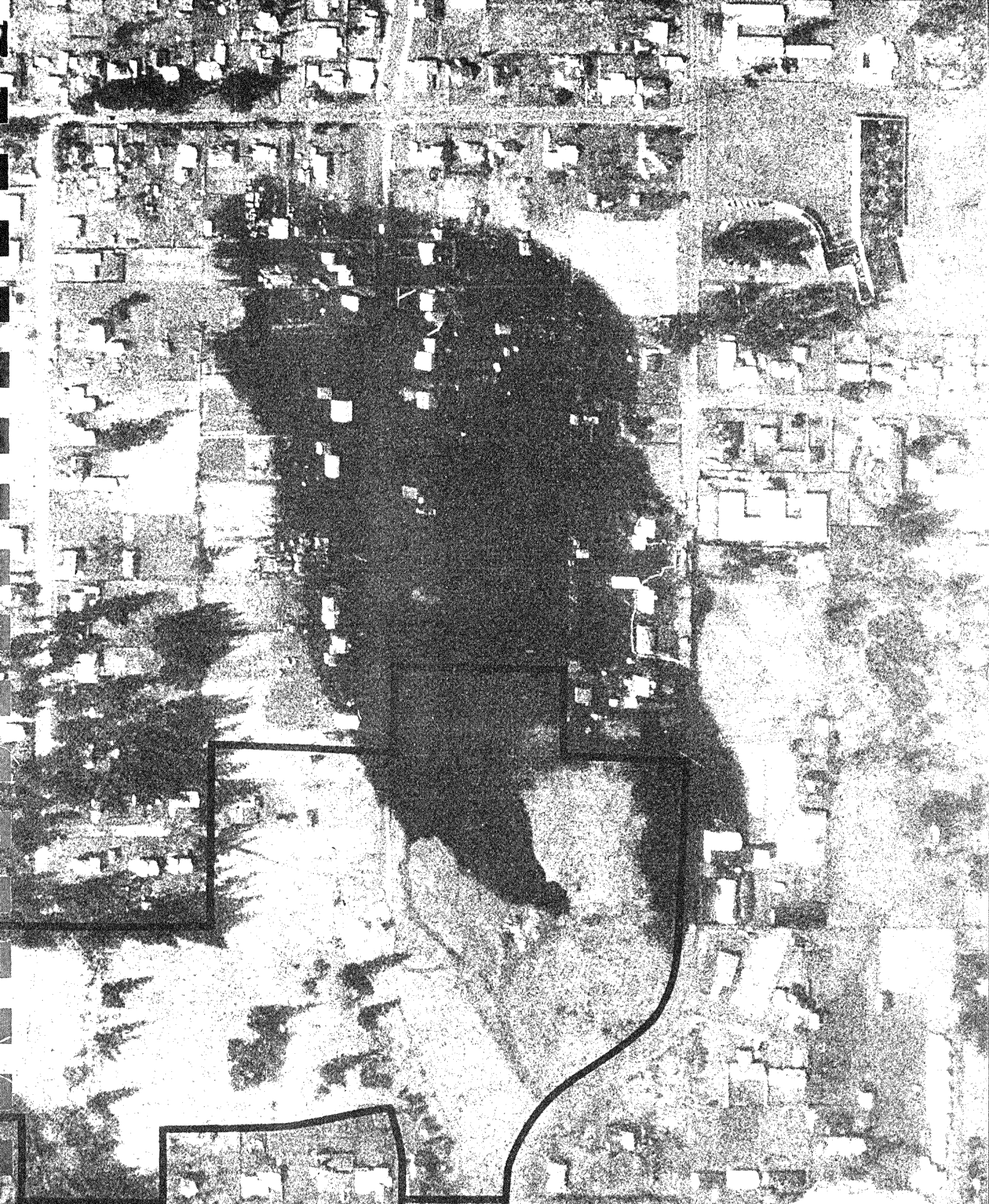
Under current conditions lake volumes would be considerably less for all surface elevations than was the case prior to the beginning of filling in 1969, (i.e. the lake cannot currently hold as much surface water runoff). If the lake were to contain the same volume of water today that it did at its maximum level in 1969 its surface would be approximately 10 inches higher. The proposed grading plan would restore the lake to its prefill volume at a surface elevation of 198 feet (approximately the maximum lake level in 1969 and 1956). The lake would have slightly less volume at surface elevations above 198 and slightly more volume at surface elevations below 198 than it did prior to filling in 1969. The use of Figure 4 to predict lake levels based upon runoff volume is a worst case procedure since it does not take into account the volume of runoff lost to saturation of any fill placed within the lake, or increased percolation.

For surface runoff controls to be effective at the time of a flood event, they should be designed for a recurrence interval that encompasses the recurrence interval of the flood event. As no recurrence interval for previous flood events has been established, a 100-year recurrence interval is suggested.

## References:

1. Century West Engineering Corporation, "Lents Area Sump Suitability Study," Consulting report to the City of Portland Bureau of Environmental Services, 1985, 69 pages.
2. Fujitani Hilts & Associates, Inc., "Geotechnical Investigation - Proposed Aspen Meadows - S.E. 136th & Holgate," Consulting Report to Jeffrey L. Payne, 19 pages.
3. G. M. Hogenson, and B. L. Foxworthy, "Groundwater in the East Portland Area, Oregon," U.S. Geological Survey Water-Supply Paper, 1973, 78 pages.
4. Wallace Turner, "Flood Damages Homes of 12 Helpless East Side Families," The Oregonian, February 12, 1956, p. 19.
5. Staff reporter, "Flooded Long Street Residents Will ask County to Buy Homes," The Oregonian, February 5, 1969, p. 16
6. Steve Erickson, "Long Street Residents Renew Attack on County for Neglect, Disinterest," The Oregonian, February 27, 1969, p. 43





1969

FIGURE 1



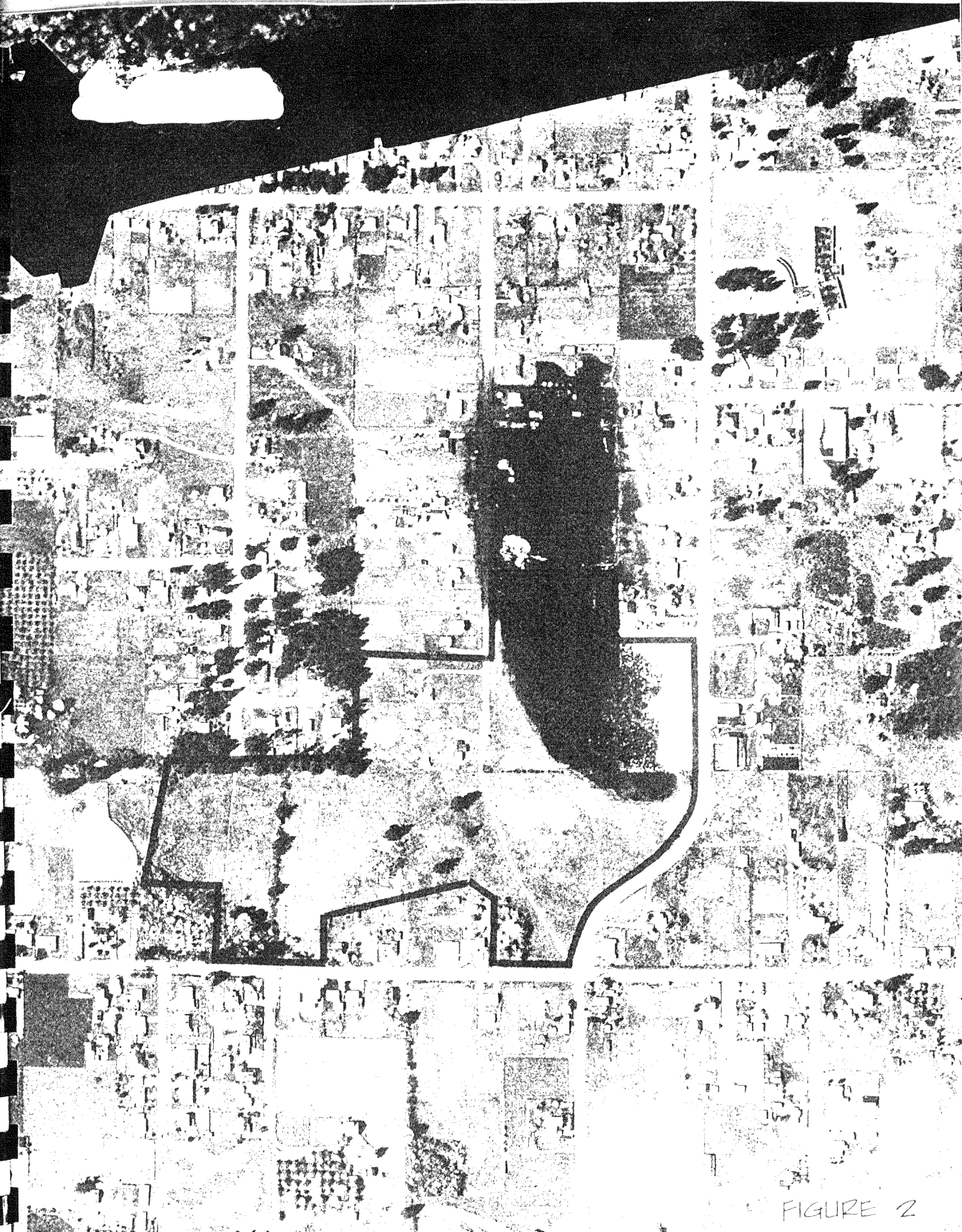
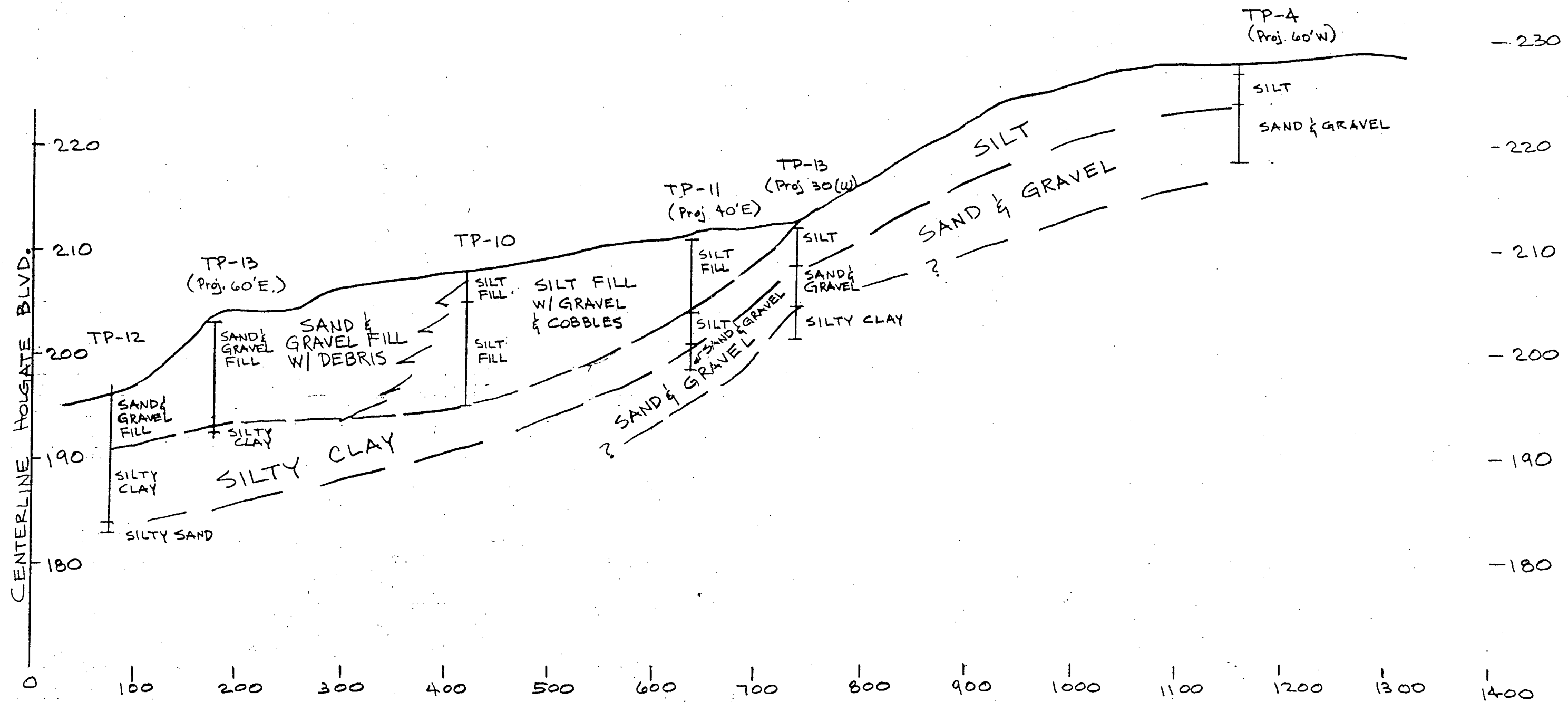


FIGURE 2



SOILS CROSS SECTION

FIGURE 3

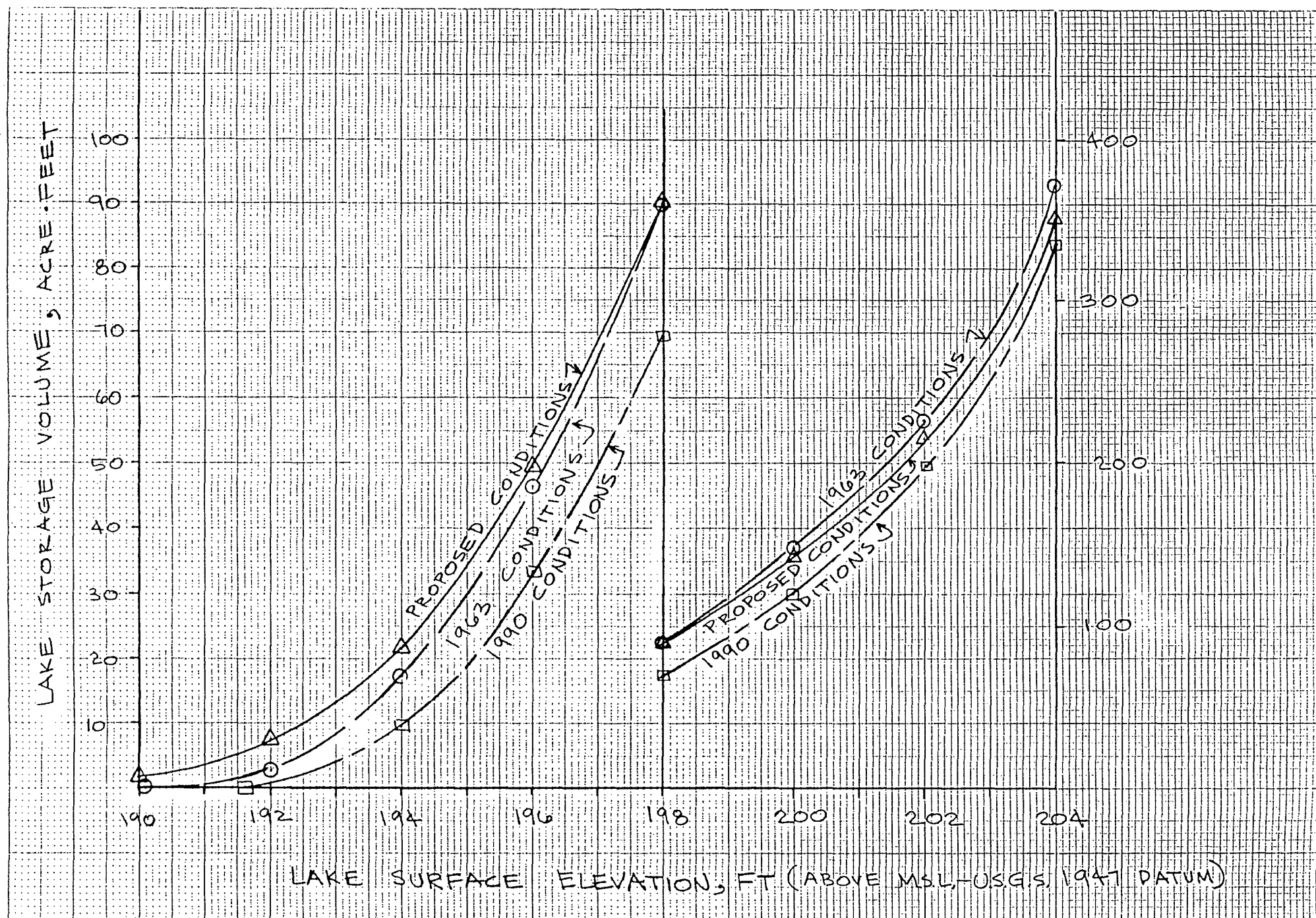


FIGURE 4

Handout #2  
2-28-91  
PD 1-902

## Comparison of Engineering Firms Contacted by Staff

Firm		Hydrologic Experience	Development Experience	Availability	Competative Fees	Bonded
Dames & Moore	X	X	X	X	X	
Geotechnical Resources	X	X		X		
Schlicker & Assoc.	X	X	X	X	*	
Wright/Deacon	X	X	X	X	*	

\* At additional expense

Handout #3  
2-28-91  
PD 1-90a  
Leo Basch

On approximately Dec. 13 a member of our neighborhood group went to County Planning to look at the file on PD 1-90. Jeffrey Payne's hydrology study was not in the file at that time, and we had not been notified that the study was completed. Jeffrey Payne did not "acquiesce" to extend the selection period. On Jan. 2 Mr. Payne called Don Bennett to inform him that the study had been completed. A period of 30 days would make our selection of a consultant due on Feb. 1. We received a memo from Scott Pemble dated Jan. 22 asking us to notify the planning office of our selection on or before Feb. 4. Which we did. We were not asked to submit our selection of a consultant in time for Mr. Payne to review him before Feb. 4. We are not aware of any deadline imposed on him that prohibits him from reviewing the hydrologist after Feb. 4.

Jeffrey Payne states in a letter to the county planners that he has engaged a engineer who concurred with the first hydrology report and that this second review meets the terms of the condition. This does not meet the condition. The second hydrologist was to be chosen by the neighbors at the negotiating session of May 14. Somehow, the wording was changed so that in the final order Mr. Payne was allowed to have a say in the selection of the second hydrologist. We were very displeased with that, but in the interest of keeping things moving we let it pass.

Mr. Tom Ginsbach of NW Geotech Inc. says Jeffrey Payne has too much control over this. We agree with Mr. Ginsbach.

We do not think Jeffrey Payne has legitimate grounds to reject our choice of a hydrologist. We believe Mr. Payne would reject any consultant we pick.

Chairwoman McCoy was thrilled that we had found a new way of doing business by compromising. I'm sorry to say that I don't think it's going to work in this case. Jeffrey Payne seeks to undermine our compromise at every opportunity.

Meeting date FEB 28 1991  
Agenda No. R-2

(Above space for Clerk's office Use)  
\*\*\*\*\*  
AGENDA PLACEMENT FORM  
(For Non-Budgetary items)

SUBJECT: FINDING OF WASTE AND/OR ABANDONMENT AND ORDER FOR DEED

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

DEPARTMENT Environmental Services DIVISION Tax Title

CONTACT Larry Baxter TELEPHONE 248-3590

PERSON(S) MAKING PRESENTATION Larry Baxter

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☐ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA 15 minutes

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

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

On November 28, 1990 hearings were held in which it was determined that the following tax foreclosed properties are abandoned and subject to waste; therefore, the Director of Environmental Services recommends that these properties be deeded to Multnomah County under the provisions of Multnomah County Ordinance 630:

6644 N. Mears-22740-0720  
3432 SE 8th Ave-92940-0170

(if space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER [Signature]

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
FEB 20 AM 9:52



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

In the matter of Declaring Various )  
Tax Foreclosed Properties Abandoned or ) ORDER  
Subject to Waste and Ordering the )  
Tax Collector to Issue a Deed )

It appearing that heretofore Multnomah County acquired the real property hereinafter described through the foreclosure of liens for delinquent taxes, and thereafter, after providing notice to the owner and any person or entity who appears in the county records to have a lien or other interest in the foreclosed property and posting a notice on the property, hearings were held as provided by Multnomah County Ordinance 630; and

It further appearing that the Hearings Officer found that the real property hereinafter described is abandoned and/or in a state of waste and the Director of Environmental Services recommends that forfeiture is appropriate. The Board having reviewed the findings of the Hearings Officer, adopts these findings as its own and adopts the recommendation of the Director of Environmental Services.

NOW, THEREFORE, it is hereby ORDERED that the Chair of the Multnomah County Board of County Commissioners direct the Tax Collector to deed to the County on a date not earlier than thirty (30) days from the date of this order, during which period the property may be redeemed by the affected parties; the following properties situated in the County of Multnomah and State of Oregon:

EAST ST. JOHNS  
East 33 1/3 of Lot 14, Block 3  
6644 N. Meigs St.

WOODWARD SUB  
Lot 7, Block 1  
3432 SE 8th Ave

Dated at Portland, Oregon this       day of       1991

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

(SEAL)

\_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

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

By Sandra Duffy

Journal

Page

Entered

11/28/90

REPORT TO THE DIRECTOR OF ENVIRONMENTAL SERVICES

On November 28th, 1990, a hearing on properties subject to Multnomah County's Ordinance #630 occurred. The result of the hearing is as follows:

As no one appeared, a recommendation to the Director of Environmental Services is made that the properties listed below be declared abandoned and in a state of waste as per Section III (A) & n (D) of County Ordinance #630.

Case # 90024  
6644 N. Mears  
Portland, Oregon 97203

Case # 90025

3431 S. E. 8th  
Portland, Oregon 92940-0171

The remaining cases were disposed of as follows:

Case # 90021  
Donald Penfield, owner of the property at 1213 NE Highland, Portland, Oregon 97211, appeared. He responded to County's complaint that by report the property was being used for the sale of illegal drugs. He testified that the current tennant had been evicted. He would look for satisfactory tennants. Hearings officer has held matter over for 90 days as of date of the hearing to determine if Mr. Penfield's efforts eliminate the alleged drug trafficking has succeeded. Mr. Penfield was advised to increase supervision of property and to work with neighbors in the area to avoid a recurrence of the present problem. If further complaints are received by the County, a hearing will be called to determine whether or not the County should press for foreclosure under Ordinance #630. If at the end of 90 days no complaints are received, County's efforts to foreclose under Ordinance #630 will be dropped. Mr. Penfield, however, has not paid back taxes since 1985, is \$3,000 in arrears and understands that he is subject to standard foreclosure procedures if full payment is not made in timely fashion.

Case #90023

The owner of the property did not appear. In attendance were John Rogers and Lenord Steward. Mr. Stewart explained that his interest in the property was as manager. Mr. Rogers was the

tenant. Mr. Stewart explained that his arrangement with the owner was to bring the building up to code. In exchange, he would be paid the first three month's rent on the property if he could get someone to occupy the building. Mr. Stewart has complied with the terms of the agreement, but has been unable to reach the owner, who, he believes, currently resides in Amity, Oregon. Since the owner did not appear, and since neither Mr. Stewart nor Mr. Rogers have standing in the matter, the Hearings Officer believes that there is ample evidence that the owner has failed to supervise the property, resulting in a substantial loss or threat of loss to its value. In order to protect the health and welfare of the community and to preserve the value of the property, the Hearings Officer recommends to the Director of Environmental Services that the property at 2723 N. Houghton, Portland, be foreclosed under the provisions of Ordinance #630,

Case #90026

Mrs. Sandra Aulger appeared. With her was Mr. John Clark, an agent with Centry 21. Mrs. Aulger explained that she had sold the property at 1314 NE Dekum on contract to Mr. Richard Wells and that it has been in his possession for the past 7 years. Mr. Wells has reported to Mrs. Aulger that he is suffering from severe mental stress and as a result, according to Mrs. Aulger, has apparently abandoned the property. Mrs. Aulger testified that three years previously, when a similar lapse in stewardship of the property occurred, she began proceedings to reclaim the property and is again in the process of doing so. Currently, Mr. Wells cannot be located. Mrs. Aulger is seeking legal assistance to reclaim the property. Given the complications in the matter, the Hearings Officer, has determined that it is in the best interest of the County, the community and Mrs. Aulger that she be given time to undertake the legal steps that will remedy the problem. Mrs. Aulger is aware of the various liens and assessments against the property, but has been advised by her real estate agent that the market value exceeds the liens. Therefore, the Hearings Officer recommends to the Director that this matter be held over to May 15, 1991, when the property, which is in arrears, becomes subject to the standard foreclosure procedures. Hopefully, this will give Mrs. Aulger time to gain legal access to make repairs and sell the property.

*Sandra Aulger*

Meeting Date: FEB 28 1991

Agenda No.: R-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Intergovernmental Agreement

BCC Informal 2/26/91  
(date)

BCC Formal 2/28/91  
(date)

DEPARTMENT District Attorney

DIVISION \_\_\_\_\_

CONTACT Kelly Bacon

TELEPHONE x3105

PERSON(S) MAKING PRESENTATION Michael D. Schunk; Sheriff Robert Skipper

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 15 minutes

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

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

Intergovernmental agreement establishing Regional Organized Crime Narcotics Task Force composed of local law enforcement and prosecution offices in Washington, Clackamas, Columbia, and Multnomah Counties.

*Returned Original IGA + Contracts to Kelly Bacon  
on 2-28-91*

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER

*Kelly Bacon for Michael P. Schunk*

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1991 FEB 21 AM 8:42

1 INTERGOVERNMENTAL AGREEMENT

2 REGIONAL ORGANIZED CRIME NARCOTICS TASK FORCE

3 THIS AGREEMENT, is made and entered into, pursuant to ORS  
4 190.010, and by and among the Cities of Portland, Gresham, St.  
5 Helens, Lake Oswego, Hillsboro, and the Counties of Multnomah,  
6 Clackamas, Washington, and Columbia (herein "participating  
7 jurisdictions").

8 WITNESSETH

9 WHEREAS, the participating jurisdictions recognize that the  
10 jurisdiction and authority of each is limited and such limitations  
11 are a detriment in combatting narcotics related crimes within the  
12 designated Counties and among municipalities within those Counties;  
13 and

14 WHEREAS, the participating jurisdictions desire to establish  
15 a Regional Organized Crime Narcotics (herein "ROCN") Task Force,  
16 for the purposes described herein; and

17 WHEREAS, the ROCN Task Force is to provide cooperative and  
18 coordinated effort among the law enforcement agencies and officers  
19 of the participating jurisdictions in the enforcement of the law  
20 and protection of citizens from illegal activity in narcotics; and  
21 pursuit of seizure and forfeiture of assets used in or derived from  
22 illegal activity in violation of criminal narcotics law; and  
23 further, to directly apply for, receive, and manage funds, retain  
24 experts, and make certain personal property purchases to facilitate  
25 its work.

1

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## 17

18

1           b.    The Board shall be responsible for the appointment  
2 and establishment of employment terms and conditions, including  
3 compensation, of a ROCN Director; and adoption of ROCN's annual  
4 operating budget.

5           c.    All meetings of the Board shall be held in  
6 accordance with Oregon Public Meeting laws, ORS 192.610 et seq. A  
7 majority of the members of the Board shall constitute a quorum for  
8 purposes of deliberation and decision of the Board. Each  
9 participating jurisdiction's representative shall have one vote.  
10 All decisions of the Board, unless otherwise provided herein, shall  
11 require a majority vote of those representatives in attendance.

12           d.    The Board, at its first organizational meeting, or  
13 as soon thereafter as it reasonably may be done, shall adopt bylaws  
14 governing its procedures and including, at a minimum, 1) time and  
15 place of regular meetings; 2) method and manner of calling special  
16 meetings; 3) method, term, and manner of election of Board  
17 officers; and 4) procedures for executing documents on behalf of  
18 ROCN.

19           e.    The Board, at its first organizational meeting,  
20 shall elect a chairman, first vice-chairman, and second vice-  
21 chairman. The chairman, and in the chairman's absence, the first  
22 vice-chairman, and in their absence, the second vice-chairman,  
23 shall preside over all Board meetings. The ROCN Director or  
24 designee shall act as clerk of the Board and be responsible for  
25 providing notices of meetings and keeping of minutes as required by  
26 Oregon Public Meetings Laws.

1           4.    MANAGEMENT TEAM

2           a.    There is hereby established a ROCN Management Team  
3 consisting of the District Attorney for each participating  
4 jurisdiction and the chief law enforcement officer for each  
5 participating jurisdiction's police agency.

6           b.    The Management Team shall, among other things, 1)  
7 consider applicants and make recommendations to the Board for the  
8 position of ROCN Director; 2) provide advice and counsel to the  
9 ROCN Director in the development of ROCN's annual operating budget;  
10 and 3) review policies and make recommendations relative to  
11 personnel, administration, operation, and service level standards.

12           c.    A majority of the members of the Management Team  
13 attending a duly held meeting shall constitute a quorum for the  
14 purpose of deliberation and decision. Each Management Team member  
15 shall have one vote. All decisions of the Management Team shall  
16 require a majority vote of those members in attendance.

17           5.    TECHNICAL OPERATING STAFF

18           a.    There is hereby established a Technical Operations  
19 Staff (herein "TOS"), consisting of a District Attorney from a  
20 participating county jurisdiction, a Police Chief from a  
21 participating municipal jurisdiction and a Sheriff from a  
22 participating county jurisdiction, as well as other Management Team  
23 members who may be appointed by the Management Team. The term of  
24 members of the TOS shall be established by the Management Team.



1           b. The TOS shall provide advice and counsel to the  
2 Management Team and ROCN Director in matters of ROCN operational  
3 priorities, policies, and procedures.

4           6. ROCN DIRECTOR

5           a. The Board, based upon the recommendation of the  
6 Management Team, shall select and appoint a ROCN Director.

7           b. The ROCN Director shall be the chief operational and  
8 administrative officer of the ROCN Task Force and be responsible  
9 for 1) ROCN administration, personnel, purchasing, and budget  
10 functions; 2) identification, prioritization and coordination of  
11 ROCN operations, including, but not limited to, expenditure of  
12 money as consistent with the ROCN budget; 3) retaining personal  
13 services necessary to ROCN operation; 4) entering into application  
14 agreements and obligations on behalf of ROCN; 5) hiring, training,  
15 discipline, and/or discharge of all subordinate ROCN personnel; 6)  
16 attending and providing executive staffing of Board and Management  
17 Team meetings; and 7) preparing and presenting the ROCN annual  
18 budget.

19          7. ROCN FUNDING It is intended for ROCN to be self  
20 sufficient in its operation. Costs of operating and maintaining  
21 ROCN are to be borne from grants and contributions provided to  
22 ROCN, and assets forfeited as a result of the ROCN Task Force's  
23 efforts. These monies shall be for the sole and exclusive use of  
24 ROCN operation and administration, subject only to review during  
25 adoption of ROCN's annual budget. In entering into this Agreement,

1 no participating jurisdiction is committing any funding to ROCN or  
2 its effort, except as explained below under STAFFING.

3 8. STAFFING Each participating jurisdiction, through its  
4 appropriate law enforcement agency, commits to provide staffing for  
5 ROCN efforts. Such staffing shall be in accordance with policies  
6 and procedures to be established by the ROCN Management Team. In  
7 no event, however, shall any participating jurisdiction's law  
8 enforcement agency or office be compelled to provide staffing of a  
9 ROCN effort that would result, in the opinion of that agency or  
10 office's chief law enforcement officer, in placing the agency,  
11 office, or its personnel at unnecessary risk. Participating  
12 jurisdictions' employees assigned to staff ROCN shall be under the  
13 exclusive control and direction of the ROCN Director or his  
14 designee while assigned to ROCN.

15 9. INCREASING MEMBERSHIP The Management Team shall develop  
16 a method for allowing ROCN membership for other units of local  
17 government. New participating jurisdictions shall be accepted as  
18 members of the ROCN Task Force upon recommendation of the  
19 Management Team members and approval by the Board.

20 10. DURATION, WITHDRAWAL, AND TERMINATION This Agreement is  
21 perpetual and the ROCN Task Force shall continue from year-to-year  
22 provided, however, 1) any participating jurisdiction may withdraw  
23 from the ROCN Task Force upon providing not less than 30 days  
24 written notice to the Chairman of the Board and Management Team;  
25 and 2) the ROCN Task Force may be dissolved upon mutual agreement  
26 of all participating jurisdictions. A participating jurisdiction

1 may withdraw from the ROCN Task Force without written notice  
2 required herein only if agreed to by all remaining participating  
3 jurisdictions' Board Members.

4 11. DIVISION OF ROCN PROPERTY

5 a. Participating jurisdictions terminating their  
6 participation in this Agreement waive all right to ROCN-owned  
7 personal property so long as the ROCN Task Force continues to  
8 function as a multi-jurisdictional entity. If and when termination  
9 of all participating jurisdictions occurs, the withdrawing agency  
10 shall share in the disposition of all property owned by ROCN at the  
11 time of their withdrawal. All property acquired by ROCN after  
12 withdrawal of the party will not be considered for distribution to  
13 the withdrawing party even though the funds for purchase  
14 (forfeiture, grant, or otherwise) were acquired prior to  
15 withdrawal.

16 b. Possession of any shared and/or loaned equipment  
17 shall revert to the original participating jurisdiction which owns  
18 it.

19 c. Assets purchased by ROCN from grant, forfeiture, or  
20 other funds shall, at the termination of the ROCN Task Force, be  
21 disbursed as follows:

22 1) The participating jurisdictions at the time of  
23 the termination can, by not less than 3/4 vote, agree to  
24 disbursement of specific assets to member agencies to be used  
25 exclusively for law enforcement and prosecution purposes.

1                   2) In the event a 3/4 vote agreement cannot be  
2 reached as to any specific asset(s), the parties to this Agreement  
3 shall jointly request from the American Arbitration Association a  
4 list of qualified arbitrators. The parties shall select an  
5 arbitrator from the list by mutual agreement. If the parties are  
6 unable to agree on an arbitrator, the arbitrator will be chosen by  
7 the method of alternate striking of names from a list of five  
8 provided by the Association. The arbitrator's decision shall be  
9 binding on all parties to this Agreement.

10                   d. Notwithstanding any other provision of this  
11 Agreement, upon recommendation of the Management Team, the Board,  
12 during its annual budget deliberations, may make a disbursement of  
13 funds not needed for continuing operation of ROCN to participating  
14 jurisdictions.

15                   12. AMENDMENTS This Agreement may only be changed, modified,  
16 or amended upon three-fourths (3/4) or more vote of all  
17 participating jurisdictions.

18                   13. EFFECTIVE DATE This Agreement shall be effective when it  
19 has been properly authorized by the governing bodies of two (2) or  
20 more participating jurisdictions.

21                   14. SEVERABILITY The terms of this Agreement are severable  
22 and a determination by an appropriate body having jurisdiction over  
23 the subject matter of this Agreement that results on the invalidity  
24 of any part, shall not affect the remainder of the Agreement.

1           15. INTERPRETATION    The terms and conditions of this  
2 Agreement shall be liberally construed in accordance with the  
3 general purposes of this Agreement.

4           16. SIGNATURES TO THIS AGREEMENT    The parties shall sign  
5 this agreement as follows:

- 6           a. Multnomah County at Page 10.
- 7           b. Washington County at Page 11.
- 8           c. City of Portland at Page 12.
- 9           d. City of Gresham at Page 13.
- 10          e. City of St. Helens at Page 14.
- 11          f. City of Lake Oswego at Page 15.
- 12          g. Clackamas County at Page 16.
- 13          h. Columbia County at Page 17.
- 14          i. City of Hillsboro at Page 18.

1           IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

Laurence Kressel  
Multnomah County Counsel

By: \_\_\_\_\_  
Sandra Duffy  
Assistant County Counsel

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

\_\_\_\_\_  
Multnomah County  
District Attorney

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

\_\_\_\_\_  
Multnomah County  
Sheriff

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

\_\_\_\_\_  
Multnomah County, Chair  
Board of County Commissioners

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

1           IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

\_\_\_\_\_  
Washington County Counsel

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

\_\_\_\_\_  
Washington County  
District Attorney

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

\_\_\_\_\_  
Washington County  
Sheriff

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

\_\_\_\_\_  
Washington County, Chair  
Board of Commissioners

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

1 IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

\_\_\_\_\_  
City of Portland  
City Attorney

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

\_\_\_\_\_  
City of Portland  
Chief of Police

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

\_\_\_\_\_  
City of Portland  
Mayor

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



1           IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

\_\_\_\_\_  
City of Gresham  
City Attorney

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

\_\_\_\_\_  
City of Gresham  
Chief of Police

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

\_\_\_\_\_  
City of Gresham  
Manager

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

1           IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

\_\_\_\_\_  
City of St. Helens  
City Attorney

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

\_\_\_\_\_  
City of St. Helens  
Chief of Police

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

\_\_\_\_\_  
City of St. Helens  
Manager

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

1           IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

\_\_\_\_\_  
City of Lake Oswego  
City Attorney

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

\_\_\_\_\_  
City of Lake Oswego  
Chief of Police

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

\_\_\_\_\_  
City of Lake Oswego  
Manager

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

1           IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

\_\_\_\_\_  
Clackamas County  
County Counsel

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

\_\_\_\_\_  
Clackamas County  
District Attorney

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

\_\_\_\_\_  
Clackamas County  
Sheriff

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

\_\_\_\_\_  
Clackamas County, Chair  
Board of Commissioners

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

1           IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

\_\_\_\_\_  
Columbia County  
County Counsel

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

\_\_\_\_\_  
Columbia County  
District Attorney

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

\_\_\_\_\_  
Columbia County  
Sheriff

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

\_\_\_\_\_  
Columbia County, Chair  
Board of Commissioners

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

1           IN WITNESS WHEREOF, the parties hereto have caused this  
2 Intergovernmental Agreement forming the Regional Organized Crime  
3 Narcotics (ROCN) Task Force to be duly executed on the day and year  
4 provided below.

Approved as to Form:

\_\_\_\_\_  
City of Hillsboro  
City Attorney

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

\_\_\_\_\_  
City of Hillsboro  
Chief of Police

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

\_\_\_\_\_  
City of Hillsboro  
Manager

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

DATE SUBMITTED February 5, 1991

(For Clerk's Use)  
Meeting Date FEB 28 1991  
Agenda No. R-4

**REQUEST FOR PLACEMENT ON THE AGENDA**  
Subject: Specific Exemption

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

DEPARTMENT General Services      DIVISION Admin. Svcs/Purchasing

CONTACT Lillie Walker      TELEPHONE 248-5111

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

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

Request of the Board of County Commissioners, acting as PCRB, for approval of a specific exemption to contract with Mine Safety Appliance Company for compatible emergency breathing apparatus and equipment.

**ACTION REQUESTED:**

☐ INFORMATION ONLY    ☐ PRELIMINARY APPROVAL    ☐ POLICY DIRECTION    ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 minutes

**IMPACT:**

☐ PERSONNEL

☐ FISCAL/BUDGETARY

☐ GENERAL FUND

☐ OTHER \_\_\_\_\_

*Sent copies to PCRB list, Lillie Walker  
& John Schweitzer, Sheriff Office  
2-28-91 & Larry Aab*

BOARD OF  
COUNTY COMMISSIONERS  
MULTI-COUNTY  
OREGON  
1991 FEB 20 AM 9:52

**SIGNATURES:**

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Linda D. Alexander

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

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) John D. Bay

OTHER Lillie M. Walker JR  
(Purchasing, Facilities Management, etc.)

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



# MULTNOMAH COUNTY OREGON

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

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

## NOTICE OF HEARING

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, will consider on Thursday, February 28, 1991, at 9:30 A.M. in Room 602 of the Multnomah County Courthouse, 1021 S.W. Fourth, Portland, Oregon, an Application In the Matter of a Specific Exemption To Contract with Mine Safety Appliance Company for Compatible Emergency Breathing Apparatus and Equipment.

A copy of both applications are enclosed.

For additional information, contact Lillie Walker, Purchasing Director at 248-5111, or the Office of the Board Clerk at 248-3277.

BOARD OF COUNTY COMMISSIONER  
MULTNOMAH COUNTY, OREGON  
PUBLIC CONTRACT REVIEW BOARD

  
Carrie A. Parkerson  
Office of the Board Clerk

enclosures  
0516C/cap  
2/22/91



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

In the Matter of a Specific Exemption	)	
To Contract with Mine Safety Appliance	)	
Company for Compatible Emergency	)	A P P L I C A T I O N
Breathing Apparatus and Equipment	)	

Application to the Public Contract Review Board on behalf of a request from the Sheriff's Office, pursuant to ORS 279.055(3), and the Public Contract Review Board's Administrative Rule AR 10.100 and AR 20.030, adopted under the provisions of ORS 279.015, for an exemption from the competitive bid process to purchase compatible emergency breathing apparatus and equipment from Mind Safety Appliance Company (MSA), the equipment manufacturer. The estimated cost of this equipment is \$11,577.00.

This request is made because of the expansion of the Multnomah County Inverness Jail necessitated the purchase of six (6) additional emergency breathing apparatus. The existing emergency equipment is manufactured by MSA. This purchase would provide for compatibility of existing equipment and the interchange of parts in the event of repairs.

The Purchasing Section recommends approval of the specific exemption as the contract does not encourage favoritism and represents the most cost effective and efficient utilization of existing equipment.

The Multnomah County Sheriff's Office has sufficient funds to purchase the required equipment in the FY 90-91 budget.

Dated this 26th day of February, 1991.

  
Lillie Walker, Director  
Purchasing Section



# MULTNOMAH COUNTY OREGON

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

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

## NOTICE OF APPROVAL

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, considered an application on Thursday, February 28, 1991, at 9:30 A.M. in Room 602 of the Multnomah County Courthouse, 1021 S.W. Fourth, Portland, Oregon, an Application In the Matter of a Specific Exemption To Contract with Mine Safety Appliance Company for Compatible Emergency Breathing Apparatus and Equipment.

A copy of the Order 91-21 is attached.

BOARD OF COUNTY COMMISSIONER  
MULTNOMAH COUNTY, OREGON  
PUBLIC CONTRACT REVIEW BOARD

Carrie A. Parkerson  
Office of the Board Clerk

enclosures  
0516C/cap  
2/28/91

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

In the Matter of a Specific Exemption to )  
Purchase Emergency Breathing Apparatus ) O R D E R 91-21  
from Mine Safety Appliance Company. )

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to review, pursuant to ORS 279.055(3) and AR 10.100 and 20.030, a specific exemption requested by the Multnomah County Sheriff's Office to purchase emergency breathing apparatus from the single manufacturer of compatible equipment. The estimated amount of the purchase is \$11,577.

It appearing to the Board that the recommendation for exemption, as it appears in the application, is based upon the fact that the expansion of the Multnomah County Inverness Jail necessitated the purchase of additional emergency breathing apparatus. The existing breathing apparatus and equipment is manufactured by Mine Safety Appliance Company. This company is the single manufacturer of equipment which is compatible and has interchangeable parts; therefore,

IT IS ORDERED that the purchase of the emergency breathing apparatus be exempted from the requirement of public bidding.

Dated this 28th day of February, 1991.



LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By

*[Signature]*  
Assistant County Counsel

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD

By

*[Signature]*  
Gladys McCoy, County Chair



# **Multnomah County Sheriff's Office**

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

**ROBERT G. SKIPPER**  
SHERIFF

(503) 255-3600

## MEMORANDUM

---

To: Purchasing

From: Sgt. Jordan MCIJ Expansion team

Date: 01-16-91

Subject: Breathing apparatus

---

To whom it may concern; The expansion of Multnomah County Inverness Jail necessitates the appropriation of six emergency breathing apparatus. The existing emergency equipment is a product by the manufacturer M.S.A. . For consistency and interchangeable parts it is apparent that we must duplicate this equipment. For these reasons I would like to purchase six units by this manufacturer. Enclosed is a bid from the M.S.A. representative. I appreciate your consideration on this matter.

Sincerely; Sgt. R. Jordan 18087



Mine Safety Appliances Company • P.O. Box 426 • Pittsburgh, PA 15230

Telephone: (412) 967-3000

Writers Direct Dial No.

Multnomah County December 29, 1990  
Inverness Corrections Facility  
Portland, OR

Attn: Sgt. Brent Jordan

Dear Sgt. Jordan,  
Thank you for the contacting MSA. The information you requested is attached.  
Prices are firm for 30 days from the above date. I certainly appreciate the  
opportunity to quote. Please call if I can be of further assistance.

Yours very truly,

Robert L. Rucinski  
Sales Representative  
Mine Safety Appliances Co.  
1(800)672-2222

- 6 Ea 484928 Ultralite Air Mask Complete  
with 30 Minute, 2216 PSI  
fully wound composite cylinder,  
less carrying case. \$1638.00 Ea.
- 6 Ea. 695308 Wall Mounted Case 291.50 Ea.
- 6 Ea. 473579 Spare 30 Minute cylinders 475.00 ea.
- 6 Ea. 471711 Nosecup 24.20 Ea.

The above includes training at your location at no cost to you.

Terms: 2% - 30 days

FOB: Destination

Delivery: Less than 30 days.

FAX COVER PAGE

Date: Fri Dec 28, 1990, 4:11 pm EST  
To: SGT. BRENT JORDAN  
Destination Fax: 503-248-5069  
From: RUCINSKIR/Mine Safety App  
Subject: Quotation, Air Masks, Multnomah Co. Jail

Number of pages excluding cover page: 1.0

Number of delivery attempts: 1

*This facsimile message was electronically transmitted by **MCI Mail**®*

*Call 800-444-6245 for information about **MCI Mail**®*

DEPARTMENT  
REQUISITION #

3965-427

REQUISITION FOR EQUIPMENT & SUPPLIES

MULTNOMAH COUNTY, OREGON

PURCHASING SECTION

2505 S.E. 11TH AVE.  
PORTLAND, OREGON 97202

1-17-91

CONFIRMING  
PO #  
ONLY

48469 JT

SHIP

TO MCIJ

DATE REQUIRED

2-11-91

No 25584

FUND	AGENCY	ORGANI- ZATION	ACTIV	OBJ	SUB OBJ	REPT CATEG
169	025	3965		8400		

11540 NE GLISAN

PORTLAND, OR 97220 Bldg. # 314 *PL*

SEE INSTRUCTIONS ON REVERSE SIDE

VENDOR

LIST CATALOG OR PART NO., WEIGHT, STYLE, SIZE, COLOR, MAXIMUM FIVE ITEMS PER REQUISITION.

QUANTITY

UNIT PRICE

TOTAL PRICE

Name: MINE SAFETY APPLIANCE

ITEM 1  
CO

MSA AIR MASK W/ 30 MIN CYLINDERS

6 EA

1638.00

9828.00

Address: PO BOX 426

PITTSBURG, PA, 15230

412-967-3000

Contact Name/Phone

TERMS

BID/QUOTATION

PA/CONTRACT #

Exp Date

Name:

ITEM 2

WALL MOUNTED CASE

6 EA

291.50

1749.00

Address:

*NOF at address*

Contact Name/Phone

TERMS

BID/QUOTATION

PA/CONTRACT #

Exp Date

Name:

ITEM 3

Address:

*\$ 11,577.00*

Contact Name/Phone

TERMS

BID/QUOTATION

PA/CONTRACT #

Exp Date

Name:

ITEM 4

Address:

Contact Name/Phone

TERMS

BID/QUOTATION

PA/CONTRACT #

Exp Date

Name:

ITEM 5

Address:

**SEND PAPER WORK TO:  
BLDG. 313, MILLIE MOSMEIER**

JAN 24 1991

*ProJ*

Contact Name/Phone

TERMS

BID/QUOTATION

PA/CONTRACT #

Exp Date

Contacted For Bid/Quote

Minority Business Enterprise (MBE) Yes ☐ No ☐

Female Business Enterprise (FBE) Yes ☐ No ☐

If no: ☐ No known vendors ☐ Sole Source

☐ Other

Awarded to Minority Business Enterprise (MBE) Yes ☐ No ☐

Female Business Enterprise (FBE) Yes ☐ No ☐

If no: ☐ No response/bid ☐ Price not competitive

☐ Other

Comments: FOB DESTINATION TERMS 2% NET 30 DAYS

Ordered by: SGT BRENT JORDAN

Buyer:

Authorized Signature (Orig. Dept)

Date

Telephone # 248-5060

1-22-91

DGS BUDGET APPROVAL

(REQUIRED ON ALL CAPITAL ITEMS)

~~5~~ # R 5 ~~Staff~~

DATE 2/28/91

NAME Rex Surface

ADDRESS Social Services Division, MED  
STREET Program

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-5

SUBJECT Partners Project, IGA

☒ FOR ☐ AGAINST  
PLEASE PRINT LEGIBLY!



6/ # R-5  
Jobb

DATE 2/28/91

NAME HARRIET MARKELL

ADDRESS SOCIAL SERVICES DIV  
STREET

CITY ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-5

SUBJECT INTERGOVERNMENTAL AGREEMENT  
PARTNERS PROJECT

FOR AGAINST

PLEASE PRINT LEGIBLY!

Meeting Date: FEB 28 1991

Agenda No.: R-5

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Ratification of IGA with Clackamas County Mental Health

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

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Duane Zussy

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

IGA identifies Clackamas County as a qualified vendor to accept Partners Project clients for Day Treatment/Services at a rate of \$122 maximum per day per client effective January 1, 1991 through June 30, 1991.

*Returned original IGA + Agreements to Kathy Tinkle 2-28-91*

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Duane Zussy

(All accompanying documents must have required signatures)

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
INTERGOVERNMENTAL AGREEMENT

DURATION OF AGREEMENT: January 1, 1991 TO: June 30, 1991  
CONTRACTOR NAME: Clackamas County TELEPHONE: 655-8651  
CONTRACTOR ADDRESS: P.O. Box 164 I.R.S. NUMBER: 93-600-2286W  
Marylhurst, OR 97036-0164

SERVICES UNDER FEE-FOR-SERVICE

Subject to the General Conditions and Special Conditions attached hereto and by this reference made part of this agreement, the CONTRACTOR agrees to provide the services within the service element(s) listed below. COUNTY agrees to pay the CONTRACTOR for services billed at the rates and up to the amount(s) specified below.

<u>Service Element</u>	<u>Fund Source</u>	<u>Type of Units/Slots</u>	<u>Rate per Units/Slots</u>
Special Projects/Partners	MED 37 State	Day Treatment	\$122/day max/client

CONTRACT NARRATIVE

This contract identifies the provider as a qualified vendor to accept Partners Project clients for Day Treatment Services effective January 1, 1991. Applicable performance/reporting requirements and payment procedures are attached.

## GENERAL CONDITIONS

WHEREAS, COUNTY is authorized to obtain, by contract, the services necessary to conduct its operation, pursuant to ORS 430.670; and

WHEREAS, CONTRACTOR has available, or can cause to be provided, the facilities and staff required for the performance of said services; and

WHEREAS, CONTRACTOR has, or will obtain a Letter of Approval from the State of Oregon Mental Health Division (OAR 309-12-010) or the Office of Alcohol and Drug Abuse Programs; and

WHEREAS, COUNTY and CONTRACTOR are agreeable to the terms and conditions hereinafter set forth governing the provision of specified mental health services as stated below:

I. Service Objectives and Evaluation. CONTRACTOR agrees to provide contracted services in the volume and consistent with the objectives and evaluation criteria specified in this contract. CONTRACTOR shall not delegate or subcontract the responsibility for providing services hereunder to any other individual or agency without previous written approval from COUNTY.

II. Standards. CONTRACTOR agrees to comply with all applicable federal, state, county and local statutes and rules and funding criteria governing services, facilities and operations. CONTRACTOR agrees to permit inspection of program, facilities, clinical and fiscal records by authorized agents of COUNTY, Oregon State Mental Health Division, and Federal Government. CONTRACTOR agrees to maintain clinical and fiscal records consistent with Oregon Administrative Rules, and fiscal records consistent with current, generally accepted accounting principles. CONTRACTOR acknowledges that CONTRACTOR is bound by all applicable provisions of the current State Mental Health Division Intergovernmental Agreement between COUNTY and the State Mental Health Division for provision of community mental health services. CONTRACTOR is further bound by all applicable federal and state statutes, rules and regulations.

III. Subject to Availability of Funds. Both parties agree that this contract is subject to the availability of federal, state and local funds. In the event that funds cease to be available to COUNTY in the amounts anticipated, COUNTY may terminate or reduce contract funding accordingly. COUNTY will notify CONTRACTOR as soon as it receives notification from fund source.

IV. Contract Disputes. Disputes arising from this contract will be resolved when possible at the lowest appropriate management levels, followed by consultation with the Multnomah County Board of Commissioners and the Administrator of the State Mental Health Division if necessary.

V. Identification of Services. CONTRACTOR agrees to identify the services provided by CONTRACTOR under this contract as a visible and coordinated part of the community mental health program, accessible and available to the eligible residents of Multnomah County. CONTRACTOR will acknowledge Multnomah County as a funder in publicly disseminated information for services under this contract.

While this contract continues in effect, the insurance shall provide for notice of non-payment of premiums by the insuring carrier to COUNTY; and that such insurance will not be cancelled or released except upon thirty (30) days prior written notice to COUNTY. CONTRACTOR shall promptly pay when due the cost of all such insurance. If it fails to do so, the COUNTY may, at its option, pay the same and CONTRACTOR shall reimburse COUNTY therefor immediately upon demand.

In lieu of filing the certificate of insurance required by COUNTY, CONTRACTOR may furnish to COUNTY a declaration that CONTRACTOR is self-insured for public liability and property damage for a minimum of the amounts listed above, whichever is greater.

In the event that ORS 30.270 is amended to increase the amount of liability, CONTRACTOR agrees to increase its minimum insurance amount accordingly.

In the event of unilateral cancellation or restriction by the insurance company of any insurance policy referred to in this paragraph, CONTRACTOR shall notify COUNTY verbally and in writing immediately and under no circumstances longer than three (3) days after termination. Failure to notify the county consistent with this requirement may be cause for immediate termination.

All property and equipment purchased or received by CONTRACTOR under this contract must be insured against fire, theft and destruction at replacement cost by CONTRACTOR throughout its useful life.

Failure to maintain current insurance, bonding and the proper endorsements may result in withholding of payments or may be cause for immediate termination of contract.

IX. Fidelity Bond. CONTRACTOR (except City, County and State governments, municipalities, and public school districts) shall obtain and maintain at all times during the term of this contract a fidelity bond of not less than \$10,000 effective at the time the contract commences covering the activities of any person responsible for collection and expenditures of funds in accordance with OAR 309-13-020 (7) EXPENSES, subsection (b) (C) Audit Guidelines.

X. Workers Compensation. CONTRACTOR shall maintain Workers' Compensation insurance coverage for all non-exempt workers, employees, and subcontractors either as a carrier insured employer or a self-insured employer as provided in Chapter 656 of Oregon Revised Statutes. A certificate showing current Workers' Compensation insurance, or a copy thereof, is attached to this contract and is incorporated herein as part of this contract.

In the event that CONTRACTOR's Workers' Compensation insurance coverage is due to expire during the term of this contract, CONTRACTOR agrees to renew such insurance before such expiration and to provide COUNTY a certificate of Workers' Compensation insurance coverage upon such renewal.

1. Multnomah County contract funds exceed \$25,000 and total agency budget exceeds \$150,000.

2. Multnomah County contract funds exceed \$100,000.

3. Total agency budget exceeds \$500,000.

D. CONTRACTOR will establish and maintain systematic methods to assure timely and appropriate resolution of review/audit findings and recommendations.

E. CONTRACTOR agrees that Limited Scope and Full Audits will be performed by a qualified and independent external Certified Public Accountant and that CONTRACTOR will secure such an audit.

Limited Scope and Full Audits will be submitted to the Social Services Division within two weeks from the date of the report, but in no case later than six (6) months after the end of CONTRACTOR's fiscal year.

Failure to submit required audits by specified deadlines will be cause for withholding of contract payments until audits are submitted.

1. If CONTRACTOR is a state or local government, such audit will be performed in conformity with the federal Single Audit Act of 1984, Public Law 98-502, Title 31, Section (2),v, Chapter 75, U.S.C.

2. If CONTRACTOR is a private non-profit entity, the auditor will meet the independence criteria of Chapter 3, Part 3 of the U.S. General Accounting Office publication, "Standards for Audit of Governmental Organizations, Programs, Activities and Functions".

3. CONTRACTORS who are profit-making entities will be considered to fall under requirements for non-profits for purposes of this contract.

#### XIV. Program Reporting and Payment Requirements.

A. The CONTRACTOR agrees to prepare and furnish such plans, data, descriptive information and reports as may be requested by COUNTY in order for COUNTY to perform its monitoring activities as cited in Section XII. of this contract and/or as needed to comply with state or federal requirements. The CONTRACTOR agrees to, and does hereby grant COUNTY and the State of Oregon Mental Health Division the right to reproduce, use, and disclose all or any part of the reports, data, and technical information furnished to COUNTY under this contract consistent with ORS 179.505.

B. Subcontract funds will generally be paid in equal monthly allotments of annual contract amounts, adjusted periodically to reflect:

1. increases or decreases in contract amounts;

2. Other Basis of Payment

Contracts based on other than monthly allotment payments (e.g., fee-for-service, etc.) will be paid as specified in the Special Condition of this Contract and are not subject to the above reporting requirements unless so specified.

3. Final Reports

For all bases of payment, all final billings, budget and expenditure reports affecting contract payments must be received within thirty (30) days after the end of the contract period. Contract payments not triggered or billed within this specified time period will be the sole responsibility of the CONTRACTOR.

4. Supporting Documentation

Reported expenditures shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, orders, and/or any other accounting documents pertaining in whole or in part to the contract, in accordance with generally accepted accounting principals, Oregon Administrative Rules, and applicable federal requirements as specified in Section F. below.

All above-referenced accounting documents shall be maintained within a local facility of the CONTRACTOR, and contractual funds shall be maintained within local financial institutions.

Expenditures shall be segregated by service element within the agency accounting system and so reported on the required fiscal reports.

The CONTRACTOR agrees that fee-for-service billing to the COUNTY for client services will be supported by signed, dated documentation in the client chart for each unit of service billed.

All financial records, including but not limited to books, invoices and statistical records, and supporting documents pertinent to this contract shall be retained for three years from the date of expiration to termination of this contract. 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.

D. Applicability of Required Fiscal Reports

Periodic Contract Reporting: All subcontractors paid on a monthly allotment basis are required to submit monthly expenditure reports, quarterly year-to-date budget comparisons and annual budget(s) for each funded service element, unless exempted by contract.

Annual External Audit: CONTRACTOR is responsible for determining and adhering to applicable audit requirements as detailed in Section I.C.4. of the SSD Subcontractors' Financial Procedure dated September, 1987.

XV. Recovery of Funds. Expenditures of the CONTRACTOR may be charged to this contract only if they are: 1) in payment for services performed under this contract; 2) performed in conformance with applicable state and federal regulations and statutes; 3) are in payment of an obligation incurred during the contract period; and 4) are not in excess of 100% of allowable program costs. Recovery of funds will be made in the event of unauthorized expenditures, non-performance of contract conditions, excess payments, payment withholding, or contract termination. Any refunds to the federal government resulting from federal audits of CONTRACTOR's program shall be the sole responsibility of CONTRACTOR. CONTRACTOR agrees to make such payments within twenty (20) working days of receipt of formal notice of disallowance of contract expenditures.

Any COUNTY funds spent for purposes not authorized by this contract shall be deducted from payments or refunded to COUNTY. Payments by COUNTY in excess of authorized amounts shall be deducted from payment or refunded to COUNTY no later than thirty (30) days after: 1) the contract's expiration; or 2) notification by COUNTY. CONTRACTOR shall be responsible for prior contract period overpayments and unrecovered advances provided by COUNTY. Repayment of prior period obligations shall be made by CONTRACTOR in a manner specified by COUNTY and/or the Mental Health Division. Except when CONTRACTOR is a city, county, state, municipality, or public school district, COUNTY shall be entitled to the legal rate of interest for late payment from the date such payments became delinquent, and in case of litigation to reasonable attorney's fees.

XVI. Budget Transfers. CONTRACTOR may not transfer Social Services Division contract funds from one service element to another without prior written approval of COUNTY.

XVII. Special Federal Requirements. CONTRACTOR agrees to abide by all mandatory standards and policies which relate to energy efficiency and which are contained in the State of Oregon energy conservation plan which was issued in compliance with the Energy Policy and Conservation Act (PL 94-165).

CONTRACTOR additionally shall provide the COUNTY with written assurance upon request that CONTRACTOR will comply with all applicable standards, orders, and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and Environmental Protection Agency Regulations, and further, CONTRACTOR agrees to promptly report all infractions to COUNTY.

XVIII. Property Management. CONTRACTOR shall be responsible for all property purchased with operational and/or start-up funds awarded in this contract. All property purchased with operational and/or start-up funds awarded in this contract is the property of the COUNTY and/or the State of Oregon Mental Health Division. CONTRACTOR shall meet the following procedural requirements for all such property:

A. Property records shall be maintained accurately and provide for a description of the property; whether the item or property purchased was new or used; manufacturer's serial number; acquisition date and cost; source of the property; percentage of State and/or COUNTY funds used in the purchase of property; and location, use and condition of the property.

B. A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the property. All such property shall be properly maintained and kept in good condition. Any loss, damage, or theft of the property shall be investigated, fully documented, and reported to the county.



XXV. Termination.

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

B. This contract may be terminated by either party by thirty (30) days written notice to the other party.

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

1. Upon notice of denial, revocation, suspension or non-renewal of any license or certificate required by law or regulation to be held by CONTRACTOR to provide a service element under the contract.

2. Upon notice if a CONTRACTOR fails to start up services on the date specified in the contract between COUNTY and CONTRACTOR or if CONTRACTOR fails to continue to provide services for the entire contract period.

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

4. If the Agreement between COUNTY and the State Mental Health, Division for provision of community mental health services is terminated by the State for any reason.

5. Upon evidence of CONTRACTOR's financial instability which COUNTY deems sufficient to jeopardize customary level and/or quality of service.

D. The parties acknowledge that this contract is subject to termination due to specific provisions of the current agreement between COUNTY and the State Mental Health Division for provision of community mental health services. CONTRACTOR agrees that if COUNTY's obligation to the State Mental Health Division is terminated, this contract may be accordingly terminated by COUNTY. COUNTY agrees to give reasonable notice of any such termination immediately upon being notified by State.

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

XXVI. Non-Violation of Tax Laws. CONTRACTOR hereby certifies under penalty of perjury that to the best of CONTRACTOR's knowledge, CONTRACTOR is not in violation of any Oregon tax laws described in ORS 305.380(4).

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
OFFICE OF CHILD AND ADOLESCENT MENTAL HEALTH  
PARTNERS PROJECT  
FISCAL YEAR 1990 - 1991 SPECIAL CONTRACT CONDITIONS

6 DAY TREATMENT SERVICES - CLACKAMAS COUNTY

6.1 SERVICE DESCRIPTION

- 6.1.1 Day Treatment Services are mental health treatment programs that provide community-based psychiatric services for children and adolescents with severe mental or emotional disturbances and for their families as an alternative to hospitalization or 24-hour care. Day Treatment Services consist of intake, assessment, and treatment planning; intensive therapy, therapeutic activities and consultation; individualized educational coordination and supports, and termination/transition and follow-up.

6.2 PERFORMANCE REQUIREMENTS

- 6.2.1 CONTRACTOR agrees to provide Day Treatment Services to children, ages 12 to 17 years, who are accepted for admission and identified as Partners Project clients.
- 6.2.2 COUNTY assures the Partners Project will transmit to the CONTRACTOR a list of participating clients prior to the first day of each service month or within five (5) working days from the date of admission.
- 6.2.3 COUNTY assures the Partners Project Managed Care Coordinator will transmit to the CONTRACTOR all available evaluation and assessment information regarding each participating Partners Project client.
- 6.2.4 CONTRACTOR agrees to conform to the Day and Residential Treatment Services (DARTS) Program Standards and Guidelines.
- 6.2.5 CONTRACTOR agrees to participate in the service planning for each Partners Project client by attending Partners Project Plan of Care meeting and maintaining ongoing contacts with the Managed Care Coordinator.
- 6.2.6 CONTRACTOR assures that services will be implemented as developed in the Partners Project Plan of Care. These services may include, but are not limited to:
- a) Therapy: individual, group, family;
  - b) Crisis contacts and crisis follow-up;
  - c) Therapeutic activities conducted in and out of the facility, as appropriate to each individual;
  - d) Consultation with other agencies involved with the client and family, if requested by the Managed Care Coordinator.

- 6.2.7 CONTRACTOR agrees to participate, cooperate, and support the development and implementation of the Individual Education Plan (I.E.P.) for each Partners Project client.
- 6.2.8 CONTRACTOR agrees to notify the Managed Care Coordinator on the second day of any two consecutive days of non-excused absence by any Partners Project client.
- 6.2.9 CONTRACTOR assures that the termination and/or transition process for each Partners Project client will be coordinated with the Managed Care Coordinator.
- 6.3 SPECIAL REPORTING REQUIREMENTS
- 6.3.1 CONTRACTOR agrees to submit to the Managed Care Coordinator a copy of each Partners Project client initial treatment plan and subsequent treatment plans within ten (10) working days from the date of the physician review and signature.
- 6.4 PAYMENT PROCEDURES
- 6.4.1 CONTRACTOR agrees to bill third-party insurance, as applicable, prior to billing the Partners Project. CONTRACTOR agrees to not bill Medicaid or any other party or entity for services after billing the Partners Project.
- 6.4.2 COUNTY agrees to pay CONTRACTOR a maximum \$122.00 per service day per client. COUNTY agrees to pay CONTRACTOR a maximum \$61.00 per day per client for any day the CONTRACTOR facility is open for client service, but the client is absent. CONTRACTOR agrees to offset charges to the COUNTY by the amount reimbursed by the third-party insurance.
- 6.4.3. CONTRACTOR agrees to submit monthly billings for services provided, to the Partners Project, by the fifteenth (15) day of the month following the month of service. The billing invoice must include the name of the service recipient., the dates of service, the type of service, and identify third-party insurance and reimbursement, as applicable.

Clackamas County

In witness whereof, the parties hereto have caused this Agreement to be executed by their authorized officers.

CONTRACTOR:

By \_\_\_\_\_  
Agency Executive Director Date

By \_\_\_\_\_  
Agency Board Chairperson Date

MULTNOMAH COUNTY, OREGON:

By James Edmonds 1/25/91  
Program Manager Date

By Doreen Smith 2/8/91  
Social Services Division Date  
Director

By \_\_\_\_\_  
Gladys McCoy Date  
Multnomah County Chair

REVIEWED:

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By \_\_\_\_\_  
Date

FEB 2 8 1991

Meeting Date:

~~FEB 2 1 1991~~

Agenda No.:

~~R-1~~

R-6

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Resolution Approving the FY 1991-92 Budget for Assessment & Taxation

BCC Informal \_\_\_\_\_ BCC Formal 2-21-91  
(date) (date)  
DEPARTMENT General Services DIVISION Assessment & Taxation  
CONTACT Janice Druian TELEPHONE 248-3345  
PERSON(S) MAKING PRESENTATION Janice Druian and Linda Alexander

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 30 - 45 minutes (approx)

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

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

HB 2338, passed during the 1989 Legislative Session, requires counties to submit their Assessment & Taxation budget for review by the Department of Revenue no later than March 1. The budget must be approved by the Board of County Commissioners prior to submission to the DOR in order for the county to be able to share in the statewide "grant" revenue pool.

*Certified Copy Prepared for Janice Druian 2-28-91 to be delivered to Salem*

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

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

*Linda Alexander*

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1991 FEB 13 AM 8:17



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GRETCHEN KAFOURY  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

AT OTHER LOCATIONS:

OFFICE OF THE DIRECTOR (503) 248-3303  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135  
PLANNING & BUDGET (503) 248-3883

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## MEMORANDUM

DATE: February 11, 1991

TO: Board of County Commissioners

FROM: Linda Alexander, Director  
Department of General Services

RE: A&T Grant Budget/HB 2338 (FY 1991-92)

On Thursday, February 21st you will be asked to approve the FY 1991-92 budget for the Division of Assessment & Taxation. As you may know, we are required to submit the A&T budget to the State Department of Revenue under legislation imposed by HB 2338.

That legislation took Assessment & Taxation out of the County's normal budget cycle. Under HB 2338 the Board of County Commissioners must certify the total expenditures for the tax appraisal and collection functions prior to March 1st. The approved budget is then reviewed by the DOR which establishes the extent to which that budget enables the County to "come into compliance" with DOR guidelines and regulations.

HB 2338 also created a unique funding mechanism for the tax appraisal and collection system in the State of Oregon. Counties share in a statewide "grant" pool created by an increase in the delinquent tax rate from 12% to 16% and the imposition of a \$20 per transaction real estate transfer fee. In FY 1990-91 Multnomah County will receive approximately \$1.85 million from this statewide pool to supplement the A&T budget.

Attached for your review is the Assessment & Taxation "Summary of Expenses" for the FY 1991-92 Property Tax Program. In keeping with the Board's direction pertaining to budget preparation under Measure 5, I have asked the Division of Assessment & Taxation to submit a budget that identifies a three percent reduction in current service levels.

Total expenditures for FY 1991-92 are expected to total \$9,862,377. They include the following:

VALUATION (Assessment & Appraisal)	\$4,196,856
RECORDS ASSESSMENT/MAPPING	1,086,662
TAX COLLECTION & DISTRIBUTION	1,762,802
DATA PROCESSING	2,655,800
BOARD OF EQUALIZATION	<u>160,267</u>
<b>TOTAL</b>	<b>\$9,862,377</b>

It should be noted that these expenditures represent both Assessment & Taxation programs and other "support functions" not included within the A&T budget.

For instance, in FY 1991-92 we anticipate spending \$980,000 toward development of a new tax collection and distribution system. In the County budget this expense is shown as part of the Data Processing Special Appropriations fund. However, for purposes of the State "grant" process we must include it with the A&T budget to show the overall cost of performing those functions.

We are projecting Multnomah County's share of the statewide revenue pool to be approximately 20% of the total budget that is certified by the DOR. This figure compares favorably with our experience from the current year's program. Should this trend continue, we can expect to receive slightly more than \$2 million in "grant" revenue to supplement the County's Assessment & Taxation programs.

I have attached an overall summary of the total budget request included in the Property Tax Program as well as summary pages for the individual programs contained therein. Also included in your packet is the **Summary of Expenses** form (Attachment "A") which has been prepared for review by the DOR. Attachment "B" compares the net General Fund cost of implementing HB 2338 from the current to proposed budgets.

I will provide you with a complete, detail budget request later in the week. In addition, you will have an opportunity to direct questions to A&T staff regarding the assumptions which went into preparing this budget request at an informal briefing on Tuesday, February 19th.

Should you have any questions or concerns regarding any of this information, please do not hesitate to contact me.

cc: Janice Druian  
Jim Munz  
Dave Warren

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

In the Matter of Certifying )  
an Estimate of Expenditures )  
for the FY 1991-92 Property )  
Tax Program in Accordance )  
with HB 2338 )

RESOLUTION  
91-22

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

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

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

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

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

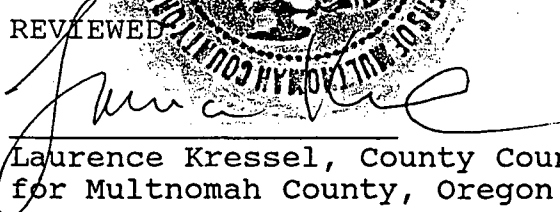
WHEREAS, Assessment & Taxation has prepared such an estimate of expenditures in accordance with HB 2338 and Department of Revenue administrative guidelines:

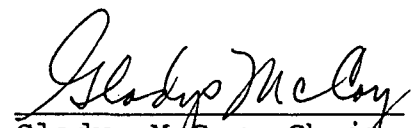
NOW THEREFORE BE IT RESOLVED that the attached estimate of expenditures for the fiscal year 1991-92 Property Tax Program for the County of Multnomah is certified for filing with the Department of Revenue as required by HB 2338.

ADOPTED this 28th day of February, 1991.

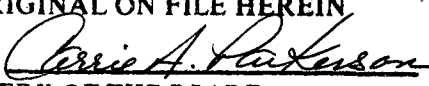


REVIEWED

  
Laurence Kressel, County Counsel  
for Multnomah County, Oregon

  
Gladys McCoy, Chair  
Board of County Commissioners  
Multnomah County, Oregon

CERTIFIED TRUE COPY OF THE  
ORIGINAL ON FILE HEREIN

By   
CLERK OF THE BOARD  
MULTNOMAH COUNTY, OREGON





ATTACHMENT A

SUMMARY OF EXPENSES  
PROPERTY TAX PROGRAM

1991-92

MULTNOMAH

County

EXPENDITURES FOR:	A VALUATION	B RECORDS ASSESSMENT	C BOARDS OF EQUALIZATION	D TAX COLLECTION AND DISTRIBUTION	E CADASTRAL MAPPING	F DATA PROCESSING	G TOTAL
1 Personal Services *1	3,776,661	759,491	83,787	1,128,126		441,138	6,189,203
2 Materials and Services *1	350,033	314,271	75,180	581,051		1,170,680	2,494,617
3 Cost of Transportation *2 (Do not include in Materials and Services or Capital Outlay)	66,060	1,280	300	1,375		1,600	70,615
4 Capital Outlay (Do not include in Materials and Services)	700	11,620	1,000	51,500		1,042,382	1,107,202
5 TOTAL	4,193,454	1,086,662	160,267	1,762,802		2,655,800	9,858,985

\*1 Do not include any amount that is included in capital outlay.

\*2 Specify the method used to determine cost of transportation:

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

☒ The rate per mile used in the county with an estimate of miles to be driven:

Rate per mile \_\_\_\_\_ Estimate of miles \_\_\_\_\_

\*Rate is established as a base amount depending on job class with an additional ten cents per mile driven.

\*3 Data Processing Capital Outlay includes personal services and materials and services for all new data processing development and all data processing equipment purchases.

\*4 Capital outlay is limited to either 6 percent of the total dollars certified or \$50,000, whichever is greater.

5 Specify the method used to determine indirect costs:

☐ Percent amount approved by a federal granting agency.  
\_\_\_\_\_ % of \_\_\_\_\_

☒ 5 percent of total direct expenditures less capital outlay.

Total indirect costs \$ 437,589\*6 Total amount eligible for grant \$ 9,858,985

7 Total expenditures certified for consideration in grant  
(total of 5 and 6). \$ 10,296,574

**DIVISION OF ASSESSMENT & TAXATION**  
**Proposed FY 1991 – 92 Budget**

**Net General Fund Cost of Implementing HB 2338**

	1990-91 Budget	1991-92 Proposed	Increase/Decrease 90-91 to 91-92
<b>PROGRAM EXPENDITURES</b>			
<u>Organization/Section</u>			
A&T Administration	256,560	258,945	2,385
Technical Support	830,804	804,344	(26,460)
Records Management	1,219,820	1,086,662	(133,158)
Appraisal	3,928,696	3,934,509	5,813
Tax Collection/Info	<u>1,301,459</u>	<u>1,323,706</u>	<u>22,247</u>
SUB-TOTAL A&T	7,537,339	7,408,166	(129,173)
DP Service Reimbursement	1,001,599	991,456	(10,143)
Bd. of Equalization	162,956	160,267	(2,689)
Treasury Function	58,924	66,434	7,510
DP Systems Project	600,000	860,000	260,000
* Tax Title	<u>363,174</u>	<u>372,662</u>	<u>9,488</u>
SUB-TOTAL OTHER	2,186,653	2,450,819	264,166
<b>TOTAL COST – HB 2338</b>	<b>9,723,992</b>	<b>9,858,985</b>	<b>134,993</b>
<b>PROGRAM REVENUE</b>			
State Grant Revenue	2,185,072	2,185,072	0
* Tax Title Fund	363,174	372,662	9,488
Indirect Costs @ 5%	86,484	87,518	1,034
Real Estate Transfer Fee	<u>45,000</u>	<u>30,500</u>	<u>(14,500)</u>
<b>TOTAL PROGRAM REVENUE</b>	<b>2,679,730</b>	<b>2,675,752</b>	<b>(3,978)</b>
<b>NET GENERAL FUND COST</b>	<b>7,044,262</b>	<b>7,183,233</b>	<b>138,971</b>

\* NOTE: Tax Title is funded through receipts from the sale of foreclosed properties. It is included here for purposes of displaying the total cost of the "support functions" outlined in HB 2338.

Division of Assessment & Taxation  
Grant Budget Summary

Revised 2/25/91

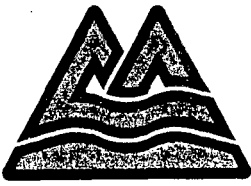
1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
3,042,956	3,099,579	<b>PERSONAL SERVICES</b>		
96,267	91,917	5100 - Permanent	4,082,094	4,168,374
21,174	35,498	5200 - Temporary	93,572	90,785
38,183	29,797	5300 - Overtime	1,600	2,000
753,667	783,970	5400 - Premium	64,885	7,691
3,952,247	4,040,761	5500 - Fringe Benefits	1,099,326	1,147,471
406,497	421,845	<b>TOTAL EXTERNAL</b>	<b>5,341,477</b>	<b>5,416,321</b>
4,358,744	4,462,606	5550 - Insurance	698,754	772,882
		<b>TOTAL PERSONAL SERVICES</b>	<b>6,040,231</b>	<b>6,189,203</b>
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 - County Supplements	0	0
25,205	0	6060 - Pass Through	0	0
273,755	236,990	6110 - Professional Services	894,281	1,153,970
71,555	23,949	6120 - Printing	72,400	44,500
5,183	3,982	6130 - Utilities	2,000	2,200
320	0	6140 - Communications	400	500
3,294	7,508	6170 - Rentals	241,847	263,488
86,586	64,962	6180 - Repairs/Maintenance	227,487	136,950
68,297	67,915	6190 - Maintenance Contracts	90,048	111,845
177,665	215,438	6200 - Postage	207,700	266,620
44,112	57,705	6230 - Supplies	154,103	99,773
16	129	6270 - Food	652	250
724	219	6310 - Education/Training	101,527	91,785
46,010	47,206	6330 - Travel	66,870	70,615
420	0	6530 - External DP	2,200	2,200
0	6,243	6560 - Refunds	0	0
3,964	3,421	6620 - Dues/Subscriptions	4,850	4,400
807,106	735,667	<b>TOTAL EXTERNAL</b>	<b>2,066,365</b>	<b>2,249,096</b>
64,738	64,643	7150 - Telephone	67,341	71,156
0	0	7200 - Data Processing	1,001,599	991,456
8,202	7,673	7300 - Motor Pool	30,748	32,372
0	0	7400 - Building Management	0	0
136,711	153,387	7500 - Other Internal	218,609	78,500
209,651	225,703	<b>TOTAL INTERNAL</b>	<b>1,318,297</b>	<b>1,173,484</b>
1,016,757	961,370	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,384,662</b>	<b>3,422,580</b>
		<b>CAPITAL OUTLAY</b>		
0	0	8300 - Other Improvements	31,200	30,000
114	4,128	8400 - Equipment	267,898	217,202
114	4,128	<b>TOTAL CAPITAL OUTLAY</b>	<b>299,098</b>	<b>247,202</b>
4,759,467	4,780,556	<b>DIRECT BUDGET</b>	<b>7,706,940</b>	<b>7,912,619</b>
5,375,615	5,428,104	<b>TOTAL BUDGET</b>	<b>9,723,991</b>	<b>9,858,985</b>
127.36	126.00	<b>TOTAL FTE</b>	<b>151.67</b>	<b>152.40</b>

Division of Assessment & Taxation

ORG # 7565 – Administration

Revised 2/25/91

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
304,882	104,491	5100 – Permanent	112,918	116,430
6,392	2,012	5200 – Temporary	1,272	1,330
1,487	0	5300 – Overtime	0	0
11,456	698	5400 – Premium	2,392	1,200
67,224	26,347	5500 – Fringe Benefits	29,684	31,436
391,441	133,548	<b>TOTAL EXTERNAL</b>	<b>146,266</b>	<b>150,396</b>
37,899	9,759	5550 – Insurance	14,102	14,445
429,340	143,307	<b>TOTAL PERSONAL SERVICES</b>	<b>160,368</b>	<b>164,841</b>
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 – County Supplements	0	0
0	0	6060 – Pass Through	0	0
12,787	2,214	6110 – Professional Services	7,000	7,000
2,975	1,600	6120 – Printing	5,000	5,000
0	0	6130 – Utilities	0	0
160	0	6140 – Communications	0	0
0	0	6170 – Rentals	5,974	13,908
288	436	6180 – Repairs/Maintenance	1,000	1,000
1,395	0	6190 – Maintenance Contracts	0	0
33,179	22,711	6200 – Postage	25,250	25,250
9,354	9,509	6230 – Supplies	11,000	11,000
0	129	6270 – Food	652	250
0	0	6310 – Education/Training	27,500	18,964
901	1,000	6330 – Travel	2,320	2,060
0	0	6530 – External DP	0	0
0	0	6560 – Refunds	0	0
3,964	3,040	6620 – Dues/Subscriptions	4,500	4,000
65,003	40,639	<b>TOTAL EXTERNAL</b>	<b>90,196</b>	<b>88,432</b>
34,732	4,557	7150 – Telephone	4,067	3,743
0	0	7200 – Data Processing	0	0
604	525	7300 – Motor Pool	1,229	1,229
0	0	7400 – Building Management	0	0
28	0	7500 – Other Internal	0	0
35,364	5,082	<b>TOTAL INTERNAL</b>	<b>5,296</b>	<b>4,972</b>
100,367	45,721	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>95,492</b>	<b>93,404</b>
		<b>CAPITAL OUTLAY</b>		
0	0	8300 – Other Improvements	0	0
0	0	8400 – Equipment	700	700
0	0	<b>TOTAL CAPITAL OUTLAY</b>	<b>700</b>	<b>700</b>
456,444	174,187	<b>DIRECT BUDGET</b>	<b>237,162</b>	<b>239,528</b>
529,707	189,028	<b>TOTAL BUDGET</b>	<b>256,560</b>	<b>258,945</b>
11.93	3.00	<b>TOTAL FTE</b>	<b>3.00</b>	<b>3.00</b>



# MULTNOMAH COUNTY OREGON

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

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

February 28, 1991

To: Department of Revenue  
From: Multnomah County Board of County Commissioners  
Re: Assessment and Taxation Budget Request

Enclosed please find our proposed budget for 1991-2 for Assessment and Taxation. We believe it represents a responsible approach to providing assessment and taxation in the post-Measure 5 world. We also believe that this budget will allow us to meet the goals of the enclosed plan.

Approving this budget at this point in our budget process proposed certain problems for us. The County is facing a \$24 million budget shortfall to maintain current county services. Therefore, we are reexamining how the County does business and plan to examine budget submissions with special care. We may need to revise some county wide budget policies as we move through this budget process.

We also recognize your need for certainty as to our overall plan and its funding mechanism, the budget. Therefore, we suggest the following:

1. The Director of the Department of General Services will arrange meetings next month with the Board and DOR to explore other ways of meeting the goals of our plan.
2. As we develop new or different county wide budget guidelines, some may apply to A and T. As a result, we may want to reorder our line items priorities. We would submit a revised plan for your approval.

We will appreciate your cooperation as we move through this process.

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SUMMARY OF EXPENSES  
PROPERTY TAX PROGRAM

1991-92

MULTNOMAH County

EXPENDITURES FOR:	A VALUATION	B RECORDS ASSESSMENT	C BOARDS OF EQUALIZATION	D TAX COLLECTION AND DISTRIBUTION	E CADASTRAL MAPPING	F DATA PROCESSING	G TOTAL
1 Personal Services *1	3,776,661	759,491	83,787	1,128,126		441,138	6,189,203
2 Materials and Services *1	353,435	314,271	75,180	581,051		1,170,680	2,494,617
3 Cost of Transportation *2 (Do not include in Materials and Services or Capital Outlay)	66,060	1,280	300	1,375		1,600	70,615
4 Capital Outlay (Do not include in Materials and Services)	700	11,620	1,000	51,500		1,042,382	1,107,202
5 TOTAL	4,196,856	1,086,662	160,267	1,762,802		2,655,800	9,862,387

\*1 Do not include any amount that is included in capital outlay.

\*4 Capital outlay is limited to either 6 percent of the total dollars certified or \$50,000, whichever is greater.

\*2 Specify the method used to determine cost of transportation:

☐ The estimate of the actual cost of operating the vehicle for a 12 month period plus a depreciation allowance for the useful life of the vehicle.☒ The rate per mile used in the county with an estimate of miles to be driven:

Rate per mile \_\_\_\_\_ Estimate of miles \_\_\_\_\_

\*Rate is established as a base amount depending on job class with an additional ten cents per mile driven.

\*3 Data Processing Capital Outlay includes personal services and materials and services for all new data processing development and all data processing equipment purchases.

\*5 Specify the method used to determine indirect costs:

☐ Percent amount approved by a federal granting agency. \_\_\_\_\_ % of \_\_\_\_\_☒ 5 percent of total direct expenditures less capital outlay.

Total indirect costs \$ 437,115

\*6 Total amount eligible for grant \$ 9,862,387

7 Total expenditures certified for consideration in grant  
(total of 5 and 6). \$ 10,300,146

**DIVISION OF ASSESSMENT & TAXATION**  
**Proposed FY 1991 – 92 Budget**

**Net General Fund Cost of Implementing HB 2338**

	1990-91 Budget	1991-92 Proposed	Increase/Decrease 90-91 to 91-92
<b>PROGRAM EXPENDITURES</b>			
<u>Organization/Section</u>			
A&T Administration	256,560	262,347	5,787
Technical Support	830,804	684,344	(146,460)
Records Management	1,219,820	1,086,662	(133,158)
Appraisal	3,928,696	3,934,509	5,813
Tax Collection/Info	<u>1,301,459</u>	<u>1,323,706</u>	<u>22,247</u>
<b>SUB-TOTAL A&amp;T</b>	<b>7,537,339</b>	<b>7,291,568</b>	<b>(245,771)</b>
DP Service Reimbursement	1,001,599	991,456	(10,143)
Bd. of Equalization	162,956	160,267	(2,689)
Treasury Function	58,924	66,434	7,510
DP Systems Project	600,000	980,000	380,000
* Tax Title	<u>363,174</u>	<u>372,662</u>	<u>9,488</u>
<b>SUB-TOTAL OTHER</b>	<b>2,186,653</b>	<b>2,570,819</b>	<b>384,166</b>
<b>TOTAL COST - HB 2338</b>	<b>9,723,992</b>	<b>9,862,387</b>	<b>138,395</b>
<b>PROGRAM REVENUE</b>			
State Grant @ 20%	1,886,607	1,972,477	85,870
* Tax Title Fund	363,174	372,662	9,488
Indirect Costs @ 5%	86,484	87,552	1,068
Real Estate Transfer Fee	<u>45,000</u>	<u>50,000</u>	<u>5,000</u>
<b>TOTAL PROGRAM REVENUE</b>	<b>2,381,265</b>	<b>2,482,691</b>	<b>101,426</b>
<b>NET GENERAL FUND COST</b>	<b>7,342,727</b>	<b>7,379,696</b>	<b>36,969</b>

\* NOTE: Tax Title is funded through receipts from the sale of foreclosed properties. It is included here for purposes of displaying the total cost of the "support functions" outlined in HB 2338.

Division of Assessment & Taxation  
Grant Budget Summary

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
3,042,956	3,099,579	5100 - Permanent	4,082,084	4,168,374
96,267	91,917	5200 - Temporary	93,572	90,785
21,174	35,498	5300 - Overtime	1,600	2,000
38,183	29,797	5400 - Premium	64,885	7,691
753,667	783,970	5500 - Fringe Benefits	1,099,326	1,147,471
3,952,247	4,040,761	<b>TOTAL EXTERNAL</b>	<b>5,341,477</b>	<b>5,416,321</b>
406,497	421,845	5550 - Insurance	698,754	772,882
4,358,744	4,462,606	<b>TOTAL PERSONAL SERVICES</b>	<b>6,040,231</b>	<b>6,189,203</b>
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 - County Supplements	0	0
25,205	0	6060 - Pass Through	0	0
273,755	236,990	6110 - Professional Services	894,281	1,153,970
71,555	23,949	6120 - Printing	72,400	44,500
5,183	3,982	6130 - Utilities	2,000	2,200
320	0	6140 - Communications	400	500
3,294	7,508	6170 - Rentals	241,847	263,488
86,586	64,962	6180 - Repairs/Maintenance	227,487	136,950
68,297	67,915	6190 - Maintenance Contracts	90,048	111,845
177,665	215,438	6200 - Postage	207,700	266,620
44,112	57,705	6230 - Supplies	154,103	99,773
16	129	6270 - Food	652	652
724	219	6310 - Education/Training	101,527	94,785
46,010	47,206	6330 - Travel	66,870	70,615
420	0	6530 - External DP	2,200	2,200
0	6,243	6560 - Refunds	0	0
3,964	3,421	6620 - Dues/Subscriptions	4,850	4,400
807,106	735,667	<b>TOTAL EXTERNAL</b>	<b>2,066,365</b>	<b>2,252,498</b>
64,738	64,643	7150 - Telephone	67,341	71,156
0	0	7200 - Data Processing	1,001,599	991,456
8,202	7,673	7300 - Motor Pool	30,748	32,372
0	0	7400 - Building Management	0	0
136,711	153,387	7500 - Other Internal	218,609	78,500
209,651	225,703	<b>TOTAL INTERNAL</b>	<b>1,318,297</b>	<b>1,173,484</b>
1,016,757	967,370	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,384,662</b>	<b>3,425,982</b>
		<b>CAPITAL OUTLAY</b>		
0	0	8300 - Other Improvements	31,200	30,000
114	4,128	8400 - Equipment	267,898	217,202
114	4,128	<b>TOTAL CAPITAL OUTLAY</b>	<b>299,098</b>	<b>247,202</b>
4,759,467	4,780,556	<b>DIRECT BUDGET</b>	<b>7,706,940</b>	<b>7,916,021</b>
5,375,615	5,428,104	<b>TOTAL BUDGET</b>	<b>9,723,991</b>	<b>9,862,387</b>
127.36	126.00	<b>TOTAL FTE</b>	<b>151.67</b>	<b>152.40</b>



Division of Assessment & Taxation  
ORG # 7565 – Administration

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
304,882	104,491	5100 – Permanent	112,918	116,430
6,392	2,012	5200 – Temporary	1,272	1,330
1,487	0	5300 – Overtime	0	0
11,456	698	5400 – Premium	2,392	1,200
67,224	26,347	5500 – Fringe Benefits	29,684	31,436
391,441	133,548	<b>TOTAL EXTERNAL</b>	146,266	150,396
37,899	9,759	5550 – Insurance	14,102	14,445
429,340	143,307	<b>TOTAL PERSONAL SERVICES</b>	160,368	164,841
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 – County Supplements	0	0
0	0	6060 – Pass Through	0	0
12,787	2,214	6110 – Professional Services	7,000	7,000
2,975	1,600	6120 – Printing	5,000	5,000
0	0	6130 – Utilities	0	0
160	0	6140 – Communications	0	0
0	0	6170 – Rentals	5,974	13,908
288	436	6180 – Repairs/Maintenance	1,000	1,000
1,395	0	6190 – Maintenance Contracts	0	0
33,179	22,711	6200 – Postage	25,250	25,250
9,354	9,509	6230 – Supplies	11,000	11,000
0	129	6270 – Food	652	652
0	0	6310 – Education/Training	27,500	21,964
901	1,000	6330 – Travel	2,320	2,060
0	0	6530 – External DP	0	0
0	0	6560 – Refunds	0	0
3,964	3,040	6620 – Dues/Subscriptions	4,500	4,000
65,003	40,639	<b>TOTAL EXTERNAL</b>	90,196	91,834
34,732	4,557	7150 – Telephone	4,067	3,743
0	0	7200 – Data Processing	0	0
604	525	7300 – Motor Pool	1,229	1,229
0	0	7400 – Building Management	0	0
28	0	7500 – Other Internal	0	0
35,364	5,082	<b>TOTAL INTERNAL</b>	5,296	4,972
100,367	45,721	<b>TOTAL MATERIALS &amp; SERVICES</b>	95,492	96,806
		<b>CAPITAL OUTLAY</b>		
0	0	8300 – Other Improvements	0	0
0	0	8400 – Equipment	700	700
0	0	<b>TOTAL CAPITAL OUTLAY</b>	700	700
456,444	174,187	<b>DIRECT BUDGET</b>	237,162	242,930
529,707	189,028	<b>TOTAL BUDGET</b>	256,560	262,347
11.93	3.00	<b>TOTAL FTE</b>	3.00	3.00

Division of Assessment & Taxation  
ORG # 7566 – Technical Support

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
	211,138	5100 – Permanent	286,035	291,283
	9,971	5200 – Temporary	11,264	11,264
	0	5300 – Overtime	1,600	2,000
	8,802	5400 – Premium	8,035	4,291
	54,965	5500 – Fringe Benefits	78,894	83,386
	284,876	<b>TOTAL EXTERNAL</b>	385,828	392,224
	28,230	5550 – Insurance	48,113	48,914
	313,106	<b>TOTAL PERSONAL SERVICES</b>	433,941	441,138
		<b>MATERIALS &amp; SERVICES</b>		
	0	6050 – County Supplements	0	0
	0	6060 – Pass Through	0	0
	9,594	6110 – Professional Services	33,220	31,800
	183	6120 – Printing	0	0
	0	6130 – Utilities	0	0
	0	6140 – Communications	0	0
	0	6170 – Rentals	21,906	19,728
	2,104	6180 – Repairs/Maintenance	18,205	14,200
	5,616	6190 – Maintenance Contracts	15,120	34,586
	0	6200 – Postage	2,000	1,000
	9,327	6230 – Supplies	50,655	34,273
	0	6270 – Food	0	0
	0	6310 – Education/Training	28,218	34,570
	712	6330 – Travel	1,600	1,600
	0	6530 – External DP	1,200	1,200
	0	6560 – Refunds	0	0
	44	6620 – Dues/Subscriptions	350	400
	27,580	<b>TOTAL EXTERNAL</b>	172,474	173,357
	1,931	7150 – Telephone	2,576	7,387
	0	7200 – Data Processing	1,001,599	991,456
	0	7300 – Motor Pool	80	80
	0	7400 – Building Management	0	0
	0	7500 – Other Internal	0	0
	1,931	<b>TOTAL INTERNAL</b>	1,004,255	998,923
	29,511	<b>TOTAL MATERIALS &amp; SERVICES</b>	1,176,729	1,172,280
		<b>CAPITAL OUTLAY</b>		
	0	8300 – Other Improvements	0	0
	0	8400 – Equipment	221,733	182,382
	0	<b>TOTAL CAPITAL OUTLAY</b>	221,733	182,382
	312,456	<b>DIRECT BUDGET</b>	780,035	747,963
	342,617	<b>TOTAL BUDGET</b>	1,832,403	1,795,800
	9.00	<b>TOTAL FTE</b>	11.00	11.00

Division of Assessment & Taxation  
ORG # 7570 – Records Management

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
534,245	432,807	5100 – Permanent	502,674	515,050
14,347	7,232	5200 – Temporary	4,600	5,500
0	0	5300 – Overtime	0	0
3,699	2,276	5400 – Premium	8,967	1,600
132,232	102,165	5500 – Fringe Benefits	130,670	140,981
684,523	544,480	<b>TOTAL EXTERNAL</b>	646,911	663,131
74,198	58,049	5550 – Insurance	85,623	96,360
758,721	602,529	<b>TOTAL PERSONAL SERVICES</b>	732,534	759,491
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 – County Supplements	0	0
0	0	6060 – Pass Through	0	0
139,200	139,200	6110 – Professional Services	144,200	139,200
21,646	4,744	6120 – Printing	7,000	8,000
0	0	6130 – Utilities	0	0
0	0	6140 – Communications	0	0
0	4,772	6170 – Rentals	48,229	65,832
5,428	942	6180 – Repairs/Maintenance	37,809	6,000
47,568	42,345	6190 – Maintenance Contracts	48,028	50,759
14,344	18,048	6200 – Postage	3,500	4,000
12,910	8,806	6230 – Supplies	22,801	22,801
0	0	6270 – Food	0	0
30	0	6310 – Education/Training	7,879	7,075
450	847	6330 – Travel	1,155	1,280
420	0	6530 – External DP	1,000	1,000
0	0	6560 – Refunds	0	0
0	0	6620 – Dues/Subscriptions	0	0
241,996	219,704	<b>TOTAL EXTERNAL</b>	321,601	305,947
6,174	10,906	7150 – Telephone	9,023	9,604
0	0	7200 – Data Processing	0	0
0	0	7300 – Motor Pool	0	0
0	0	7400 – Building Management	0	0
136,531	137,500	7500 – Other Internal	135,417	0
142,705	148,406	<b>TOTAL INTERNAL</b>	144,440	9,604
384,701	368,110	<b>TOTAL MATERIALS &amp; SERVICES</b>	466,041	315,551
		<b>CAPITAL OUTLAY</b>		
0	0	8300 – Other Improvements	0	0
0	0	8400 – Equipment	21,245	11,620
0	0	<b>TOTAL CAPITAL OUTLAY</b>	21,245	11,620
926,519	764,184	<b>DIRECT BUDGET</b>	989,757	980,698
1,143,422	970,639	<b>TOTAL BUDGET</b>	1,219,820	1,086,662
24.75	19.00	<b>TOTAL FTE</b>	20.00	20.00

Division of Assessment & Taxation  
ORG # 7580 – Appraisal

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
1,629,665	1,791,316	5100 – Permanent	2,418,249	2,462,987
26,670	36,581	5200 – Temporary	21,917	21,917
19,614	35,495	5300 – Overtime	0	0
15,325	2,749	5400 – Premium	36,874	600
412,995	456,897	5500 – Fringe Benefits	652,769	671,086
2,104,269	2,323,038	<b>TOTAL EXTERNAL</b>	3,129,809	3,156,590
214,983	247,718	5550 – Insurance	416,509	455,230
2,319,252	2,570,756	<b>TOTAL PERSONAL SERVICES</b>	3,546,318	3,611,820
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 – County Supplements	0	0
0	0	6060 – Pass Through	0	0
33,099	5,814	6110 – Professional Services	2,400	3,000
16,647	8,349	6120 – Printing	15,000	14,000
0	0	6130 – Utilities	0	0
160	0	6140 – Communications	400	500
0	0	6170 – Rentals	115,403	87,780
2,334	808	6180 – Repairs/Maintenance	28,492	4,300
0	0	6190 – Maintenance Contracts	500	500
32,907	43,091	6200 – Postage	46,450	68,730
10,622	19,292	6230 – Supplies	44,592	16,000
0	0	6270 – Food	0	0
132	0	6310 – Education/Training	29,612	25,309
43,695	43,569	6330 – Travel	60,020	64,000
0	0	6530 – External DP	0	0
0	0	6560 – Refunds	0	0
0	195	6620 – Dues/Subscriptions	0	0
139,596	121,118	<b>TOTAL EXTERNAL</b>	342,869	284,119
12,148	27,215	7150 – Telephone	32,309	31,370
0	0	7200 – Data Processing	0	0
6,240	6,240	7300 – Motor Pool	7,200	7,200
0	0	7400 – Building Management	0	0
0	58	7500 – Other Internal	0	0
18,388	33,513	<b>TOTAL INTERNAL</b>	39,509	38,570
157,984	154,631	<b>TOTAL MATERIALS &amp; SERVICES</b>	382,378	322,689
		<b>CAPITAL OUTLAY</b>		
0	0	8300 – Other Improvements	0	0
0	0	8400 – Equipment	0	0
0	0	<b>TOTAL CAPITAL OUTLAY</b>	0	0
2,243,865	2,444,156	<b>DIRECT BUDGET</b>	3,472,678	3,440,709
2,477,236	2,725,387	<b>TOTAL BUDGET</b>	3,928,696	3,934,509
64.37	69.00	<b>TOTAL FTE</b>	86.00	86.00

Division of Assessment & Taxation  
 ORG # 7630 – Tax Collection/Information

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
492,441	470,201	5100 – Permanent	572,760	596,319
39,333	25,486	5200 – Temporary	27,555	27,555
0	3	5300 – Overtime	0	0
7,107	15,272	5400 – Premium	8,618	0
120,527	120,404	5500 – Fringe Benefits	155,322	168,446
659,408	631,366	<b>TOTAL EXTERNAL</b>	764,255	792,320
70,546	67,365	5550 – Insurance	102,437	119,487
729,954	698,731	<b>TOTAL PERSONAL SERVICES</b>	866,692	911,807
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 – County Supplements	0	0
0	0	6060 – Pass Through	0	0
44,623	37,688	6110 – Professional Services	38,470	28,000
26,464	6,872	6120 – Printing	40,000	14,500
0	0	6130 – Utilities	0	0
0	0	6140 – Communications	0	0
3,259	2,736	6170 – Rentals	50,335	76,240
1,412	692	6180 – Repairs/Maintenance	41,381	1,250
19,334	19,954	6190 – Maintenance Contracts	26,400	26,000
89,043	118,345	6200 – Postage	115,000	145,000
9,069	7,602	6230 – Supplies	16,370	6,725
0	0	6270 – Food	0	0
0	0	6310 – Education/Training	5,098	4,223
964	1,078	6330 – Travel	1,475	1,375
0	0	6530 – External DP	0	0
0	0	6560 – Refunds	0	0
0	16	6620 – Dues/Subscriptions	0	0
194,168	194,983	<b>TOTAL EXTERNAL</b>	334,529	303,313
8,672	17,313	7150 – Telephone	14,846	13,586
0	0	7200 – Data Processing	0	0
112	20	7300 – Motor Pool	1,000	500
0	0	7400 – Building Management	0	0
0	15,695	7500 – Other Internal	83,192	78,500
8,784	33,028	<b>TOTAL INTERNAL</b>	99,038	92,586
202,952	228,011	<b>TOTAL MATERIALS &amp; SERVICES</b>	433,567	395,899
		<b>CAPITAL OUTLAY</b>		
0	0	8300 – Other Improvements	1,200	0
0	0	8400 – Equipment	0	16,000
0	0	<b>TOTAL CAPITAL OUTLAY</b>	1,200	16,000
853,576	826,349	<b>DIRECT BUDGET</b>	1,099,984	1,111,633
932,906	926,742	<b>TOTAL BUDGET</b>	1,301,459	1,323,706
22.91	22.42	<b>TOTAL FTE</b>	23.92	24.92

Administrative Services Division  
 ORG # 7390 – Board of Equalization

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
32,527	37,487	5100 – Permanent	49,754	40,811
9,460	10,589	5200 – Temporary	26,964	23,219
73	0	5300 – Overtime	0	0
363	0	5400 – Premium	0	0
8,194	9,979	5500 – Fringe Benefits	14,543	12,853
50,617	58,055	<b>TOTAL EXTERNAL</b>	91,261	76,883
2,904	4,335	5550 – Insurance	7,339	6,904
53,521	62,390	<b>TOTAL PERSONAL SERVICES</b>	98,600	83,787
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 – County Supplements	0	0
0	0	6060 – Pass Through	0	0
20,939	31,922	6110 – Professional Services	36,936	50,380
2,738	1,529	6120 – Printing	4,400	3,000
0	0	6130 – Utilities	0	0
0	0	6140 – Communications	0	0
0	0	6170 – Rentals	0	0
345	84	6180 – Repairs/Maintenance	600	200
0	0	6190 – Maintenance Contracts	0	0
8,192	13,228	6200 – Postage	11,500	18,000
1,263	1,956	6230 – Supplies	1,500	1,000
16	0	6270 – Food	0	0
0	0	6310 – Education/Training	600	200
0	0	6330 – Travel	300	300
0	0	6530 – External DP	0	0
0	0	6560 – Refunds	0	0
0	0	6620 – Dues/Subscriptions	0	0
33,493	48,719	<b>TOTAL EXTERNAL</b>	55,836	73,080
2,147	1,818	7150 – Telephone	2,300	2,400
0	0	7200 – Data Processing	0	0
0	0	7300 – Motor Pool	0	0
0	0	7400 – Building Management	0	0
152	134	7500 – Other Internal	0	0
2,299	1,952	<b>TOTAL INTERNAL</b>	2,300	2,400
35,792	50,671	<b>TOTAL MATERIALS &amp; SERVICES</b>	58,136	75,480
		<b>CAPITAL OUTLAY</b>		
0	0	8300 – Other Improvements	0	0
114	1,180	8400 – Equipment	6,220	1,000
114	1,180	<b>TOTAL CAPITAL OUTLAY</b>	6,220	1,000
84,224	107,954	<b>DIRECT BUDGET</b>	153,317	150,963
89,427	114,241	<b>TOTAL BUDGET</b>	162,956	160,267
1.37	1.58	<b>TOTAL FTE</b>	2.00	1.58

Facilities Management Division  
ORG # 5655 – Tax Title

1988–89 Actual	1989–90 Actual		1990–91 Budget	1991–92 Proposed
		<b>PERSONAL SERVICES</b>		
49,196	52,139	5100 – Permanent	111,738	113,960
65	46	5200 – Temporary	0	0
0	0	5300 – Overtime	0	0
233	0	5400 – Premium	0	0
12,495	13,213	5500 – Fringe Benefits	29,892	30,769
61,989	65,398	<b>TOTAL EXTERNAL</b>	141,630	144,729
5,967	6,389	5550 – Insurance	20,805	27,230
67,956	71,787	<b>TOTAL PERSONAL SERVICES</b>	162,435	171,959
		<b>MATERIALS &amp; SERVICES</b>		
0	0	6050 – County Supplements	0	0
25,205	0	6060 – Pass Through	0	0
23,107	10,558	6110 – Professional Services	20,000	21,000
1,085	672	6120 – Printing	1,000	0
5,183	3,982	6130 – Utilities	2,000	2,200
0	0	6140 – Communications	0	0
35	0	6170 – Rentals	0	0
76,779	59,896	6180 – Repairs/Maintenance	100,000	110,000
0	0	6190 – Maintenance Contracts	0	0
0	15	6200 – Postage	4,000	4,640
894	1,213	6230 – Supplies	1,000	1,000
0	0	6270 – Food	0	0
562	219	6310 – Education/Training	2,000	750
0	0	6330 – Travel	0	0
0	0	6530 – External DP	0	0
0	6,243	6560 – Refunds	0	0
0	126	6620 – Dues/Subscriptions	0	0
132,850	82,924	<b>TOTAL EXTERNAL</b>	130,000	139,590
865	903	7150 – Telephone	1,500	2,250
0	0	7200 – Data Processing	0	0
1,246	888	7300 – Motor Pool	21,239	23,363
0	0	7400 – Building Management	0	0
0	0	7500 – Other Internal	0	0
2,111	1,791	<b>TOTAL INTERNAL</b>	22,739	25,613
134,961	84,715	<b>TOTAL MATERIALS &amp; SERVICES</b>	152,739	165,203
		<b>CAPITAL OUTLAY</b>		
0	0	8300 – Other Improvements	30,000	30,000
0	2,948	8400 – Equipment	18,000	5,500
0	2,948	<b>TOTAL CAPITAL OUTLAY</b>	48,000	35,500
194,839	151,270	<b>DIRECT BUDGET</b>	319,630	319,819
202,917	159,450	<b>TOTAL BUDGET</b>	363,174	372,662
2.03	2.00	<b>TOTAL FTE</b>	5.00	5.00

Finance Division  
ORG # 7030 – Finance (All)

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
		5100 – Permanent	27,966	31,534
		5200 – Temporary	0	0
		5300 – Overtime	0	0
		5400 – Premium	0	0
		5500 – Fringe Benefits	7,552	8,514
		<b>TOTAL EXTERNAL</b>	<b>35,518</b>	<b>40,048</b>
		5550 – Insurance	3,826	4,312
		<b>TOTAL PERSONAL SERVICES</b>	<b>39,344</b>	<b>44,360</b>
		<b>MATERIALS &amp; SERVICES</b>		
		6050 – County Supplements	0	0
		6060 – Pass Through	0	0
		6110 – Professional Services	12,055	13,590
		6120 – Printing	0	0
		6130 – Utilities	0	0
		6140 – Communications	0	0
		6170 – Rentals	0	0
		6180 – Repairs/Maintenance	0	0
		6190 – Maintenance Contracts	0	0
		6200 – Postage	0	0
		6230 – Supplies	6,185	6,974
		6270 – Food	0	0
		6310 – Education/Training	620	694
		6330 – Travel	0	0
		6530 – External DP	0	0
		6560 – Refunds	0	0
		6620 – Dues/Subscriptions	0	0
		<b>TOTAL EXTERNAL</b>	<b>18,860</b>	<b>21,258</b>
		7150 – Telephone	720	816
		7200 – Data Processing	0	0
		7300 – Motor Pool	0	0
		7400 – Building Management	0	0
		7500 – Other Internal	0	0
		<b>TOTAL INTERNAL</b>	<b>720</b>	<b>816</b>
		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>19,580</b>	<b>22,074</b>
		<b>CAPITAL OUTLAY</b>		
		8300 – Other Improvements	0	0
		8400 – Equipment	0	0
		<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>
		<b>DIRECT BUDGET</b>	<b>54,378</b>	<b>61,306</b>
		<b>TOTAL BUDGET</b>	<b>58,924</b>	<b>66,434</b>
		<b>TOTAL FTE</b>	<b>0.75</b>	<b>0.90</b>



Information Services Division  
 ORG # 9481 – A & T Systems Project

1988-89 Actual	1989-90 Actual		1990-91 Budget	1991-92 Proposed
		<b>PERSONAL SERVICES</b>		
		5100 – Permanent	0	0
		5200 – Temporary	0	0
		5300 – Overtime	0	0
		5400 – Premium	0	0
		5500 – Fringe Benefits	0	0
		<b>TOTAL EXTERNAL</b>	0	0
		5550 – Insurance	0	0
		<b>TOTAL PERSONAL SERVICES</b>	0	0
		<b>MATERIALS &amp; SERVICES</b>		
		6050 – County Supplements	0	0
		6060 – Pass Through	0	0
		6110 – Professional Services	600,000	860,000
		6120 – Printing	0	0
		6130 – Utilities	0	0
		6140 – Communications	0	0
		6170 – Rentals	0	0
		6180 – Repairs/Maintenance	0	0
		6190 – Maintenance Contracts	0	0
		6200 – Postage	0	0
		6230 – Supplies	0	0
		6270 – Food	0	0
		6310 – Education/Training	0	0
		6330 – Travel	0	0
		6530 – External DP	0	0
		6560 – Refunds	0	0
		6620 – Dues/Subscriptions	0	0
		<b>TOTAL EXTERNAL</b>	600,000	860,000
		7150 – Telephone	0	0
		7200 – Data Processing	0	0
		7300 – Motor Pool	0	0
		7400 – Building Management	0	0
		7500 – Other Internal	0	0
		<b>TOTAL INTERNAL</b>	0	0
		<b>TOTAL MATERIALS &amp; SERVICES</b>	600,000	860,000
		<b>CAPITAL OUTLAY</b>		
		8300 – Other Improvements	0	0
		8400 – Equipment	0	0
		<b>TOTAL CAPITAL OUTLAY</b>	0	0
		<b>DIRECT BUDGET</b>	600,000	860,000
		<b>TOTAL BUDGET</b>	600,000	860,000
		<b>TOTAL FTE</b>	0.00	0.00



**BUD 1**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T (ALL)	PREPARED BY CAL SMITH		
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	ALL A & T	2/22/91
OBJECT DETAIL		CURRENT BUDGET	3% CUT BUDGET	NET DIFF	
5100 PERMANENT		4,097,585	4,193,083	95,498	
5200 TEMPORARY (B)		71,208	73,066	1,858	
5300 OVERTIME (B)		1,600	2,000	400	
5400 PREMIUM PAY (B)		68,574	8,441	(60,133)	
5500 FRINGE (C)		1,102,562	1,153,996	51,434	
DIRECT PERSONAL SERVICES		5,341,529	5,430,586	89,057	
5550 INS BENEFITS (C)		711,705	783,987	72,282	
PERSONAL SERVICES		6,053,234	6,214,573	161,339	
6050 COUNTY SUPPLEMENTS (A)		0	0	0	
6060 PASS THROUGH PAYMENTS (A)		0	0	0	
6110 PROFESSIONAL SERVICES (A)		225,290	209,000	(16,290)	
6120 PRINTING (B)		89,980	67,800	(22,180)	
6130 UTILITIES (B)		0	0	0	
6140 COMMUNICATIONS (B)		400	500	100	
6170 RENTALS (A)		180,412	282,924	102,512	
6180 REPAIRS & MAINTENANCE (B)		128,037	28,850	(99,187)	
6190 MAINTENANCE CONTRACTS (A)		95,407	116,982	21,575	
6200 POSTAGE (B)		203,820	257,030	53,210	
6230 SUPPLIES (B)		155,736	103,149	(52,587)	
6270 FOOD (A)		652	250	(402)	
6310 EDUCATION & TRAINING (B)		99,538	90,955	(8,583)	
6330 TRAVEL (B)		66,950	70,775	3,825	
6520 INSURANCE (A)		0	0	0	
6530 EXTERNAL DATA PROCESSING (A)		2,200	2,200	0	
6550 DRUGS (A)		0	0	0	
6580 CLAIMS PAID (B)		0	0	0	
6590 JUDGEMENTS (A)		0	0	0	
6610 AWARDS & PREMIUMS (B)		0	0	0	
6620 DUES & SUBSCRIPTIONS (B)		4,850	4,400	(450)	
7810 DEBT RETIREMENT (A)		0	0	0	
7820 INTEREST (A)		0	0	0	
DIRECT MATERIALS AND SERVICES		1,253,272	1,234,815	(18,457)	
7100 INDIRECT COSTS (A)		0	0	0	
7150 TELEPHONE (B)		68,306	71,863	3,557	
7200 DATA PROC SERVICES (B)		1,001,599	991,456	(10,143)	
7300 MOTOR POOL SERVICES (B)		9,509	9,009	(500)	
7400 BLDG. MGT. SERVICES (A)		80,654	0	(80,654)	
7500 OTHER INT. SERVICES (A)		218,609	78,500	(140,109)	
INTERNAL SVC. REIMBURSEMENTS		1,378,677	1,150,828	(227,849)	
TOTAL MATERIAL/SERVICES		2,631,949	2,385,643	(246,306)	
8100 LAND (C)		0	0	0	
8200 BUILDINGS (C)		0	0	0	
8300 OTHER IMPROVEMENTS (A)		2,200	0	(2,200)	
8400 EQUIPMENT (A)		243,678	210,702	(32,976)	
CAPITAL OUTLAY		245,878	210,702	(35,176)	
DIRECT BUDGET		6,819,434	6,863,783	44,349	
TOTAL BUDGET		8,931,061	8,810,917	(120,144)	

THIS SHEET IS:  
BUDCUT3.WK3

**BUD 1**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T (ALL)		PREPARED BY CAL SMITH	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	ALL A & T	2/08/91
OBJECT DETAIL		CURRENT BUDGET	3% CUT BUDGET	NET DIFF	
5100 PERMANENT		4,097,585	4,193,083	95,498	
5200 TEMPORARY (B)		71,208	73,066	1,858	
5300 OVERTIME (B)		1,600	2,000	400	
5400 PREMIUM PAY (B)		68,574	8,441	(60,133)	
5500 FRINGE (C)		1,102,562	1,153,996	51,434	
<b>DIRECT PERSONAL SERVICES</b>		5,341,529	5,430,586	89,057	
5550 INS BENEFITS (C)		711,705	783,987	72,282	
<b>PERSONAL SERVICES</b>		6,053,234	6,214,573	161,339	
6050 COUNTY SUPPLEMENTS (A)		0	0	0	
6060 PASS THROUGH PAYMENTS (A)		0	0	0	
6110 PROFESSIONAL SERVICES (A)		225,290	209,000	(16,290)	
6120 PRINTING (B)		89,980	67,800	(22,180)	
6130 UTILITIES (B)		0	0	0	
6140 COMMUNICATIONS (B)		400	500	100	
6170 RENTALS (A)		180,412	282,924	102,512	
6180 REPAIRS & MAINTENANCE (B)		128,037	28,850	(99,187)	
6190 MAINTENANCE CONTRACTS (A)		95,407	116,982	21,575	
6200 POSTAGE (B)		203,820	257,030	53,210	
6230 SUPPLIES (B)		155,736	103,149	(52,587)	
6270 FOOD (A)		652	652	0	
6310 EDUCATION & TRAINING (B)		99,538	93,955	(5,583)	
6330 TRAVEL (B)		66,950	70,775	3,825	
6520 INSURANCE (A)		0	0	0	
6530 EXTERNAL DATA PROCESSING (A)		2,200	2,200	0	
6550 DRUGS (A)		0	0	0	
6580 CLAIMS PAID (B)		0	0	0	
6590 JUDGEMENTS (A)		0	0	0	
6610 AWARDS & PREMIUMS (B)		0	0	0	
6620 DUES & SUBSCRIPTIONS (B)		4,850	4,400	(450)	
7810 DEBT RETIREMENT (A)		0	0	0	
7820 INTEREST (A)		0	0	0	
<b>DIRECT MATERIALS AND SERVICES</b>		1,253,272	1,238,217	(15,055)	
7100 INDIRECT COSTS (A)		0	0	0	
7150 TELEPHONE (B)		68,306	71,863	3,557	
7200 DATA PROC SERVICES (B)		1,001,599	991,456	(10,143)	
7300 MOTOR POOL SERVICES (B)		9,509	9,009	(500)	
7400 BLDG. MGT. SERVICES (A)		80,654	0	(80,654)	
7500 OTHER INT. SERVICES (A)		218,609	78,500	(140,109)	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		1,378,677	1,150,828	(227,849)	
<b>TOTAL MATERIAL/SERVICES</b>		2,631,949	2,389,045	(242,904)	
8100 LAND (C)		0	0	0	
8200 BUILDINGS (C)		0	0	0	
8300 OTHER IMPROVEMENTS (A)		2,200	0	(2,200)	
8400 EQUIPMENT (A)		243,678	210,702	(32,976)	
<b>CAPITAL OUTLAY</b>		245,878	210,702	(35,176)	
	DIRECT BUDGET	6,819,434	6,867,185	47,751	
	TOTAL BUDGET	8,931,061	8,814,319	(116,742)	

THIS SHEET IS:  
BUDCUT3.WK3

ADMINISTRATION  
7565

**BUD 1**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T ADMINISTRATION		PREPARED BY NITA LOMAX	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7565	02/22/91
OBJECT DETAIL		CURRENT BUDGET	3% REDUCED REQUEST	NET DIFF	
5100 PERMANENT		112,918	116,430	3,512	
5200 TEMPORARY (B)		1,272	1,330	58	
5300 OVERTIME (B)		0	0	0	
5400 PREMIUM PAY (B)		2,392	1,200	(1,192)	
5500 FRINGE (C)		29,684	31,436	1,752	
<b>DIRECT PERSONAL SERVICES</b>		146,266	150,396	4,130	
5550 INS BENEFITS (C)		14,102	14,445	343	
<b>PERSONAL SERVICES</b>		160,368	164,841	4,473	
6050 COUNTY SUPPLEMENTS (A)		0		0	
6060 PASS THROUGH PAYMENTS (A)		0		0	
6110 PROFESSIONAL SERVICES (A)		7,000	7,000	0	
6120 PRINTING (B)		5,000	5,000	0	
6130 UTILITIES (B)		0		0	
6140 COMMUNICATIONS (B)		0	0	0	
6170 RENTALS (A)		5,974	13,908	7,934	
6180 REPAIRS & MAINTENANCE (B)		1,000	1,000	0	
6190 MAINTENANCE CONTRACTS (A)		0	0	0	
6200 POSTAGE (B)		25,250	25,250	0	
6230 SUPPLIES (B)		11,000	11,000	0	
6270 FOOD (A)		652	250	(402)	
6310 EDUCATION & TRAINING (B)		27,500	18,964	(8,536)	
6330 TRAVEL (B)		2,320	2,060	(260)	
6520 INSURANCE (A)				0	
6530 EXTERNAL DATA PROCESSING (A)			0	0	
6550 DRUGS (A)				0	
6580 CLAIMS PAID (B)				0	
6590 JUDGEMENTS (A)				0	
6610 AWARDS & PREMIUMS (B)				0	
6620 DUES & SUBSCRIPTIONS (B)		4,500	4,000	(500)	
7810 DEBT RETIREMENT (A)				0	
7820 INTEREST (A)				0	
<b>DIRECT MATERIALS AND SERVICES</b>		90,196	88,432	(1,764)	
7100 INDIRECT COSTS (A)				0	
7150 TELEPHONE (B)		4,067	3,743	(324)	
7200 DATA PROC SERVICES (B)			0	0	
7300 MOTOR POOL SERVICES (B)		1,229	1,229	0	
7400 BLDG. MGT. SERVICES (A)			0	0	
7500 OTHER INT. SERVICES (A)		0	0	0	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		5,296	4,972	(324)	
<b>TOTAL MATERIAL/SERVICES</b>		95,492	93,404	(2,088)	
8100 LAND (C)				0	
8200 BUILDINGS (C)				0	
8300 OTHER IMPROVEMENTS (A)			0	0	
8400 EQUIPMENT (A)		700	700	0	
<b>CAPITAL OUTLAY</b>		700	700	0	
<b>DIRECT BUDGET</b>		237,162	238,828	1,666	
<b>TOTAL BUDGET</b>		256,560	258,945	2,385	

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

**BUD 1**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T ADMINISTRATION		PREPARED BY NITA LOMAX	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7565	02/01/91
OBJECT DETAIL		CURRENT BUDGET	3% REDUCED REQUEST	NET DIFF	
5100 PERMANENT		112,918	116,430	3,512	
5200 TEMPORARY (B)		1,272	1,330	58	
5300 OVERTIME (B)		0	0	0	
5400 PREMIUM PAY (B)		2,392	1,200	(1,192)	
5500 FRINGE (C)		29,684	31,436	1,752	
<b>DIRECT PERSONAL SERVICES</b>		146,266	150,396	4,130	
5550 INS BENEFITS (C)		14,102	14,445	343	
<b>PERSONAL SERVICES</b>		160,368	164,841	4,473	
6050 COUNTY SUPPLEMENTS (A)		0		0	
6060 PASS THROUGH PAYMENTS (A)		0		0	
6110 PROFESSIONAL SERVICES (A)		7,000	7,000	0	
6120 PRINTING (B)		5,000	5,000	0	
6130 UTILITIES (B)		0		0	
6140 COMMUNICATIONS (B)		0	0	0	
6170 RENTALS (A)		5,974	13,908	7,934	
6180 REPAIRS & MAINTENANCE (B)		1,000	1,000	0	
6190 MAINTENANCE CONTRACTS (A)		0	0	0	
6200 POSTAGE (B)		25,250	25,250	0	
6230 SUPPLIES (B)		11,000	11,000	0	
6270 FOOD (A)		652	652	0	
6310 EDUCATION & TRAINING (B)		27,500	21,964	(5,536)	
6330 TRAVEL (B)		2,320	2,060	(260)	
6520 INSURANCE (A)				0	
6530 EXTERNAL DATA PROCESSING (A)			0	0	
6550 DRUGS (A)				0	
6580 CLAIMS PAID (B)				0	
6590 JUDGEMENTS (A)				0	
6610 AWARDS & PREMIUMS (B)				0	
6620 DUES & SUBSCRIPTIONS (B)		4,500	4,000	(500)	
7810 DEBT RETIREMENT (A)				0	
7820 INTEREST (A)				0	
<b>DIRECT MATERIALS AND SERVICES</b>		90,196	91,834	1,638	
7100 INDIRECT COSTS (A)				0	
7150 TELEPHONE (B)		4,067	3,743	(324)	
7200 DATA PROC SERVICES (B)			0	0	
7300 MOTOR POOL SERVICES (B)		1,229	1,229	0	
7400 BLDG. MGT. SERVICES (A)			0	0	
7500 OTHER INT. SERVICES (A)		0	0	0	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		5,296	4,972	(324)	
<b>TOTAL MATERIAL/SERVICES</b>		95,492	96,806	1,314	
8100 LAND (C)				0	
8200 BUILDINGS (C)				0	
8300 OTHER IMPROVEMENTS (A)			0	0	
8400 EQUIPMENT (A)		700	700	0	
<b>CAPITAL OUTLAY</b>		700	700	0	
<b>DIRECT BUDGET</b>		237,162	242,230	5,068	
<b>TOTAL BUDGET</b>		256,560	262,347	5,787	

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

**BUD 3**

OBJECT DETAIL		ORGANIZATION NAME A & T ADMINISTRATION			PREPARED BY NITA LOMAX	
		FUND 100	AGENCY 040	ORGANIZATION 7565	DATE 02/22/91	
OBJECT CODE	EXPLANATION					AMOUNT
6110	PROFESSIONAL SERVICES					\$7,000
6120	PRINTING AND REPRODUCTION					\$5,000
6140	COMMUNICATIONS					\$0
6170	RENTAL: Increased due to escalation clause and additional square footage					\$13,908
6180	REPAIRS & MAINTENANCE					\$1,000
6190	MAINTENANCE CONTRACTS					\$0
6200	POSTAGE					\$25,250
6230	SUPPLIES					\$11,000
				QTY.	EACH	ITEM TOT. \$11,000
6270	FOOD (A)					\$250



**BUD 3**

OBJECT DETAIL		ORGANIZATION NAME A & T ADMINISTRATION			PREPARED BY NITA LOMAX	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	100	7565	01/24/91	
OBJECT CODE	EXPLANATION					AMOUNT
6310	EDUCATION & TRAINING					
					ITEM TOT.	18,964
	Assessor's Mid-Winter Conference				400	
	Assessor's Summer Conference				400	
	Assoc of Oregon Counties (AOC) Conference				400	
	Institute Course				400	
	DOR Technical Training				400	
	Executive Forum				1,000	
	General Professional Development Courses				7,714	
	Supervisory Development Courses				8,250	

**BUD 3**

OBJECT DETAIL		ORGANIZATION NAME A & T ADMINISTRATION			PREPARED BY NITA LOMAX	
		FUND 100	AGENCY 040	ORGANIZATION 7565	DATE 02/22/91	
OBJECT CODE	EXPLANATION					AMOUNT
6330	LOCAL TRAVEL AND MILEAGE Tri-Met Bus Passes (1) Mileage	ITEM TOT. 260 1,800				\$2,060
6530	EXTERNAL DATA PROCESSING					\$0
6620	DUES AND SUBSCRIPTIONS					\$4,000

BUD 4 REVENUE SOURCE

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Revenue Source	A & T SUPPLEMENT	Revenue Code Number	2369
Revenue Category	INTERGOV REVENUE	Fund	GENERAL
Revenue Class	STATE SOURCES	Department	GENERAL SERVICES
		Division	A & T
		Organization Number	7565
Contact Person	JANICE DRUIAN	Phone	248-3345

=====

Actual 86/87	\$0	Date Prepared	<u>2-7-91</u>
Actual 87/88	\$0		
Actual 88/89	\$0	Budget 88/89	\$0
Actual 89/90	\$0	Budget 89/90	\$0

Adopted Budget 90/91 \$2,185,072

Revised Budget (as of 12/31/90) \_\_\_\_\_

Projected Actual 90/91 \_\_\_\_\_

Estimated 91/92 Revenue  
(do not include carryover) \$2,185,072

Show computations used to arrive at estimate

Estimate is determined by the Department of Revenue based on Multnomah County's proportionate share of a state wide pool.

ORS 311.508

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover \_\_\_\_\_

## BUD 2

PERSONNEL DETAIL			ORGANIZATION A & T ADMINISTRATION			DATE 02/01/91		
			FUND 100	AGENCY 040	ORGANIZATION 7565	PREPARED BY NITA LOMAX		
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL	
					DIR	IND		
1.0	ADMIN SECRETARY	6005	CHILDERS, ANN	25,529	6,893	3,210	35,632	
1.0	ADMIN ASSISTANT	9006	LOMAX, JUANITA	29,593	7,990	4,820	42,403	
1.0	PROGRAM MANAGER 3	9480	DRUIAN, JANICE	61,308	16,553	6,415	84,276	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
					0		0	
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM				PERMANENT	5100			
					116,430	31,436	14,445	162,311
				TEMPORARY	5200			
					1,330			✓
				OVERTIME	5300			
					0			
				PREMIUM	5400			
	1,200			✓				
TOTAL				118,960	31,436	14,445	162,311	

# BUD 2 SUMMARY

		ORGANIZATION A & T ADMINISTRATION			DATE 02/01/91
		FUND 100	AGENCY 040	ORGANIZATION 7565	PREPARED BY NITA LOMAX
FTE	JOB TITLE	JOB NO.			BASE
1.0	ADMIN SECRETARY	6005			25,529
1.0	ADMIN ASSISTANT	9006			29,593
1.0	PROGRAM MANAGER 3	9480			61,308
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
0.0	0	0			0
		0			
		TOTAL			116,430

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T ADMINISTRATION			PREPARED BY NITA LOMAX
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7565	02/01/91
OBJECT CODE	EXPLANATION				AMOUNT
5100	PERMANENT				115,650
5200	TEMPORARY				1,330
5300	OVERTIME				0
5400	PREMIUM PAY				1,200

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T ADMINISTRATION			PREPARED BY NITA LOMAX	
		FUND 100	AGENCY 040	ORGANIZATION 7565	DATE 02/01/91	
OBJECT CODE	EXPLANATION					AMOUNT
6110	PROFESSIONAL SERVICES					\$7,000
6120	PRINTING AND REPRODUCTION					\$5,000
6140	COMMUNICATIONS					\$0
6170	RENTAL: Increased due to escalation clause and additional square footage					\$13,908
6180	REPAIRS & MAINTENANCE					\$1,000
6190	MAINTENANCE CONTRACTS					\$0
6200	POSTAGE					\$25,250
6230	SUPPLIES					\$11,000
				QTY.	EACH	ITEM TOT. \$11,000
6270	FOOD (A)					\$652

BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T ADMINISTRATION			PREPARED BY NITA LOMAX	
		FUND 100	AGENCY 100	ORGANIZATION 7565	DATE 01/24/91	
OBJECT CODE	EXPLANATION					AMOUNT
6310	EDUCATION & TRAINING					
					ITEM TOT.	21,964
	Assessor's Mid-Winter Conference				400	
	Assessor's Summer Conference				400	
	Assoc of Oregon Counties (AOC) Conference				400	
	Institute Course				400	
	DOR Technical Training				400	
	Executive Forum				1,000	
	General Professional Development Courses				7,714	
	Supervisory Development Courses				8,250	
	Executive Development Event				3,000	





## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T ADMINISTRATION	PREPARED BY NITA LOMAX
		FUND      AGENCY      ORGANIZATION 100          040          7565	DATE 02/01/91
OBJECT CODE	EXPLANATION	AMOUNT	
7150	TELEPHONE	\$3,743	
	(4) Multi Line Phone Sets @\$201/ea = \$804.00		
	(1) 2500 Phone Set @\$113/ea = \$113.00		
	(1) Speaker Phone Set @\$150/ea = \$150.00		
	Sub-total = \$1,067		
	(1) DID Line, x3090 @\$344/ea		
	(3) DID Lines, x3323 @\$344/ea		
	(4) DID Lines, x3345 @\$344/ea		
	Sub-total = \$1,032		
	(1) DN Line, x2323 @\$155/ea		
	(1) DN Line, x2324 @\$155/ea		
	(1) DN Line, x2345 @\$155/ea		
	Sub-total = \$465		
	(2) Other Access Lines @\$50/ea = \$100.00		
	Customer Service Orders = \$792		
	Multnomah County Directories (4) @\$2.65/ea = \$11.00		
	Long Distance Charges @\$23/month x 12 months = \$276		
7200	DATA PROCESSING SERVICES		
7300	MOTOR POOL SERVICES	\$1,229	
7400	BUILDING MGT. SERVICES	\$0	
7500	OTHER INTERNAL SERVICES		

BUD 3

OBJECT DETAIL		ORGANIZATION NAME			PREPARED BY	
		A & T ADMINISTRATION			NITA LOMAX	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7565	02/01/91	
OBJECT CODE	EXPLANATION					AMOUNT
8300	OTHER IMPROVEMENTS					0
8400	EQUIPMENT					700

## BUD 4 REVENUE SPREADSHEET

Fund 100

Agency 040

Organization 7565

Date 2-12-91

[illegible]

BUD 4 REVENUE SOURCE

=====

Revenue Source    A & T SUPPLEMENT                      Revenue Code Number 2369

Revenue Category    INTERGOV REVENUE                      Fund                      GENERAL  
Revenue Class        STATE SOURCES                      Department GENERAL SERVICES  
   Division        A & T  
   Organization Number    7565

Contact Person        JANICE DRUIAN                      Phone    248-3345

=====

Actual 86/87	\$0	Date Prepared	<u>2-7-91</u>
Actual 87/88	\$0		
Actual 88/89	\$0	Budget 88/89	\$0
Actual 89/90	\$0	Budget 89/90	\$0

Adopted Budget 90/91                      \$2,185,072

Revised Budget (as of 12/31/90) \_\_\_\_\_

Projected Actual 90/91 \_\_\_\_\_

Estimated 91/92 Revenue  
(do not include carryover)                      \$2,185,072

Show computations used to arrive at estimate

Estimate is determined by the Department of Revenue based on Multnomah County's proportionate share of a state wide pool.

ORS 311.508

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover \_\_\_\_\_

APPRALS  
7580

**BUD 1**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION	PREPARED BY		
		A & T APPRAISAL	ROBERT ELLIS		
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7580	1/30/91
OBJECT DETAIL		CURRENT BUDGET	REQUEST		
5100 PERMANENT		2,418,249	2,462,987		
5200 TEMPORARY (B)		21,917	21,917		
5300 OVERTIME (B)		0	0		
5400 PREMIUM PAY (B)		36,874	600		
5500 FRINGE (C)		652,769	671,086		
DIRECT PERSONAL SERVICES		3,129,809	3,156,590		
5550 INS BENEFITS (C)		416,509	455,230		
PERSONAL SERVICES		3,546,318	3,611,820		
6050 COUNTY SUPPLEMENTS (A)					
6060 PASS THROUGH PAYMENTS (A)					
6110 PROFESSIONAL SERVICES (A)		2,400	3,000		
6120 PRINTING (B)		15,000	14,000		
6130 UTILITIES (B)					
6140 COMMUNICATIONS (B)		400	500		
6170 RENTALS (A)		115,403	87,780 *		
6180 REPAIRS & MAINTENANCE (B)		28,492	4,300		
6190 MAINTENANCE CONTRACTS (A)		500	500		
6200 POSTAGE (B)		46,450	68,730		
6230 SUPPLIES (B)		44,592	16,000		
6270 FOOD (A)					
6310 EDUCATION & TRAINING (B)		29,612	25,309		
6330 TRAVEL (B)		60,020	64,000		
6520 INSURANCE (A)					
6530 EXTERNAL DATA PROCESSING (A)					
6550 DRUGS (A)					
6580 CLAIMS PAID (B)					
6590 JUDGEMENTS (A)					
6610 AWARDS & PREMIUMS (B)					
6620 DUES & SUBSCRIPTIONS (B)					
7810 DEBT RETIREMENT (A)					
7820 INTEREST (A)					
DIRECT MATERIALS AND SERVICES		342,869	284,119		
7100 INDIRECT COSTS (A)					
7150 TELEPHONE (B)		32,309	31,370		
7200 DATA PROC SERVICES (B)					
7300 MOTOR POOL SERVICES (B)		7,200	7,200		
7400 BLDG. MGT. SERVICES (A)					
7500 OTHER INT. SERVICES (A)					
INTERNAL SVC. REIMBURSEMENTS		39,509	38,570		
TOTAL MATERIAL/SERVICES		382,378	322,689		
8100 LAND (C)					
8200 BUILDINGS (C)					
8300 OTHER IMPROVEMENTS (A)					
8400 EQUIPMENT (A)					
CAPITAL OUTLAY			0		
DIRECT BUDGET		3,472,678	3,440,709		
TOTAL BUDGET		3,928,696	3,934,509		

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

## BUD2

PERSONNEL DETAIL			ORGANIZATION A & T APPRAISAL				DATE 1/30/91
			FUND 100	AGENCY 040	ORGANIZATION 7585	PREPARED BY ROBERT ELLIS	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	OFFICE ASSISTANT 2	6001	ALVAREZ, LESSIE R	21,212	5,727	4,956	31,895
0.5	OFFICE ASSISTANT/SEN	6002	GASKA, LYNNE	12,272	3,313	3,299	18,884
0.5	OFFICE ASSISTANT/SEN	6002	STEVENS, SHELLY A	12,272	3,313	1,613	17,198
1.0	TAX EXEMPTION SPECIALIST	6045	SKINNER, STEVEN A	32,446	8,760	4,841	46,047
1.0	DATA ANALYST	6073	VACANT	27,583	7,447	4,637	39,667
1.0	ADMINISTRATIVE SPECIALIST	9330	ROBSON, BURR	37,658	10,168	7,384	55,210
1.0	PROGRAM MANAGER 2	9420	ELLIS, ROBERT L	53,972	14,572	6,770	75,314
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
				197,415	53,302	33,500	284,217
			TEMPORARY	5200			
				0	0	0	0
			OVERTIME	5300			
				0	0	0	0
			PREMIUM	5400			
				0	0	0	0
			TOTAL	197,415	5500	5550	284,217
					53,302	33,500	



## BUD 2

PERSONNEL DETAIL			ORGANIZATION A & T APPRAISAL      INDUST/COMMERCIAL		DATE 1/30/91		
			FUND 100	AGENCY 040	ORGANIZATION 7590	PREPARED BY ROBERT ELLIS	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	PROPERTY APPRAISER/C	6049	BANAHENE, OSEI-OWUSU *	25,193	6,802	5,823	37,818
1.0	PROPERTY APPRAISER/C	6049	HONDA, RODNEY R *	25,193	6,802	3,065	35,060
1.0	PROPERTY APPRAISER/C	6049	AUSE, HAROLD R	31,671	8,551	5,390	45,612
1.0	PROPERTY APPRAISER/C	6049	CHAMBERLAIN, MICHAEL	31,671	8,551	3,135	43,357
1.0	PROPERTY APPRAISER/C	6049	DAILEY, PAUL T	29,456	7,953	3,342	40,751
1.0	PROPERTY APPRAISER/C	6049	DECKER, ROBERT L	31,671	8,551	6,306	46,528
1.0	PROPERTY APPRAISER/C	6049	FISHER, GARY B	31,671	8,551	6,306	46,528
1.0	PROPERTY APPRAISER/C	6049	HUDSON, DANA G	31,671	8,551	6,206	46,428
1.0	PROPERTY APPRAISER/C	6049	JOHNSON, MARGARET ROSE	31,671	8,551	5,451	45,673
1.0	PROPERTY APPRAISER/C	6049	LEROUX, VICKI J	28,191	7,612	6,691	42,494
1.0	PROPERTY APPRAISER/C	6049	MURNAGHAN, DANIEL F	26,385	7,124	3,165	36,674
1.0	PROPERTY APPRAISER/C	6049	RAUCHENSTEIN, MARK D	28,191	7,612	6,337	42,140
1.0	PROPERTY APPRAISER/C	6049	ROBINSON, KENNETH O	31,671	8,551	6,306	46,528
1.0	PROPERTY APPRAISER/C	6049	RODWICK, RONALD P	31,671	8,551	6,835	47,057
1.0	PROPERTY APPRAISER/C	6049	VACANT	25,193	6,802	4,538	36,533
1.0	PROPERTY APPRAISER/C	6049	VACANT	25,193	6,802	4,538	36,533
1.0	PROPERTY APPRAISER/C	6049	VACANT	25,193	6,802	4,538	36,533
1.0	PROGRAM SUPERVISOR	9145	McCLURE, KATHERINE S	36,628	9,890	7,507	54,025
1.0	PROGRAM SUPERVISOR	9145	SANDERMAN, RICHARD A	38,692	10,447	7,437	56,576
1.0	PROGRAM SUPERVISOR	9145	WATKINS, WAYNE H	40,243	10,866	5,342	56,451
1.0	PROGRAM MANAGER 1	9320	SKILES, GARY G	46,301	12,501	7,166	65,968
			*UNDER FILLED AS FISCAL SPECIALIST 1				
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
				653,420	176,423	115,424	945,267
			TEMPORARY	5200			
				0	0	0	0
			OVERTIME	5300			
				0	0	0	0
			PREMIUM	5400			
				600	162	25	787
			TOTAL		5500	5550	
				654,020	176,585	115,449	946,054

## BUD2

PERSONNEL DETAIL			ORGANIZATION A & T APPRAISAL      PERSONAL PROPERTY		DATE 1/30/91	
			FUND 100	AGENCY 040	ORGANIZATION 7600	PREPARED BY ROBERT ELLIS

FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	FISCAL SPECIALIST 1	6029	BAIN, JOHN C	27,080	7,312	6,116	40,508
1.0	FISCAL SPECIALIST 1	6029	BAYNARD, GENE H	23,983	6,475	6,354	36,812
1.0	FISCAL SPECIALIST 1	6029	CUNNINGHAM, J MICHAEL	23,926	6,460	3,063	33,449
1.0	FISCAL SPECIALIST 1	6029	GULLEY, PAMELA D	27,080	7,312	6,116	40,508
1.0	FISCAL SPECIALIST 1	6029	HOWARD, DANIEL P	23,926	6,460	5,086	35,472
1.0	FISCAL SPECIALIST 2	6030	DIZON, AMANCIO R	33,725	9,106	6,920	49,751
1.0	PROPERTY APPRAISER/P	6050	CHRISTIAN, JON G	28,820	7,781	6,717	43,318
1.0	PROPERTY APPRAISER/P	6050	ROSENBERGER, MARLA P	28,610	7,725	6,536	42,871
1.0	PROPERTY APPRAISER/P	6050	VACANT	25,193	6,802	4,538	36,533
1.0	PROGRAM SUPERVISOR	9145	WEBSTER, JOHN R.	36,806	9,938	5,638	52,382
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
				279,149	75,370	57,084	411,603
			TEMPORARY	5200			
				0	0	0	0
			OVERTIME	5300			
				0	0	0	0
			PREMIUM	5400			
				0	0	0	0
			TOTAL	279,149	5500 75,370	5550 57,084	411,603

## BUD2

PERSONNEL DETAIL			ORGANIZATION A & T APPRAISAL      RESIDENTIAL			DATE 1/30/91	
			FUND 100	AGENCY 040	ORGANIZATION 7610	PREPARED BY ROBERT ELLIS	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	PROPERTY APPRAISER	6042	ALCANTARA, JOSEPH R	31,671	8,551	6,835	47,057
1.0	PROPERTY APPRAISER	6042	BAILEY, CATHERINE C	29,456	7,953	6,743	44,152
1.0	PROPERTY APPRAISER	6042	BECK, DELBERTA	31,671	8,551	4,808	45,030
1.0	PROPERTY APPRAISER	6042	BLIXT, STEVEN S	31,671	8,551	3,135	43,357
1.0	PROPERTY APPRAISER	6042	CARLSON, VERA L	31,671	8,551	6,656	46,878
1.0	PROPERTY APPRAISER	6042	CECH, LESLIE M	30,989	8,367	6,807	46,163
1.0	PROPERTY APPRAISER	6042	COLLMER, KENNETH S	26,707	7,211	4,490	38,408
1.0	PROPERTY APPRAISER	6042	CRAFT, JAMES E	29,456	7,953	4,655	42,064
1.0	PROPERTY APPRAISER	6042	DEVINE, DAVID A	26,813	7,240	5,943	39,996
1.0	PROPERTY APPRAISER	6042	DURST, BECKY L	30,422	8,214	6,430	45,066
1.0	PROPERTY APPRAISER	6042	FAST, M BETH	26,385	7,124	5,925	39,434
1.0	PROPERTY APPRAISER	6042	HEINE, PAUL V	27,133	7,326	6,292	40,751
1.0	PROPERTY APPRAISER	6042	HENRY, CLARK K	31,671	8,551	4,747	44,969
1.0	PROPERTY APPRAISER	6042	KELSAY, DOUGLAS M	30,422	8,214	6,783	45,419
1.0	PROPERTY APPRAISER	6042	NAILLON, EDNA M	31,671	8,551	5,390	45,612
1.0	PROPERTY APPRAISER	6042	O'DELL, WILBUR E	31,671	8,551	3,135	43,357
1.0	PROPERTY APPRAISER	6042	SCHAFER, ROBERT S	26,600	7,182	3,174	36,956
1.0	PROPERTY APPRAISER	6042	SELLARS, JAMES R	31,671	8,551	3,377	43,599
1.0	PROPERTY APPRAISER	6042	SORG, ALBERT F	30,989	8,367	5,362	44,718
1.0	PROPERTY APPRAISER	6042	STEPHENS, FREDRICK R	26,385	7,124	4,545	38,054
1.0	PROPERTY APPRAISER	6042	TROJAN, MICHAEL E	29,456	7,953	5,359	42,768
1.0	PROPERTY APPRAISER	6042	U'REN, LINDA S	31,671	8,551	6,835	47,057
1.0	PROPERTY APPRAISER	6042	WARDWELL, DENNIS W	26,277	7,095	5,921	39,293
1.0	PROPERTY APPRAISER	6042	VACANT	25,193	6,802	4,538	36,533
1.0	PROGRAM SUPERVISOR	9145	HARTWELL, WILLIAM B	36,449	9,841	7,322	53,612
1.0	PROGRAM SUPERVISOR	9145	LAWSON, HENRY G	39,384	10,634	6,814	56,832
1.0	PROGRAM SUPERVISOR	9145	MILLS, ROBERT L	32,736	8,839	6,650	48,225
1.0	PROGRAM SUPERVISOR	9145	WALRUFF, RANDY P	33,548	9,058	6,516	49,122
1.0	PROGRAM MANAGER 1	9320	GALASH, NEAL R	46,301	12,501	8,000	66,802
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
				896,140	241,958	163,187	1,301,285
			TEMPORARY	5200			
				0	0	0	0
			OVERTIME	5300			
				0	0	0	0
			PREMIUM	5400			
				0	0	0	0
			TOTAL		5500	5550	
				896,140	241,958	163,187	1,301,285

## BUD2

PERSONNEL DETAIL			ORGANIZATION A & T APPRAISAL    CLERICAL		DATE 1/30/91		
			FUND 100	AGENCY 040	ORGANIZATION 7620	PREPARED BY ROBERT ELLIS	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	OFFICE ASSISTANT 2	6001	ATTWOOD, DEBORAH P	21,212	5,727	6,401	33,340
1.0	OFFICE ASSISTANT 2	6001	BAIN, DEBORAH L	19,994	5,398	6,350	31,742
1.0	OFFICE ASSISTANT 2	6001	BONAR, PATSY A	20,625	5,569	4,932	31,126
1.0	OFFICE ASSISTANT 2	6001	COOK, LEZLEE L	18,057	4,875	4,825	27,757
1.0	OFFICE ASSISTANT 2	6001	GOODWIN, KAREN L	21,212	5,727	4,956	31,895
1.0	OFFICE ASSISTANT 2	6001	HARRELSON, LOLA L	18,350	4,955	4,256	27,561
1.0	OFFICE ASSISTANT 2	6001	HAWKINS, HELEN DIANE	18,057	4,875	2,869	25,801
1.0	OFFICE ASSISTANT 2	6001	HEADE, DIANE M	21,212	5,727	4,313	31,252
1.0	OFFICE ASSISTANT 2	6001	LANDSTROM, MARGUERITE	21,212	5,727	2,671	29,610
1.0	OFFICE ASSISTANT 2	6001	MOORHEAD, SANDRA J	21,212	5,727	3,000	29,939
1.0	OFFICE ASSISTANT 2	6001	STEELE, CELESTE M	21,212	5,727	3,000	29,939
1.0	OFFICE ASSISTANT 2	6001	ZWASCHKA, CAROLYN KAY	18,469	4,987	5,586	29,042
1.0	OFFICE ASSISTANT/SEN	6002	CARTER, PATTI I	23,507	6,347	2,797	32,651
1.0	OFFICE ASSISTANT/SEN	6002	Mc CAULEY, CORINNE	23,680	6,394	3,102	33,176
1.0	OFFICE ASSISTANT/SEN	6002	STRIDER, LAURA L	23,276	6,285	3,086	32,647
1.0	OFFICE ASSISTANT/SEN	6002	VACANT	21,190	5,721	4,371	31,282
1.0	CLERICAL UNIT SUPERVIS	6003	FISHER, KAREN A	27,080	7,312	3,244	37,636
1.0	WORD PROCESSING OPERAT	6004	PAOLLILI, CYNTHIA L	21,720	5,864	4,395	31,979
1.0	WORD PROCESSING OPERAT	6004	POEHNER, LISA L	19,472	5,257	4,300	29,029
1.0	OPERATIONS SUPERVISOR	9155	HOFF, SUSAN D	36,114	9,751	6,647	52,512
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
				436,863	117,953	85,101	639,917
			TEMPORARY	5200			
				21,917	5,918	909	28,744
			OVERTIME	5300			
				0	0	0	0
			PREMIUM	5400			
				0	0	0	0
			TOTAL		5500	5550	
				458,780	123,871	86,010	668,661

		ORGANIZATION A & T APPRAISAL			DATE 1/30/91
		FUND 100	AGENCY 040	ORGANIZATION 7580	PREPARED BY ROBERT ELLIS
FTE	JOB TITLE	JOB NO.			BASE
13.0	OFFICE ASSISTANT 2	6001			262,036
5.0	OFFICE ASSISTANT/SENIOR	6002			116,197
1.0	CLERICAL UNIT SUPERVISOR	6003			27,080
2.0	WORD PROCESSING OPERATOR	6004			41,192
5.0	FISCAL SPECIALIST 1	6029			125,995
1.0	FISCAL SPECIALIST 2	6030			33,725
24.0	PROPERTY APPRAISER/RES	6042			707,722
1.0	TAX EXEMPTION SPECIALIST	6045			32,446
17.0	PROPERTY APPRAISER/COMM	6049			491,556
3.0	PROPERTY APPRAISER/PP	6050			82,623
1.0	DATA ANALYST	6073			27,583
8.0	PROGRAM SUPERVISOR	9145			294,486
1.0	OPERATIONS SUPERVISOR	9155			36,114
2.0	PROGRAM MANAGER 1	9320			92,602
1.0	ADMINISTRATIVE SPECIALIST	9330			37,658
1.0	PROGRAM MANAGER 2	9420			53,972
86.0		TOTAL			2,462,987

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T APPRAISAL		PREPARED BY ROBERT ELLIS	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7580	1/30/91
OBJECT CODE	EXPLANATION				AMOUNT
5200	TEMPORARY: PART TIME HELP REQUIRED IN MARCH AND APRIL TO PROCESS PERSONAL PROPERTY STATEMENTS 8 OA1 FOR 6 WEEKS @ 7.26/HR = 13,939 2 OA2 FOR 12 WEEKS @ 8.31/HR = 7,978	ORG.=7620			21,917
5400	PREMIUM PAY: 1 APPRAISER RECEIVES 50.00 MONTHLY FOR APPROVED DESIGNATION PAY PER ADDENDUM E SECTION 5 OF THE 1988-91 CONTRACT = 600	ORG.=7590			600

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T APPRAISAL			PREPARED BY ROBERT ELLIS	
		FUND 100	AGENCY 040	ORGANIZATION 7580	DATE 1/30/91	
OBJECT CODE	EXPLANATION					AMOUNT
6110	PROFESSIONAL SERVICES: CONTRACT WITH OREGON MULTIPLE LISTING SERVICE TO PROVIDE ON-LINE SALES/ LISTING DATA TO RESIDENTIAL SECTION					3000
6120	PRINTING AND REPRODUCTN: CITY-COUNTY DUPLICATING AND PRINTING CHARGES INCLUDING FORMS, BUSINESS CARDS, ENVELOPES AND LETTERHEAD PAPER, including: PAPER FOR MICROFICHE READER-PRINTERS  WAR VETERAN EXEMPTION FORMS CONTINUOUS PAPER FOR COMPUTER PRINTERS, 30 BOXES DRY COPIER PAPER 8.5 X 11, 50 BOXES DRY COPIER PAPER 8.5 X 14, 15 BOXES DRY COPIER PAPER 11 X 17, 2 BOXES FAX PAPER 12 rolls					14000
6140	COMMUNICATIONS: U.S. WEST COMMUNICATIONS, NEW CONNECTS REPORT					\$500
6180	REPAIRS & MAINTENANCE:					\$4,300
6190	MAINTENANCE CONTRACTS: MURATA FAX MACHINES 2 @ 250					\$500
6200	POSTAGE:					\$68,730
	VALUE INCREASE NOTICES 200,000 @ .29 \$58,000					
	PERSONAL PROPERTY STATEMENTS 27,000 @ .29 \$7,830					
	MISC AND CERTIFIED MAIL \$1,250					
	INTEROFFICE MAIL CHARGE \$1,650					
	(REFLECTS ANTICIPATED POSTAGE INCREASE)					
6230	SUPPLIES:					\$16,000
	CAMERA FILM: 35 MM 12 EXP COLOR	250		\$3	\$750	
	FILM DEVELOPING	250		\$8	\$2,000	
	TAPE MEASURE 100 FOOT	20		\$35	\$700	
	ATTACHE CASES 5 INCH	20		\$100	\$2,000	
	P.C. SOFTWARE				\$1,350	
	OFFICE SUPPLIES: PENS, PENCILS, PAPER, BINDERS				\$8,000	
	CALENDARS, ENVELOPES, PRINTER RIBBONS, LASER					
	PRINT CARTRIDGES, MILEAGE REPORTS ETC					
	PETTY CASH REIMBURSEMENTS				\$1,200	

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T APPRAISAL		PREPARED BY ROBERT ELLIS	
		FUND 100	AGENCY 100	ORGANIZATION 7580	DATE 1/30/91
OBJECT CODE	EXPLANATION				AMOUNT
6310	EDUCATION & TRAINING	ITEM TOT.			25,309
	ASSESSORS ANNUAL CONFERENCE	\$1,285			
	3 PEOPLE				
	MOTEL @ \$85 / DAY X 3 DAYS				
	REGISTRATION @ \$90				
	PER DIEM @ \$10 / DAY				
	MILEAGE :				
	ASSESSORS MID-WINTER WORKSHOP	\$2,960			
	6 PEOPLE				
	MOTEL @ 80 / DAY X 3 DAYS				
	REGISTRATION @ \$80				
	PER DIEM @ 20 / DAY				
	MILEAGE 600 MILES @ .255				
	5 APPRAISERS ATTEND INSTITUTE OF	\$2,564			
	REAL ESTATE APPRAISER CLASSES AT				
	PORTLAND STATE UNIVERSITY				
	EDUCATION REIMBURSEMENTS	\$2,000			
	13 SUPERVISORS AND MANAGERS ATTEND	\$3,900			
	MANAGEMENT AND APPRAISAL TRAINING				
	42 APPRAISERS AND TECHS ATTEND	\$12,600			
	APPRAISAL TRAINING AS REQUIRED				
	BY HB 2338				



BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T APPRAISAL			PREPARED BY ROBERT ELLIS	
		FUND 100	AGENCY 040	ORGANIZATION 7580	DATE 1/30/91	
OBJECT CODE	EXPLANATION					AMOUNT
6330	LOCAL TRAVEL AND MILEAGE:					\$64,000
	ITEM TOT.					
	* Tri - Met Bus Passes (6) @ \$260 received by exempt employees					1,560
	* 8 exempt supervisors receive mileage reimbursement for use of personal automobiles					3,360
	* 4 exempt managers receive mileage reimbursement for use of automobiles					960
	* 51 employees (appraisers, fiscal specialists), receive mileage base of \$67.50 per month plus \$ .10 per mile, per contract					55,120
	* additional parking spaces for overflow parking					3,000

BUD 3

		ORGANIZATION NAME			PREPARED BY	
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OBJECT DETAIL		A & T APPRAISAL			ROBERT ELLIS	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7580	1/30/91	
OBJECT CODE	EXPLANATION					AMOUNT
7150	TELEPHONE:					\$31,370
		QTY.	EA.	ITEM TOT.		
	Multi-Line set	10	\$201	\$2,010		
	2500 set	57	\$113	\$6,441		
	Unity II set	8	\$113	\$904		
	Speaker Phone	3	\$150	\$450		
	10-key add on	1	\$200	\$200		
	20-key add on	1	\$300	\$300		
	Speaker Phone	2	\$150	\$300		
	Other equipment access	4	50	\$200		
	Long Distance, TMS	1	\$3,500	\$3,500		
	Customer Service	1	\$2,600	\$2,600		
	Directories	50	\$3	\$150		
	DID-line, county network	6	\$345	\$2,070		
	DN-County network line	79	\$155	\$12,245		
7300	MOTOR POOL SERVICES:					\$7,200
	24 SPACES IN COUNTY PARKING LOT AT S.W. 2ND AND MORRISON FOR APPRAISER PARKING AT \$25 PER MONTH PER SPACE					

RECORD MANAGEMENT  
7570

**BUD 1**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T RECORDS MANAGEMENT		PREPARED BY JAMES CZMOWSKI	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7570	12/12/90
OBJECT DETAIL		CURRENT BUDGET	1991-92 REQUEST		
5100 PERMANENT		502,674	515,050	12,376	
5200 TEMPORARY (B)		4,600	5,500	900	
5300 OVERTIME (B)		0	0	0	
5400 PREMIUM PAY (B)		8,967	1,600	(7,367)	
5500 FRINGE (C)		130,670	140,981	10,311	
<b>DIRECT PERSONAL SERVICES</b>		646,911	663,131	16,220	
5550 INS BENEFITS (C)		85,623	96,360	10,737	
<b>PERSONAL SERVICES</b>		732,534	759,491	26,957	
6050 COUNTY SUPPLEMENTS (A)		0	0	0	
6060 PASS THROUGH PAYMENTS (A)		0	0	0	
6110 PROFESSIONAL SERVICES (A)		144,200	139,200	(5,000)	
6120 PRINTING (B)		7,000	8,000	1,000	
6130 UTILITIES (B)		0	0	0	
6140 COMMUNICATIONS (B)		0	0	0	
6170 RENTALS (A)		8,400	65,832	57,432	
6180 REPAIRS & MAINTENANCE (B)		37,809	6,000	(31,809)	
6190 MAINTENANCE CONTRACTS (A)		48,028	50,759	2,731	
6200 POSTAGE (B)		3,500	4,000	500	
6230 SUPPLIES (B)		22,801	22,801	0	
6270 FOOD (A)		0	0	0	
6310 EDUCATION & TRAINING (B)		7,879	7,076	(803)	
6330 TRAVEL (B)		1,155	1,280	125	
6520 INSURANCE (A)		0	0	0	
6530 EXTERNAL DATA PROCESSING (A)		1,000	1,000	0	
6550 DRUGS (A)		0	0	0	
6580 CLAIMS PAID (B)		0	0	0	
6590 JUDGEMENTS (A)		0	0	0	
6610 AWARDS & PREMIUMS (B)		0	0	0	
6620 DUES & SUBSCRIPTIONS (B)		0	0	0	
7810 DEBT RETIREMENT (A)		0	0	0	
7820 INTEREST (A)		0	0	0	
<b>DIRECT MATERIALS AND SERVICES</b>		281,772	305,948	24,176	
7100 INDIRECT COSTS (A)		0	0	0	
7150 TELEPHONE (B)		9,023	9,604	581	
7200 DATA PROC SERVICES (B)		0	0	0	
7300 MOTOR POOL SERVICES (B)		0	0	0	
7400 BLDG. MGT. SERVICES (A)		39,829	0	(39,829)	
7500 OTHER INT. SERVICES (A)		135,417	0	(135,417)	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		184,269	9,604	(174,665)	
<b>TOTAL MATERIAL/SERVICES</b>		466,041	315,552	(150,489)	
8100 LAND (C)		0	0	0	
8200 BUILDINGS (C)		0	0	0	
8300 OTHER IMPROVEMENTS (A)		0	0	0	
8400 EQUIPMENT (A)		21,245	11,620	(9,625)	
<b>CAPITAL OUTLAY</b>		21,245	11,620	(9,625)	
<b>DIRECT BUDGET</b>		928,683	969,079	40,396	
<b>TOTAL BUDGET</b>		1,219,820	1,086,663	(133,157)	

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

## BUD 2

PERSONNEL DETAIL			ORGANIZATION A & T RECORDS MANAGEMENT				DATE 12/12/90
			FUND 100	AGENCY 040	ORGANIZATION 7570	PREPARED BY JAMES CZMOWSKI	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	Office Assistant 2	6001	Armstrachan, Lauren	21,212	5,727	6,047	32,986
1.0	Office Assistant 2	6001	Beebe, Kunie	21,212	5,727	4,956	31,895
1.0	Office Assistant 2	6001	Coey, Ruth	21,212	5,727	2,701	29,640
1.0	Office Assistant 2	6001	Glenn, Susan	19,060	5,146	6,312	30,518
1.0	Office Assistant 2	6001	Pfau, Mary	21,212	5,727	4,374	31,313
1.0	Office Assistant 2	6001	Rutledge, Teresa	21,212	5,727	6,401	33,340
1.0	Office Assistant 2	6001	Stoecker, Muriel E.	22,712	6,132	4,224	33,068
1.0	Office Assistant 2	6001	Tillman, Jeannine	21,212	5,727	4,313	31,252
1.0	Office Assistant/Senior	6002	Colton, Gayle J.	24,544	6,627	2,809	33,980
1.0	Office Assistant/Senior	6002	O'Brien, Joanne M.	24,544	6,627	2,840	34,011
1.0	Office Assistant/Senior	6002	Taylor, Edna M.	24,544	6,627	5,094	36,265
1.0	Office Assistant/Senior	6002	Worland, Beverly K.	22,642	6,113	6,460	35,215
1.0	Clerical Unit Supervisor	6003	Vielhauer, Joan	27,080	7,312	2,914	37,306
1.0	Cartographer	6082	Benson, Barry R.	30,685	8,285	6,441	45,411
1.0	Cartographer	6082	Berg, Lillian A.	27,821	7,512	2,945	38,278
1.0	Cartographer	6082	Biggar, Robert M.	25,739	6,950	4,518	37,207
1.0	Cartographer	6082	Nichols, Carol S.	29,917	8,078	3,063	41,058
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
			TEMPORARY	5200			
				5,500			
			OVERTIME	5300			
				0			
			PREMIUM	5400			
				1,600			
			TOTAL				

SEE NEXT PAGE FOR ORG. TOTAL



**BUD 2 SUMMARY**

ORGANIZATION  
A & T RECORDS MANAGEMENT

DATE  
12/12/90

FUND      AGENCY      ORGANIZATION  
100      040      7570

PREPARED BY  
JAMES CZMOWSKI

FTE	JOB TITLE	JOB NO.	BASE
8.0	Office Assistant 2	6001	169,044
4.0	Office Assistant/Senior	6002	96,274
1.0	Clerical Unit Supervisor	6003	27,080
4.0	Cartographer	6082	114,162
1.0	Operations Supervisor	9025	29,072
1.0	Program Supervisor	9145	33,117
1.0	Program Manager 1	9320	46,301
		TOTAL	515,050

**BUD 3**

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDS MANAGEMENT			PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7570	DATE 12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
5100	PERMANENT      The number of permanent employees is 20					\$515,050
5200	TEMPORARY      Estimate 600 hrs. of temporary help needed for remapping project and tax foreclosure research.					\$5,500
5300	OVERTIME					\$0
5400	PREMIUM PAY      In lieu of retirement for Muriel Stoecker					\$1,600



## BUD 3

OBJECT DETAIL		ORGANIZATION NAME			PREPARED BY	
		A & T RECORDS MANAGEMENT			JAMES CZMOWSKI	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7570	12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
6110	PROFESSIONAL SERVICES Fifth year of nine year re-mapping contract with the Oregon Department of Revenue					\$139,200
6120	PRINTING AND REPRODUCTION					\$8,000
	A) Microfiche up-dates of City of Portland water and sewer maps.					\$3,000
	B) Copies of permits from City of Portland					\$2,000
	C) Forms (Tax lot cards, envelopes, etc.)					\$3,000
6170	RENTALS					\$65,832
	A) Five copy machines for Appraisal, Administration Record Management, and Residential Appraisal.					\$9,660
	B) Record Management building space lease. Last year in Obj. #7400					\$56,172
6180	REPAIRS & MAINTENANCE					\$6,000
	A) Microfiche equipment repairs					\$1,000
	B) Microfilm equipment repairs					\$2,000
	C) Personal computer, etc. repairs					\$3,000
6190	MAINTENANCE CONTRACTS					\$50,759
	A) All of the Divisions Microfiche reader/printers One contract for thirteen units					\$5,489
	B) One Kodak Starview reader/printer					\$980
	C) Intergraph Computer System					\$43,470
	D) Xerox 2510 copier					\$820
6200	POSTAGE					\$4,000
6230	SUPPLIES					\$22,801
	A) Paper for microfilm and microfiche printers					\$1,000
	B) Xerographic paper and toner					\$6,100
	C) City and County directories					\$400
	D) Paper for computer printers					\$5,000
	E) Drafting supplies such as ink, electric eraser's, pen points tape, etc.					\$10,301

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDS MANAGEMENT			PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 100	ORGANIZATION 7570	DATE 12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
6310	EDUCATION & TRAINING					\$7.076
	ITEM TOT.					
	A) Assessor's Mid-Winter Conference					\$1,167
	Per diem 4 persons 3 days @ \$25.00 per day			\$300		
	Motel 4 persons 3 days @ \$70.00 per day			\$630	(3 rooms)	
	Registration 4 persons @ \$40.00 each			\$160		
	Mileage 320 miles @ \$0.24 per mile			\$77		
	B) Department of Revenue School (HB2338)					\$1,042
	Per diem 3 persons 6 days @ \$25.00 per day			\$450		
	Rooms 3 persons 5 days @ \$20.00 per day			\$300		
	Registration 3 persons @ \$30.00 each			\$90		
	Mileage 960 miles @ \$0.21 per mile			\$202		
	C) Department of Revenue Law School Legislative Changes					\$1,167
	Per diem 4 persons 3 days @ \$25.00 per day			\$300		
	Motel 4 persons 3 days @ \$70.00 per day			\$630		
	Registration 4 persons @ \$40.00			\$160		
	Mileage 320 miles @ \$0.25 per mile			\$77		
	D) URISA Conference					\$2,700
	The 1991 conference will be in San Fransico in August.					
	Estimated cost includes workshops, registration, lodging,					
	per diem, and air travel.					
	E) Tution Reimbursement					\$1,000

**BUD 3**

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDS MANAGEMENT			PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7570	DATE 12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
6330	LOCAL TRAVEL AND MILEAGE Tri-Met Bus Passes 3 @ \$260 Mileage (local trips, Salem, etc.)					ITEM TOT. \$1,280 \$780 \$500
6530	EXTERNAL DATA PROCESSING For using Title company records to research property in foreclosure.					\$1,000

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDS MANAGEMENT			PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7570	DATE 12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
7150	TELEPHONE					\$9,604
				QTY.	EA.	ITEM TOT.
	Multi Line			6	\$201	\$1,206
	2500			16	\$113	\$1,808
	Speaker Phone			1	\$150	\$150
	Long Distance			1	\$840	\$840
	Service			1	\$412	\$412
	Directories			22	\$3	\$58
	DID	No. 3258,3375,3376,3221,5122		5	\$344	\$1,720
	DN	No. 2771,2715,2780,6822,2772,		22	\$155	\$3,410
		No. 2770,6185,6184,2778,6183,				
		No. 6639,2549,2773,2210,6738,				
		No. 2001,6996,6728,6583,6635,				
		No. 6663,2512				
7200	DATA PROCESSING SERVICES					
7300	MOTOR POOL SERVICES					
7400	BUILDING MGT. SERVICES					
7500	OTHER INTERNAL SERVICES					

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDS MANAGEMENT			PREPARED BY JAMES CZMOWSKI	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7570	12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
8300	OTHER IMPROVEMENTS					
8400	EQUIPMENT					\$11,620
	A) Microfiche Reader/Printers 2 @ \$3000 each To replace the last two old printers.					\$6,000
	B) Two personal computers @ \$1800 each					\$3,600
	C) One map file to accomidate the new State maps.					\$2,020

## BUD 3a

CONTRACTS		ORGANIZATION NAME			PREPARED BY	
		A & T RECORDS MANAGEMENT			JAMES CZMOWSKI	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7570	12/12/90	
OBJECT CODE	CONTRACT DESCRIPTION	CONTACT PERSON		ESTIMATED AWARD	TYPE	AMOUNT
6190	Maintenance for 13 microfiche R/P in Assessment & Taxation	M. Wilding		07/91	Mnt	\$5,489
	Kodak microfilm R/P No. 31518 maintenance	M. Wilding		07/91	Mnt	\$980
	Maintenance for Intergraph Computer System	J. Czmowski		07/91	Mnt	\$43,470
	Maintenance for Xerox 2510	J. Czmowski		07/91	Mnt	\$820

**BUD 4 REVENUE SPREADSHEET**

Agency 040

Organization 7570

Date 02/12/91

[illegible]

BUD 4 REVENUE SOURCE

=====

Revenue Source MISCELLANEOUS A&T	Revenue Code Number 4702
FEE	
Revenue Category SERVICE CHARGES	Fund GENERAL
Revenue Class ASSESSMENT & TAXATION	Department GENERAL SERV.
	Division ASSESS. & TAX.
Organization Number 7570	

Contact Person JAMES S. CZMOWSKI Phone 248-3376

=====

Actual 86/87	Date Prepared	<u>2/4/91</u>
Actual 87/88		
Actual 88/89	Budget 88/89	\$15,060
Actual 89/90	Budget 89/90	\$20,000

Adopted Budget 90/91 \$20,000

Revised Budget (as of 12/31/90) \$20,000

Projected Actual 90/91 \$21,000

Estimated 91/92 Revenue \$25,000  
(do not include carryover)

Show computations used to arrive at estimate

Microfiche sales	\$22,000
Special computer reports	\$1,000
Copies of maps	<u>\$2,000</u>
	\$25,000

Explain difference between 90/91 projected actual and 1991/92 estimate

On july 1,1990, we installed a map printing machine and now are generating revenue that otherwise was going to private companies.

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover\_\_\_\_\_



BUD 4 REVENUE SOURCE

=====

Revenue Source STREET VACATION FEE Revenue Code Number 4730

Revenue Category SERVICE CHARGES Fund GENERAL  
Revenue Class ASSESSMENT & TAXATION Department GENERAL SERV.  
Division ASSESS. & TAX.  
Organization Number 7570

Contact Person JAMES S. CZMOWSKI Phone 248-3376

=====

Actual 86/87	\$300	Date Prepared	<u>2/4/91</u>
Actual 87/88	\$300		
Actual 88/89	\$900	Budget 88/89	\$300
Actual 89/90		Budget 89/90	\$300

Adopted Budget 90/91 \$0

Revised Budget (as of 12/31/90) \$300

Projected Actual 90/91 \$300

Estimated 91/92 Revenue  
(do not include carryover) \$300

Show computations used to arrive at estimate

One petition to vacate x \$300 / petition = \$300

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover\_\_\_\_\_

RECORDING  
7575

## BUD 1

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION	PREPARED BY		
		A & T RECORDING	JAMES CZMOWSKI		
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7575	12/12/90
OBJECT DETAIL		CURRENT BUDGET	1991-92 REQUEST		
5100 PERMANENT		151,266	154,276	3,010	
5200 TEMPORARY (B)		4,600	5,500	900	
5300 OVERTIME (B)		0	0	0	
5400 PREMIUM PAY (B)		2,883	750	(2,133)	
5500 FRINGE (C)		40,863	43,342	2,479	
DIRECT PERSONAL SERVICES		199,612	203,868	4,256	
5550 INS BENEFITS (C)		31,369	34,849	3,480	
PERSONAL SERVICES		230,981	238,717	7,736	
6050 COUNTY SUPPLEMENTS (A)		0	0	0	
6060 PASS THROUGH PAYMENTS (A)		0	0	0	
6110 PROFESSIONAL SERVICES (A)		0	0	0	
6120 PRINTING (B)		18,980	21,300	2,320	
6130 UTILITIES (B)		0	0	0	
6140 COMMUNICATIONS (B)		0	0	0	
6170 RENTALS (A)		0	13,940	13,940	
6180 REPAIRS & MAINTENANCE (B)		1,000	2,000	1,000	
6190 MAINTENANCE CONTRACTS (A)		3,859	3,867	8	
6200 POSTAGE (B)		11,500	13,000	1,500	
6230 SUPPLIES (B)		9,618	11,900	2,282	
6270 FOOD (A)		0	0	0	
6310 EDUCATION & TRAINING (B)		814	814	0	
6330 TRAVEL (B)		380	460	80	
6520 INSURANCE (A)		0	0	0	
6530 EXTERNAL DATA PROCESSING (A)		0	0	0	
6550 DRUGS (A)		0	0	0	
6580 CLAIMS PAID (B)		0	0	0	
6590 JUDGEMENTS (A)		0	0	0	
6610 AWARDS & PREMIUMS (B)		0	0	0	
6620 DUES & SUBSCRIPTIONS (B)		0	0	0	
7810 DEBT RETIREMENT (A)		0	0	0	
7820 INTEREST (A)		0	0	0	
DIRECT MATERIALS AND SERVICES		46,151	67,281	21,130	
7100 INDIRECT COSTS (A)		0	0	0	
7150 TELEPHONE (B)		3,325	3,968	643	
7200 DATA PROC SERVICES (B)		0	0	0	
7300 MOTOR POOL SERVICES (B)		0	0	0	
7400 BLDG. MGT. SERVICES (A)		13,940	0	(13,940)	
7500 OTHER INT. SERVICES (A)		0	0	0	
INTERNAL SVC. REIMBURSEMENTS		17,265	3,968	(13,297)	
TOTAL MATERIAL/SERVICES		63,416	71,249	7,833	
8100 LAND (C)		0	0	0	
8200 BUILDINGS (C)		0	0	0	
8300 OTHER IMPROVEMENTS (A)		0	0	0	
8400 EQUIPMENT (A)		0	0	0	
CAPITAL OUTLAY		0	0	0	
DIRECT BUDGET		245,763	271,149	25,386	
TOTAL BUDGET		294,397	309,966	15,569	

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

BUD 2

[illegible]

		ORGANIZATION A & T RECORDING			DATE 12/12/90
		FUND 100	AGENCY 040	ORGANIZATION 7575	PREPARED BY JAMES CZMOWSKI
FTE	JOB TITLE	JOB NO.		BASE	
1.0	OFFICE ASSISTANT 2	6001		18,387	
1.0	Office Assistant 2	6001		21,212	
1.0	Office Assistant 2	6001		21,212	
1.0	Office Assistant 2	6001		19,819	
1.0	Office Assistant 2	6001		19,060	
1.0	Office Assistant/Sen	6002		24,487	
1.0	Operations Superviso	9025		30,099	
0.0	0	0		0	
0.0	0	0		0	
0.0	0	0		0	
0.0	0	0		0	
0.0	0	0		0	
0.0	0	0		0	
0.0	0	0		0	
0.0	0	0		0	
0.0	0	0		0	
0.0	0	0		0	
		0			
		TOTAL		154,276	

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDING		PREPARED BY JAMES CZMOWSKI
		FUND 100	AGENCY 040	ORGANIZATION 7575
OBJECT CODE	EXPLANATION			AMOUNT
5100	PERMANENT	Seven permanent employees		\$154,276
5200	TEMPORARY	Estimate 600 hours of temporary help for vacation coverage.		\$5,500
5300	OVERTIME			\$0
5400	PREMIUM PAY	Estimate 200 hours of out of class pay during supervisors vacation.		\$750

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDING		PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7575	DATE 12/12/90
OBJECT CODE	EXPLANATION				AMOUNT
5100	PERMANENT	Seven permanent employees			\$154,276
5200	TEMPORARY	Estimate 600 hours of temporary help for vacation coverage.			\$5,500
5300	OVERTIME				\$0
5400	PREMIUM PAY	Estimate 200 hours of out of class pay during supervisors vacation.			\$750

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDING			PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7575	DATE 12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
6110	PROFESSIONAL SERVICES					\$0
6120	PRINTING AND REPRODUCTION					\$21,300
	A) Copy of all recorded documents 280,000 pages @ \$0.05 each					\$14,000
	B) Document seals to certify act of recording					\$3,100
	C) Forms such as envelopes, etc.					\$4,200
6140	COMMUNICATIONS					\$0
6170	RENTALS Office space for Recording staff					\$13,940
6180	REPAIRS & MAINTENANCE Microfilm equipment, stamps, etc.					\$2,000
6190	MAINTENANCE CONTRACTS					\$3,867
	A) Tec cash register					\$220
	B) Minolta microfilm reader/printer					\$1,054
	C) 3-M microfilm reader/printer					\$1,325
	D) Canon #210 copy machine					\$288
	E) Kodak Starview reader/printer					\$980
6200	POSTAGE Mailing of recorded documents back to requestor.					\$13,000
6230	SUPPLIES					\$11,900
	A) 16mm microfilm					\$1,200
	B) Microfilm printer paper, etc.					\$4,500
	C) Xerographic paper and toner					\$3,000
	D) Office supplies (numerical stamps, etc.)					\$3,200

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDING			PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 100	ORGANIZATION 7575	DATE 12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
6310	EDUCATION & TRAINING					\$814
	<div> <div>A) County Clerk's State Convention</div> <div> <div>Per deim 1 person 4 days @ \$25.00 per day</div> <div>\$100</div> </div> <div>Motel 1 person 3 days @ \$65.00 per day</div> <div>\$195</div> <div>Registration 1 person</div> <div>\$40</div> <div>Mileage 320 miles @ \$0.24 per mile</div> <div>\$77</div> <div>ITEM TOT.</div> <div>\$412</div> </div> <div> <div>B) County Clerk's Mid Winter Conference</div> <div> <div>Per deim 1 person 3 days @ \$25.00 per day</div> <div>\$75</div> </div> <div>Motel 1 person 3 days @ \$70.00 per day</div> <div>\$210</div> <div>Registration 1 person</div> <div>\$40</div> <div>Mileage 320 miles @ \$0.24 per mile</div> <div>\$77</div> <div>ITEM TOT.</div> <div>\$402</div> </div>					



BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDING		PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7575	DATE 12/12/90
OBJECT CODE	EXPLANATION				AMOUNT
6330	LOCAL TRAVEL AND MILEAGE				ITEM TOT. \$460
	Tri-Met Bus Pass (1)				\$260
	Mileage (local committee meetings)				\$200

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDING			PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7575	DATE 12/12/90	
OBJECT CODE	EXPLANATION					AMOUNT
7150	TELEPHONE					\$3,968
	Multi Line	6	\$237	\$1,422		
	2500	2	\$135	\$270		
	Speaker Phone	0	\$0	\$0		
	Long Distance	1	\$100	\$100		
	Code-a-phone	1	\$74	\$74		
	Directories	7	\$3	\$19		
	DID No. 3034, 3037	2	\$344	\$688		
	DN No. 2037, 2036, 2739, 2034, No. 2748, 2910, 2741, 6578, 6726	9	\$155	\$1,395		
7200	DATA PROCESSING SERVICES					
7300	MOTOR POOL SERVICES					
7400	BUILDING MGT. SERVICES					
7500	OTHER INTERNAL SERVICES					

BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T RECORDING		PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7575	DATE 12/12/90
OBJECT CODE	EXPLANATION				AMOUNT
8300	OTHER IMPROVEMENTS				
8400	EQUIPMENT				

BUD 3a

CONTRACTS		ORGANIZATION NAME A & T RECORDING			PREPARED BY JAMES CZMOWSKI	
		FUND 100	AGENCY 040	ORGANIZATION 7575	DATE 12/12/90	
OBJECT CODE	CONTRACT DESCRIPTION	CONTACT PERSON		ESTIMATED AWARD	TYPE	AMOUNT
6190	Tec Cash Register	M. Burns		09/91	Mnt	\$220
	Minolta Microfilm R/P	M. Burns		07/91	Mnt	\$1,054
	Three-M Microfilm R/P	M. Burns		07/91	Mnt	\$1,325
	Canon #210 Copier	M. Burns		07/91	Mnt	\$288
	Kodak Starview R/P	M. Burns		07/91	Mnt	\$980

**BUD 4 REVENUE SPREADSHEET**

Fund 100

Agency 040

Organization 7575

Date 02/12/91

[illegible]

BUD 4 REVENUE SOURCE

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Revenue Source	RECORDING FEES	Revenue Code Number	4703
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Revenue Category	SERVICE CHARGES	Fund	GENERAL
Revenue Class	ASSESSMENT & TAXATION	Department	GENERAL SERV.
		Division	ASSESS. & TAX.
		Organization Number	7575

Contact Person	JAMES S. CZMOWSKI	Phone	248-3376
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Actual 86/87	\$991,922	Date Prepared	<u>2/4/91</u>
Actual 87/88	\$956,549		
Actual 88/89	\$1,025,823	Budget 88/89	\$983,910
Actual 89/90	\$963,449	Budget 89/90	\$900,00

Adopted Budget 90/91	\$1,000,000
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Revised Budget (as of 12/31/90)	<u>\$1,100,000</u>
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Projected Actual 90/91	<u>\$1,100,000</u>
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Estimated 91/92 Revenue (do not include carryover)	<u>\$1,125,000</u>
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Show computations used to arrive at estimate

225,000 pages x \$5.00 / page = \$1,125,000

Explain difference between 90/91 projected actual and 1991/92 estimate

With each legislative session, several more types of documents are added to the list of documents to be recorded. Thus the number of recordings goes up.

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover\_\_\_\_\_

BUD 4 REVENUE SOURCE

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Revenue Source	DOR FEE	Revenue Code Number	4720
Revenue Category		SERVICE CHARGES	Fund STATE & GENERAL
Revenue Class		ASSESSMENT & TAXATION	Department GENERAL SERV.
			Division ASSESS. & TAX.
		Organization Number	7575
Contact Person	JAMES S. CZMOWSKI		Phone 248-3376

=====

Actual 86/87	NO FEE	Date Prepared	<u>2/4/91</u>
Actual 87/88	NO FEE		
Actual 88/89	NO FEE	Budget 88/89	NO FEE
Actual 89/90		Budget 89/90	\$400,000

Adopted Budget 90/91	\$900,000
Revised Budget (as of 12/31/90)	<u>\$30,500</u>
Projected Actual 90/91	<u>\$30,500</u>
Estimated 91/92 Revenue (do not include carryover)	<u>\$30,500</u>

Show computations used to arrive at estimate

30,500 documents x \$1 / document = \$30,500

NOTE: This is the County's share of the fee imposed on recorded documents per HB 2338.

Explain difference between 90/91 projected actual and 1991/92 estimate

Not as many documents recorded that the fee is collected on.

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover\_\_\_\_\_

BUD 4 REVENUE SOURCE

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Revenue Source	CORNER PRESERVATION	Revenue Code Number	4713
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FEE

Revenue Category	SERVICE CHARGES	Fund	GENERAL
Revenue Class	ASSESSMENT & TAXATION	Department	GENERAL SERV.
		Division	ASSESS. & TAX.

Organization Number 7575

Contact Person JAMES S. CZMOWSKI Phone 248-3376

=====

Actual 86/87	Date Prepared	<u>2/4/91</u>
Actual 87/88		
Actual 88/89	Budget 88/89	\$250,050
Actual 89/90	Budget 89/90	\$210,000

Adopted Budget 90/91 \$210,000

Revised Budget (as of 12/31/90) \$210,000

Projected Actual 90/91 \$220,000

Estimated 91/92 Revenue  
(do not include carryover) \$225,000

Show computations used to arrive at estimate

75,000 documents x \$3.00 / document = \$225,000

Explain difference between 90/91 projected actual and 1991/92 estimate

For the last several years, the number of documents has been slowly increasing. Therefore, more revenue will be collected.

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover\_\_\_\_\_



T2X COLLECTION  
7630

**BUD 1**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A&T TAX COLLECTION		PREPARED BY KATHY TUNEERG	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7630	1/30/91
OBJECT DETAIL		CURRENT BUDGET	3% CUT REQUEST	NET DIFF	
5100 PERMANENT		572,760	596,319	23,559	
5200 TEMPORARY (B)		27,555	27,555	0	
5300 OVERTIME (B)				0	
5400 PREMIUM PAY (B)		8,618		(8,618)	
5500 FRINGE (C)		155,322	168,446	13,124	
<b>DIRECT PERSONAL SERVICES</b>		764,255	792,320	28,065	
5550 INS BENEFITS (C)		102,437	119,487	17,050	
<b>PERSONAL SERVICES</b>		866,692	911,807	45,115	
6050 COUNTY SUPPLEMENTS (A)				0	
6060 PASS THROUGH PAYMENTS (A)				0	
6110 PROFESSIONAL SERVICES (A)		38,470	28,000	(10,470)	
6120 PRINTING (B)		40,000	14,500	(25,500)	
6130 UTILITIES (B)				0	
6140 COMMUNICATIONS (B)				0	
6170 RENTALS (A)		50,335	76,240	25,905	
6180 REPAIRS & MAINTENANCE (B)		41,381	1,250	(40,131)	
6190 MAINTENANCE CONTRACTS (A)		26,400	26,000	(400)	
6200 POSTAGE (B)		115,000	145,000	30,000	
6230 SUPPLIES (B)		16,370	6,725	(9,645)	
6270 FOOD (A)				0	
6310 EDUCATION & TRAINING (B)		5,098	4,223	(875)	
6330 TRAVEL (B)		1,475	1,375	(100)	
6520 INSURANCE (A)				0	
6530 EXTERNAL DATA PROCESSING (A)				0	
6550 DRUGS (A)				0	
6580 CLAIMS PAID (B)				0	
6590 JUDGEMENTS (A)				0	
6610 AWARDS & PREMIUMS (B)				0	
6620 DUES & SUBSCRIPTIONS (B)		0		0	
7810 DEBT RETIREMENT (A)				0	
7820 INTEREST (A)				0	
<b>DIRECT MATERIALS AND SERVICES</b>		334,529	303,313	(31,216)	
7100 INDIRECT COSTS (A)				0	
7150 TELEPHONE (B)		14,846	13,586	(1,260)	
7200 DATA PROC SERVICES (B)			0	0	
7300 MOTOR POOL SERVICES (B)		1,000	500	(500)	
7400 BLDG. MGT. SERVICES (A)				0	
7500 OTHER INT. SERVICES (A)		83,192	78,500	(4,692)	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		99,038	92,586	(6,452)	
<b>TOTAL MATERIAL/SERVICES</b>		433,567	395,899	(37,668)	
8100 LAND (C)				0	
8200 BUILDINGS (C)				0	
8300 OTHER IMPROVEMENTS (A)		1,200		(1,200)	
8400 EQUIPMENT (A)			16,000	16,000	
<b>CAPITAL OUTLAY</b>		1,200	16,000	14,800	
<b>DIRECT BUDGET</b>		1,099,984	1,111,633	11,649	
<b>TOTAL BUDGET</b>		1,301,459	1,323,706	22,247	

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

## BUD 2

PERSONNEL DETAIL			ORGANIZATION A&T TAX COLLECTION				DATE 1/30/91
			FUND 100	AGENCY 040	ORGANIZATION 7630	PREPARED BY KATHY TUNEBERG	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
0.5	OFFICE ASSISTANT 2	6001	VACANT	8,709	2,351	2,202	13,262
1.0	OFFICE ASSISTANT 2	6001	VACANT	17,418	4,703	4,403	26,524
1.0	OFFICE ASSISTANT 2	6001	VACANT	17,418	4,703	4,403	26,524
1.0	OFFICE ASSISTANT 2	6001	Anderson, Gail	21,212	5,727	4,371	31,310
1.0	OFFICE ASSISTANT 2	6001	Drinkwater, Mary	19,518	5,270	2,928	27,716
1.0	OFFICE ASSISTANT 2	6001	Vacant	21,212	5,727	2,997	29,936
1.0	OFFICE ASSISTANT 2	6001	Kilmartin, Patrice	18,609	5,024	5,938	29,571
0.4	OFFICE ASSISTANT 2	6001	Magann, Marion	7,753	2,093	1,922	11,768
1.0	OFFICE ASSISTANT 2	6001	McDow, Khabira	21,014	5,674	2,692	29,380
1.0	OFFICE ASSISTANT 2	6001	McFarland, Sandra	21,212	5,727	4,310	31,249
1.0	OFFICE ASSISTANT 2	6001	Russell, Mary	18,219	4,919	4,830	27,968
1.0	OFFICE ASSISTANT 2	6001	Thompson, Patricia	18,734	5,058	4,850	28,642
1.0	OFFICE ASSISTANT 2	6001	Wolf, Marie	17,990	4,857	5,633	28,480
1.0	OFFICE ASSISTANT/SENIOR	6002	Hilton, Albert B	21,577	5,826	2,657	30,060
1.0	OFFICE ASSISTANT/SENIOR	6002	Salvadore, Phyllis	24,544	6,627	6,007	37,178
1.0	CLERICAL UNIT SUPERVISOR	6003	Butler, Eunice	25,074	6,770	5,112	36,956
1.0	TAXCOLLECTIONSPEC	6025	Gruber, Joy	25,506	6,887	3,175	35,568
1.0	TAXCOLLECTIONSPEC	6025	VACANT	25,100	6,777	3,175	35,052
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
			TEMPORARY	5200			
			OVERTIME	5300			
			PREMIUM	5400			
			TOTAL				

SEE NEXT PAGE FOR ORG. TOTALS

## BUD 2

PERSONNEL DETAIL			ORGANIZATION A&T TAX COLLECTION				DATE 1/30/91
			FUND 100	AGENCY 040	ORGANIZATION 7630	PREPARED BY KATHY TUNEBERG	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	FISCAL SPECIALIST 1	6029	Halm, Rose	26,594	7,180	5,176	38,950
1.0	FISCAL SPECIALIST 1	6029	Long, Debra	23,867	6,444	6,335	36,646
1.0	FISCAL SPECIALIST 1	6029	Meyer, Deanna	27,080	7,312	5,195	39,587
1.0	FISCAL SPECIALIST 2	6030	Smith, Calvin	28,405	7,669	4,683	40,757
1.0	OPERATIONS SUPERVISOR I	9025	Dorn, Kathleen	27,817	7,511	6,706	42,034
1.0	OPERATIONS SUPERVISOR I	9025	Frahler, Patricia	27,618	7,457	6,868	41,943
1.0	PROGRAM MANAGER I	9320	Tuneberg, Kathleen	44,785	12,092	7,569	64,446
1.0	FINANCE SPECIALIST 2	9340	Bartholomew, Gary	39,334	10,620	5,350	55,304
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
				596,319	161,006	119,487	876,812
			TEMPORARY	5200			
				27,555	7,440		34,995
			OVERTIME	5300			
			PREMIUM	5400			
			TOTAL	623,874	168,446	119,487	911,807

# BUD 2 SUMMARY

		ORGANIZATION A&T TAX COLLECTION		DATE 1/30/91	
		FUND 100	AGENCY 040	ORGANIZATION 7630	PREPARED BY KATHY TUNEBERG
FTE	JOB TITLE	JOB NO.		BASE	
11.9	OFFICE ASSISTANT 2	6001		229,018	
2.0	OFFICE ASSISTANT/SENIOR	6002		46,121	
1.0	CLERICAL UNIT SUPERVISOR	6003		25,074	
2.0	TAX\COLLECTIONSPEC	6025		50,606	
3.0	FISCAL SPECIALIST 1	6029		77,541	
1.0	FISCAL SPECIALIST 2	6030		28,405	
2.0	OPERATIONS SUPERVISOR I	9025		55,435	
1.0	PROGRAM MANAGER I	9320		44,785	
1.0	FINANCE SPICALIST 2	9340		39,334	
24.9		TOTAL		596,319	

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A&T TAX COLLECTION			PREPARED BY KATHY TUNEBERG	
		FUND 100	AGENCY 040	ORGANIZATION 7630	DATE 1/30/91	
OBJECT CODE	EXPLANATION				AMOUNT	
5100	PERMANENT	24.92 FTE (.42 Shared with Board of Equalization and .50 Shared with Licence/Passports)				27,555
5200	TEMPORARY	To provide adequate staffing during heavy tax collection period				
		November (1600 hrs @8.35) 13,360				
		February ( 800 hrs @8.35) 6,680				
		May-June ( 900 hrs @8.35) 7,515				

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A&T TAX COLLECTION			PREPARED BY KATHY TUNEBERG	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7630	1/30/91	
OBJECT CODE	EXPLANATION				AMOUNT	
6110	PROFESSIONAL SERVICES (see bud 3a)				\$28,000	
	Legal required advertising:					
	Personal property warrants	4800				
	Real property foreclosure/redemption	18800				
	Total Advertising	23600				
	Security Guard	1000				
	Armored Car Service	3000 (see 3a)				
	Alarm Monitoring Service	400 (see 3a)				
6120	PRINTING AND REPRODUCTION				\$14,500	
6170	RENTAL					
	Space Rental	73740				
	Copier	2500				
6180	REPAIRS & MAINTENANCE				\$1,250	
6190	MAINTENANCE CONTRACTS (see bud 3a)				\$26,000	
6200	POSTAGE				\$145,000	
6230	SUPPLIES				\$6,725	

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A&T TAX COLLECTION			PREPARED BY KATHY TUNEBERG	
		FUND 100	AGENCY 100	ORGANIZATION 7630	DATE 1/30/91	
OBJECT CODE	EXPLANATION					AMOUNT
6310	EDUCATION & TRAINING					4,223
	1. Assessor's Mid-Winter Conference					727
	Per diem 2 persons for 3 days @ \$25.00 a day				150	
	Motel 2 persons for 3 days @ \$70.00 a day				420	
	Registration 2 persons @ \$40.00				80	
	Mileage 320 miles @ \$.24 per mile				77	
	2. Tax Collector's Annual Conference					797
	Per diem 2 persons for 3 days @ \$25.00 per day				150	
	Motel 2 persons for 3 days @ \$70.00 per day				420	
	Registration 2 persons @ \$75.00 per day				150	
	Mileage 320 miles @ \$.24 per mile				77	
	3. DOR Law School					420
	Per diem 1 person for 3 days @ \$25.00 per day				75	
	Motel 1 person for 3 days @ \$70.00 per day				210	
	Registration 1 person @ \$ 75.00				75	
	Mileage 250 miles @ \$.24 per mile				60	
	4. Department of Revenue Supervisor's Training (HB2338)					1,292
	Per diem 3 persons for 5 days @ \$25.00 a day				375	
	Motel 3 persons for 4 days @ \$60.00 a day				720	
	Registration 3 persons \$40.00				120	
	Mileage 320 miles @ \$.24 per mile				77	
	5. Department of Revenue Management Training (HB2238)					482
	Per diem 1 person for 5 days @ \$25.00 per day				125	
	Motel 1 person for 4 days @ \$60.00 per day				240	
	Registration				40	
	Mileage 320 miles @ \$.24 per mile				77	
	Tax Collectors District Meetings					50
	Remittance Processors Users Group Meetings					55
	DOR Sponsored Training					400
	Page Total 1					4,223



**BUD 3**

OBJECT DETAIL		ORGANIZATION NAME A&T TAX COLLECTION		PREPARED BY KATHY TUNEBERG	
		FUND 100	AGENCY 040	ORGANIZATION 7630	DATE 1/30/91
OBJECT CODE	EXPLANATION				AMOUNT
6330	LOCAL TRAVEL AND MILEAGE Tri - Met Bus Passes (4 @ \$260.) Mileage Local				ITEM TOT. 1,040 335
					\$1,375

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A&T TAX COLLECTION			PREPARED BY KATHY TUNEBERG	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7630	1/30/91	
OBJECT CODE	EXPLANATION					AMOUNT
7150	TELEPHONE					\$13,586
			QTY.	EA.	ITEM TOT.	
	Digit Display		1	\$300	\$300	
	SL1s		15	\$201	\$3,015	
	2500s		9	\$113	\$1,017	
	Speaker Phone		1	\$150	\$150	
	DID Lines		8	\$344	\$2,752	
	DN Lines		24	\$155	\$3,720	
	County Directories		22	\$3	\$66	
	Headsets		7	\$88	\$616	
	Long Distance		1	1,150	\$1,150	
	Moves/Changes				\$800	
7300	MOTOR POOL SERVICES					\$500
7500	OTHER INTERNAL SERVICES					\$78,500
	Third Installment For Purchase of					
	Tax Remittance Processing Equipment ( Third Party Financing )					

BUD 3

OBJECT DETAIL		ORGANIZATION NAME A&T TAX COLLECTION			PREPARED BY KATHY TUNEBERG	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7630	1/30/91	
OBJECT CODE	EXPLANATION					AMOUNT
7150	TELEPHONE					\$13,586
			QTY.	EA.	ITEM TOT.	
	Digit Display		1	\$300	\$300	
	SL1s		15	\$201	\$3,015	
	2500s		9	\$113	\$1,017	
	Speaker Phone		1	\$150	\$150	
	DID Lines		8	\$344	\$2,752	
	DN Lines		24	\$155	\$3,720	
	County Directories		22	\$3	\$66	
	Headsets		7	\$88	\$616	
	Long Distance		1	1,150	\$1,150	
	Moves/Changes				\$800	
7300	MOTOR POOL SERVICES					\$500
7500	OTHER INTERNAL SERVICES					\$78,500
	Tax Remittance Processing Equipment ( Third Party)					

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A&T TAX COLLECTION		PREPARED BY KATHY TUNEBERG	
		FUND 100	AGENCY 040	ORGANIZATION 7630	DATE 1/30/91
OBJECT CODE	EXPLANATION				AMOUNT
8300	OTHER IMPROVEMENTS				
8400	EQUIPMENT	Hi Speed Mail Opening Equipment		16,000	16,000

## BUD 3a

CONTRACTS		ORGANIZATION NAME A&T TAX COLLECTION			PREPARED BY KATHY TUNEBERG	
		FUND 100	AGENCY 040	ORGANIZATION 7630	DATE 1/30/91	
OBJECT CODE	CONTRACT DESCRIPTION	CONTACT PERSON		ESTIMATED AWARD	TYPE	AMOUNT
6110.0	Oregon Armored Car Service (armored pickup service)	K. Tuneberg			PSA	3,000
	American Security Alarm (alarm monitoring)	K. Tuneberg			PSA	400
	See BUD3 For Non-Contract items					24,600
6190.0	Maintenance Contract: Remittance Processing Equipment	K. Tuneberg			MNT	20,000
	Maintenance Contract: Sweda Cash Registers	K. Tuneberg			MNT	400
	Maintenance Contract: Cash Registers	K. Tuneberg			MNT	3,600
	Maintenance Contract: Mail Opening Equipment	K. Tuneberg			MNT	2,000

REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):

- a. Researches and locates delinquent personal property accounts and business closeouts/liquidations.
- b. Establish contact with delinquent taxpayer by phone or in person, make followup contacts as necessary.
- c. Establish payment plans where appropriate, prepare billings when necessary.
- d. Serve notice of property seizures, conduct sales to dispose of assets for payment of taxes, issues receipts, warrants.
- e. Assist in answering general and specific inquiries from the public.

Use the reverse side or attach additional sheets, if needed.

2. State the proposed classification title:

Tax Collection Specialist

3. Is this a new position? ☒ YES ☐ NO

4. If this is an existing position, state the name of the incumbent:

5. Proposed effective date of change: 7/1/91

Hiring Manager: Kathleen Tuneberg

Date: 2/7/91 Dept/Div: DGS/A&T/Tax Collection

EMPLOYEE RELATIONS DIVISION USE ONLY

Action: ☒ Approved as submitted

☒ Approved for classification title

☐ Denied (for Reclassification Requests only)

Analyst Name

Donald H. Hensley

Date

2/11/91

BUDGET 4 REVENUE SPREADSHEET

\*Fund 100 Agency 040 Dept. Org. 7630 Contact Person K. Tuneberg Date 01-28-91

REVENUE SOURCE							
Code	Name	Org.	Org.	Org.	Org.	Org.	Total
3040	Miscellaneous License	7630					\$ 16,000
4702	Miscellaneous A&T Fees	7630					\$146,000
4714	Mortgage Co. Reimbursement	7630					\$ 20,500
4715	Foreclosure Title Search	7630					\$ 12,500
4716	Warrant Recording/Satisfaction	7630					\$ 12,000
6006	Information Sales	7630					\$ 17,000
Total Program Revenues							\$224,000
County General Fund Supplement							
Total Resources							

\*Complete separate spreadsheet for each Fund.

1116C-13/Revised 1/29/91

BUD 4 REVENUE SOURCE

=====

Revenue Source MISC LICENSE FEE

Revenue Code Number 3040

Revenue Category LICENSES & PERMITS

Fund GENERAL

Revenue Class LICENSES

Department GENERAL SERVICES

Division A & T

Organization Number 7630

Contact Person KATHY TUNEBERG

Phone 248-3330

=====

Actual 86/87 \$17,807

Date Prepared 2-7-91

Actual 87/88 \$16,974

Actual 88/89 \$16,315

Budget 88/89 \$20,000

Actual 89/90 \$15,999

Budget 89/90 \$17,000

Adopted Budget 90/91

\$16,500

Revised Budget (as of 12/31/90)

Projected Actual 90/91

\$15,500

Estimated 91/92 Revenue  
(do not include carryover)

\$16,000

Show computations used to arrive at estimate

Historically 50% of revenue is collected by mid-year

YTD Revenue is \$7,651

No anticipated rate increase and volume remains fairly constant

Explain difference between 90/91 projected actual and 1991/92 estimate

Less volume than anticipated

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover



BUD 4 REVENUE SOURCE

=====

Revenue Source MISC A & T Revenue Code Number 4702

Revenue Category SERVICE CHARGES Fund GENERAL

Revenue Class A & T Department GENERAL SERVICES

Division A & T

Organization Number 7630

Contact Person KATHY TUNEBOERG Phone 248-3330

=====

Actual 86/87 \$241,479 Date Prepared 2-7-91

Actual 87/88 \$157,716

Actual 88/89 \$180,048

Actual 89/90 \$152,579

Budget 88/89 \$ 39,810

Budget 89/90 \$165,300

Adopted Budget 90/91 \$150,000

Revised Budget (as of 12/31/90) \_\_\_\_\_

Projected Actual 90/91 \$141,000

Estimated 91/92 Revenue  
(do not include carryover) \$146,000

Show computations used to arrive at estimate

Historically 55-60% of revenue is received by mid-year.

89-90 Actual Revenue \$135,645

90-91 YTD Revenue \$ 84,536 \$84,536/.6=\$140,893

Explain difference between 90/91 projected actual and 1991/92 estimate

Anticipate more active collection of personal property and closer compliance with delinquent personal property collection statues.

1000 Warrants @ \$15 = \$ 15,000

250 NSF Checks @ \$10 = \$ 2,500

Estimate of 5% charge = \$128,500

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover \_\_\_\_\_

BUD 4 REVENUE SOURCE

=====

Revenue Source MORTGAGE CO REIMB Revenue Code Number 4714

Revenue Category SERVICE CHARGES Fund GENERAL

Revenue Class A & T Department GENERAL SERVICES

Division A & T

Organization Number 7630

Contact Person KATHY TUNEBOG Phone 248-3330

=====

Actual 86/87 \$	0	Date Prepared	<u>2-7-91</u>
Actual 87/88	\$14,723		
Actual 88/89	\$17,214	Budget 88/89	\$18,000
Actual 89/90	\$16,636	Budget 89/90	\$18,000

Adopted Budget 90/91 \$18,000

Revised Budget (as of 12/31/90) \_\_\_\_\_

Projected Actual 90/91 \$18,000

Estimated 91/92 Revenue  
(do not include carryover) \$20,500

Show computations used to arrive at estimate

Reimbursement for mailing mortgage company tax bill copies increases with postal rate increases. Next year's anticipated revenue is:

70,000	Accounts
<u>X\$.298</u>	Reimbursement rate
\$20,500	

Explain difference between 90/91 projected actual and 1991/92 estimate

The 90/91 rate was \$.26 per account

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover \_\_\_\_\_

BUD 4 REVENUE SOURCE

=====

Revenue Source	FORECLOSURE TITLE SRCH	Revenue Code Number	4715
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Revenue Category	SERVICE CHARGES	Fund	GENERAL
Revenue Class	A & T	Department	GENERAL SERVICES
		Division	A & T
	Organization Number	7630	

Contact Person	KATHY TUNEBOERG	Phone	248-3330
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=====

Actual 86/87 \$	0	Date Prepared	<u>2-7-91</u>
Actual 87/88 \$	3,750		
Actual 88/89	\$10,050	Budget 88/89	\$22,500
Actual 89/90	\$12,050	Budget 89/90	\$18,750

Adopted Budget 90/91	\$12,500
----------------------	----------

Revised Budget (as of 12/31/90)	<u>                    </u>
---------------------------------	-----------------------------

Projected Actual 90/91	<u>\$12,500</u>
------------------------	-----------------

Estimated 91/92 Revenue (do not include carryover)	<u>\$12,500</u>
---	-----------------

Show computations used to arrive at estimate

Approximately 250 accounts will proceed to redemption in 91/92

ORS 312.120

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover

BUD 4 REVENUE SOURCE

=====

Revenue Source	WARRANT SATISFACT'N FEE	Revenue Code Number	4716
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Revenue Category	SERVICE CHARGES	Fund	GENERAL
Revenue Class	A & T	Department	GENERAL SERVICES
		Division	A & T
		Organization Number	7630

Contact Person	KATHY TUNEBERG	Phone	248-3330
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=====

Actual 86/87 \$	0	Date Prepared	<u>2-7-91</u>
Actual 87/88 \$	0		
Actual 88/89 \$	8,600	Budget 88/89	\$3,000
Actual 89/90 \$	12,639	Budget 89/90	\$5,000

Adopted Budget 90/91	\$12,000
----------------------	----------

Revised Budget (as of 12/31/90)	<u>                    </u>
---------------------------------	-----------------------------

Projected Actual 90/91	<u>\$12,000</u>
------------------------	-----------------

Estimated 91/92 Revenue (do not include carryover)	<u>\$12,000</u>
---	-----------------

Show computations used to arrive at estimate

Estimate 600 @ \$20 = \$12,000

ORS 311.635

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover

BUD 4 REVENUE SOURCE

=====

Revenue Source INFORMATION SALES\*

Revenue Code Number 6006

Revenue Category OTHER

Fund GENERAL

Revenue Class SALES

Department GENERAL SERVICES

Division A & T

Organization Number 7630

Contact Person KATHY TUNEBOG

Phone

2 4 8 - 3 3 3 0

=====

Actual 86/87 \$20,142

Date Prepared 2-7-91

Actual 87/88 \$19,825

Actual 88/89 \$15,342

Budget 88/89 \$18,000

Actual 89/90 \$18,153

Budget 89/90 \$16,000

Adopted Budget 90/91

\$16,000

Revised Budget (as of 12/31/90)

Projected Actual 90/91

\$17,000

Estimated 91/92 Revenue  
(do not include carryover)

\$17,000

Show computations used to arrive at estimate

Historically 50% of revenue is received by mid-year

YTD Revenue is \$8,552

MCC 5.10.160 (a)

Explain difference between 90/91 projected actual and 1991/92 estimate

Revenue depends on volume of requests or usage of copy machines

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover

PARLAGE LICENSÉ  
7635

**BUD 1**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T LICENSES & PASSPORTS		PREPARED BY KATHY TUNEBERG	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7635	1/30/91
OBJECT DETAIL		CURRENT BUDGET	REQUEST	NET DIFF	
5100 PERMANENT		53,683	56,738	3,055	
5200 TEMPORARY (B)				0	
5300 OVERTIME (B)				0	
5400 PREMIUM PAY (B)		805		(805)	
5500 FRINGE (C)		14,360	15,319	959	
<b>DIRECT PERSONAL SERVICES</b>		68,848	72,057	3,209	
5550 INS BENEFITS (C)		13,552	14,702	1,150	
<b>PERSONAL SERVICES</b>		82,400	86,759	4,359	
6050 COUNTY SUPPLEMENTS (A)				0	
6060 PASS THROUGH PAYMENTS (A)				0	
6110 PROFESSIONAL SERVICES (A)		0	0	0	
6120 PRINTING (B)		4,000	5,000	1,000	
6130 UTILITIES (B)				0	
6140 COMMUNICATIONS (B)			0	0	
6170 RENTALS (A)		300	5,496	5,196	
6180 REPAIRS & MAINTENANCE (B)		150	100	(50)	
6190 MAINTENANCE CONTRACTS (A)		1,500	1,270	(230)	
6200 POSTAGE (B)		120	50	(70)	
6230 SUPPLIES (B)		700	450	(250)	
6270 FOOD (A)				0	
6310 EDUCATION & TRAINING (B)		417	0	(417)	
6330 TRAVEL (B)		0		0	
6520 INSURANCE (A)				0	
6530 EXTERNAL DATA PROCESSING (A)				0	
6550 DRUGS (A)				0	
6580 CLAIMS PAID (B)				0	
6590 JUDGEMENTS (A)				0	
6610 AWARDS & PREMIUMS (B)				0	
6620 DUES & SUBSCRIPTIONS (B)		0		0	
7810 DEBT RETIREMENT (A)				0	
7820 INTEREST (A)				0	
<b>DIRECT MATERIALS AND SERVICES</b>		7,187	12,366	5,179	
7100 INDIRECT COSTS (A)				0	
7150 TELEPHONE (B)		2,160	2,204	44	
7200 DATA PROC SERVICES (B)			0	0	
7300 MOTOR POOL SERVICES (B)			0	0	
7400 BLDG. MGT. SERVICES (A)		4,979	0	(4,979)	
7500 OTHER INT. SERVICES (A)		0	0	0	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		7,139	2,204	(4,935)	
<b>TOTAL MATERIAL/SERVICES</b>		14,326	14,570	244	
8100 LAND (C)				0	
8200 BUILDINGS (C)				0	
8300 OTHER IMPROVEMENTS (A)		1,000	0	(1,000)	
8400 EQUIPMENT (A)		0	0	0	
<b>CAPITAL OUTLAY</b>		1,000	0	(1,000)	
<b>DIRECT BUDGET</b>		77,035	84,423	7,388	
<b>TOTAL BUDGET</b>		97,726	101,330	3,604	

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

## BUD 2

PERSONNEL DETAIL			ORGANIZATION A & T LICENSES & PASSPORTS				DATE 1/30/91	
			FUND 100	AGENCY 040	ORGANIZATION 7635	PREPARED BY KATHY TUNEBERG		
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL	
					DIR	IND		
1.0	OFFICE ASSISTANT 2	6001	DRINKWATER, GWEN	21,212	5,727	6,398	33,337	
1.0	PROGRAM COORDINATOR	6022	SWAIN, SAVANA	26,817	7,241	6,102	40,160	
0.5	OFFICE ASSISTANT 2	6001	VACANT	8,709	2,351	2,202	13,262	
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100	15,319	14,702	86,759	
				56,738				
			TEMPORARY	5200				
			OVERTIME	5300				
			PREMIUM	5400				
			TOTAL		56,738	15,319	14,702	86,759



BUD 2

PERSONNEL DETAIL			ORGANIZATION A & T LICENSES & PASSPORTS				DATE 1/30/91
			FUND 100	AGENCY 040	ORGANIZATION 7635	PREPARED BY KATHY TUNEBERG	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	OFFICE ASSISTANT 2	6001	DRINKWATER, GWEN	21,212	5,727	6,398	33,337
1.0	PROGRAM COORDINATOR	6022	SWAIN, SAVANA	26,817	7,241	6,102	40,160
0.5	OFFICE ASSISTANT 2	6001	VANCANT	8,709	2,351	2,202	13,262
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
				56,738	15,319	14,702	86,759
			TEMPORARY	5200			
			OVERTIME	5300			
			PREMIUM	5400			
			TOTAL	56,738	15,319	14,702	86,759

ORGANIZATION  
A & T LICENSES & PASSPORTS

DATE  
1/30/91

FUND      AGENCY      ORGANIZATION  
100      040      7635

PREPARED BY  
KATHY TUNEBERG

FTE	JOB TITLE	JOB NO.	BASE
1.5	OFFICE ASSISTANT 2	6001	29,921
1.0	PROGRAM COORDINATOR	6022	26,817
2.5		TOTAL	56,738



## BUD 3

OBJECT DETAIL		ORGANIZATION NAME			PREPARED BY	
		A & T LICENSES & PASSPORTS			KATHY TUNEBERG	
OBJECT CODE	EXPLANATION	FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7635	1/30/91	
OBJECT CODE	EXPLANATION				AMOUNT	
6120	PRINTING AND REPRODUCTION	Marriage License Certificate Forms			\$5,000	
6170	RENTAL	Building Space Lease-Was Object Code 7400			5196	5496
		Copier-prorated share			300	
6180	REPAIRS & MAINTENANCE	Misc. Machine Repair			100	
6190	MAINTENANCE CONTRACTS	Cash Register			@ 215	1270
	(SEE BUD 3A DETAIL)	Microfilm			@ 1055	
6200	POSTAGE				\$50	
6230	OFFICE SUPPLIES				\$450	

## BUD 3

OBJECT DETAIL		ORGANIZATION NAME A & T LICENSES & PASSPORTS			PREPARED BY KATHY TUNEBERG	
		FUND 100	AGENCY 040	ORGANIZATION 7635	DATE 1/30/91	
OBJECT CODE	EXPLANATION					AMOUNT
7150	TELEPHONES					\$2,204
				QTY.	EA.	ITEM TOT.
	SL1			1	\$201	\$201
	2500			2	\$113	\$226
	DID LINES			3	\$344	\$1,032
	DN LINES			3	\$155	\$465
	County Directories			2	\$3	\$5
	Move charge			1	\$150	\$150
	Long Distance			1	\$25	\$25
	Code a Phone			2	\$50	\$100
7400	BUILDING MGT. SERVICES-For Building Spaces-Now Oject Code 6170					\$0

6

CONTRACTS		ORGANIZATION NAME A & T LICENSES & PASSPORTS		PREPARED BY KATHY TUNEBERG		
		FUND 100	AGENCY 040	ORGANIZATION 7635	DATE 1/30/91	
OBJECT CODE	CONTRACT DESCRIPTION	CONTACT PERSON		ESTIMATED AWARD	TYPE	AMOUNT
6190	Maintenance Contract: Sweda Cash Register	K. Tuneberg			MNT	215
	Maintenance Contract: Microfilm Reader/Printer	K. Tuneberg			MNT	1,055

## BUDGET 4 REVENUE SPREADSHEET

\*Fund 100 Agency 040 Dept. Org. 7635 Contact Person K. Tuneberg Date 01-21-91

REVENUE SOURCE							
Code	Name	Org.	Org.	Org.	Org.	Org.	Total
3021	Marriage License Fees	7635					\$156,000
4700	Passport Applications	7635					\$ 17,500
Total Program Revenues County General Fund Supplement							\$173,500
Total Resources							

\*Complete separate spreadsheet for each Fund.

1116C-14/Revised 1/29/91

BUD 4 REVENUE SOURCE

=====

Revenue Source MARRIAGE LICENSE FEE Revenue Code Number 3021

Revenue Category LICENSES & PERMITS Fund GENERAL  
Revenue Class LICENSES Department GENERAL SERVICES  
Division A & T  
Organization Number 7635

Contact Person KATHY TUNEBOERG Phone 248-3330

=====

Actual 86/87 \$138,350	Date Prepared 2-12-91
Actual 87/88 \$145,610	
Actual 88/89 \$143,520	Budget 88/89 \$133,000
Actual 89/90 \$148,000	Budget 89/90 \$150,000

Adopted Budget 90/91 \$153,000

Revised Budget (as of 12/31/90) \_\_\_\_\_

Projected Actual 90/91 \$153,000

Estimated 91/92 Revenue  
(do not include carryover) \$156,000

Show computations used to arrive at estimate

From year to year there is about a 2% increase. This year it is estimated that over 6,200 will be issued.

\$60 per license application - \$25 County General Fund  
\$25 Domestic Violence (State)  
\$10 Family Services Program  
(Conciliation Services)

ORS 205.320

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover \_\_\_\_\_



BUD 4 REVENUE SOURCE

=====

Revenue Source PASSPORT APP FEES Revenue Code Number 4700

Revenue Category SERVICES CHARGES Fund GENERAL

Revenue Class A & T Department GENERAL SERVICES

Division A & T

Organization Number 7635

Contact Person KATHY TUNEBERG Phone 248-3330

=====

Actual 86/87 \$23,500

Date Prepared 2--7-91

Actual 87/88 \$23,835

Actual 88/89 \$17,486

Budget 88/89 \$25,200

Actual 89/90 \$17,451

Budget 89/90 \$23,800

Adopted Budget 90/91 \$18,900

Revised Budget (as of 12/31/90) \_\_\_\_\_

Projected Actual 90/91 \$17,000

Estimated 91/92 Revenue  
(do not include carryover) \$17,500

Show computations used to arrive at estimate

Recent history shows about a 40% collection rate at mid-year.  
YTD Revenue \$6,762

There has been a continued decline in passport applications. At this time the decline appears to have leveled out. The 1991/92 estimate is 2,500 @ \$7 = \$17,500.

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover \_\_\_\_\_

BUD 4 REVENUE SOURCE

=====

Revenue Source MARRIAGE CEREMONY FEE      Revenue Code Number 4705

Revenue Category SERVICE CHARGES      Fund GENERAL

Revenue Class A & T      Department GENERAL SERVICES

   Division A & T

   Organization Number 7635

Contact Person KATHY TUNEBERG      Phone 248-3330

=====

Actual 86/87 \$4,060	Date Prepared <u>2-7-91</u>
Actual 87/88 \$3,230	
Actual 88/89 \$ 310	Budget 88/89 \$ 3,000
Actual 89/90 \$ 0	Budget 89/90 \$ 1,000

Adopted Budget 90/91	\$ 100
Revised Budget (as of 12/31/90)	_____
Projected Actual 90/91	\$ 0
Estimated 91/92 Revenue (do not include carryover)	\$ 0

Show computations used to arrive at estimate

Service has been discontinued

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover \_\_\_\_\_

BUD 4 REVENUE SOURCE

=====

Revenue Source	MARRIAGE LICENSE FEE	Revenue Code Number	3021
	(Conciliation Services)		
Revenue Category	LICENSES & PERMITS	Fund	GENERAL
Revenue Class	LICENSES	Department	JUSTICE SERVICES
		Division	
	Organization Number	2801	
Contact Person	KATHY TUNEBERG	Phone	248-3330

=====

Actual 86/87	Date Prepared	<u>2-12-91</u>
Actual 87/88		
Actual 88/89	Budget 88/89	
Actual 89/90	Budget 89/90	

Adopted Budget 90/91	\$ 61,200
Revised Budget (as of 12/31/90)	<u>                    </u>
Projected Actual 90/91	<u>\$ 61,220</u>
Estimated 91/92 Revenue (do not include carryover)	<u>\$ 62,420</u>

Show computations used to arrive at estimate

From year to year there is about a 2% increase. This year it is estimated that over 6,200 will be issued.

\$60 per license application - \$25 County General Fund  
                                  \$25 Domestic Violence (State)  
                                  \$10 Family Services Program  
                                  (Conciliation Services)

ORS 205.320

Explain difference between 90/91 projected actual and 1991/92 estimate

If this is grant revenue and there is carryover from 1990/91 estimate the amount of carryover to be budgeted in 1991/92.

Estimated Carryover

SHANEA SPOON  
7566

3.1% CUT

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T TECHNICAL SUPPORT		PREPARED BY JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7566	12/21/90
OBJECT DETAIL		CURRENT BUDGET	3% CUT REQUEST	NET DIFF	
5100 PERMANENT		286,035	291,283	5,248	
5200 TEMPORARY (B)		11,264	11,264	0	
5300 OVERTIME (B)		1,600	2,000	400	
5400 PREMIUM PAY (B)		8,035	4,291	8	
5500 FRINGE (C)		78,894	83,386	4,492	
<b>DIRECT PERSONAL SERVICES</b>		385,828	392,224	6,396	
5550 INS BENEFITS (C)		48,113	48,914	801	
<b>PERSONAL SERVICES</b>		433,941	441,138	7,197	
6050 COUNTY SUPPLEMENTS (A)				0	
6060 PASS THROUGH PAYMENTS (A)				0	
6110 PROFESSIONAL SERVICES (A)		33,220	31,800	(1,420)	
6120 PRINTING (B)				0	
6130 UTILITIES (B)				0	
6140 COMMUNICATIONS (B)			0	0	
6170 RENTALS (A)			19,728	19,728	
6180 REPAIRS & MAINTENANCE (B)		18,205	14,200	(4,005)	
6190 MAINTENANCE CONTRACTS (A)		15,120	34,586	19,466	
6200 POSTAGE (B)		2,000	1,000	(1,000)	
6230 SUPPLIES (B)		50,655	34,273	(16,382)	
6270 FOOD (A)				0	
6310 EDUCATION & TRAINING (B)		28,218	34,570	6,352	
6330 TRAVEL (B)		1,600	1,600	0	
6520 INSURANCE (A)				0	
6530 EXTERNAL DATA PROCESSING (A)		1,200	1,200	0	
6550 DRUGS (A)				0	
6580 CLAIMS PAID (B)				0	
6590 JUDGEMENTS (A)				0	
6610 AWARDS & PREMIUMS (B)				0	
6620 DUES & SUBSCRIPTIONS (B)		350	400	50	
7810 DEBT RETIREMENT (A)				0	
7820 INTEREST (A)				0	
<b>DIRECT MATERIALS AND SERVICES</b>		150,568	173,357	22,789	
7100 INDIRECT COSTS (A)				0	
7150 TELEPHONE (B)		2,576	7,387	4,811	
7200 DATA PROC SERVICES (B)		1,001,599	991,456	(10,143)	
7300 MOTOR POOL SERVICES (B)		80	80	0	
7400 BLDG. MGT. SERVICES (A)		21,906	0	(21,906)	
7500 OTHER INT. SERVICES (A)		0	0	0	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		1,026,161	998,923	(27,238)	
<b>TOTAL MATERIAL/SERVICES</b>		1,176,729	1,172,280	(4,449)	
8100 LAND (C)				0	
8200 BUILDINGS (C)				0	
8300 OTHER IMPROVEMENTS (A)				0	
8400 EQUIPMENT (A)		221,733	182,382	(39,351)	
<b>CAPITAL OUTLAY</b>		221,733	182,382	(39,351)	
<b>DIRECT BUDGET</b>		758,129	747,963	(10,166)	
<b>TOTAL BUDGET</b>		1,832,403	1,795,800	(36,603)	

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

BUD91TS2

BUD 2

3.1% CUT

PERSONNEL DETAIL			ORGANIZATION A & T TECHNICAL SUPPORT				DATE 12/21/90
			FUND 100	AGENCY 040	ORGANIZATION 7566	PREPARED BY JOHN RILES	
FTE	JOB TITLE	JOB NO.	NAME	BASE	FRINGE		TOTAL
					DIR	IND	
1.0	DATA ENTRY OPERATOR	6007	HOBBS, PATRICIA A.	21,945	5,925	4,398	32,268
1.0	DATA ENTRY OPERATOR	6007	KIM, SOONGHEE	19,330	5,219	2,530	27,079
1.0	DATA ENTRY OPERATOR	6007	KIMMEL, LAURA	18,852	5,090	2,567	26,509
1.0	DATA ENTRY OPERATOR	6007	KNIFKE, KIM G.	20,984	5,666	2,927	29,577
1.0	DATA ENTRY OPERATOR	6007	TIMO, CORA	19,694	5,317	5,978	30,989
1.0	DATA ENTRY OPERATOR	6007	VACANT	18,852	5,090	2,567	26,509
1.0	CLERICAL UNIT SUPER.	6003	RABJOHN, DARLENE R.	23,172	6,256	6,356	35,784
1.0	DATA ANALYST	6073	HELMER, KAREN	30,214	8,158	6,993	45,365
1.0	DATA ANALYST	6073	GEORGE, JERRY	32,472	8,767	6,505	47,744
1.0	DATA SYSTEMS ADMIN.	9330	LYNCH, JAMES O.	40,756	11,004	3,753	55,513
1.0	INFO. RESOURCES MGR.	9375	RILES, JOHN	45,012	12,153	4,340	61,505
NOTE: FIGURES IN SHADED BOXES WILL TRANSFER TO CORRESPONDING LINE NUMBERS ON THE BUD 1 FORM			PERMANENT	5100			
				291,283	78,646	48,914	418,843
			TEMPORARY	5200			
				11,264	3,041	0	14,305
			OVERTIME	5300			
				2,000	540	0	2,540
			PREMIUM	5400			
				4,291	1,159	0	5,450
			TOTAL	308,838	83,386	48,914	441,138

BUD91TS2

3.1% CUT

DATE	12/21/90
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BUD 3

3.1% CUT

OBJECT DETAIL		ORGANIZATION NAME			PREPARED BY	
		A & T TECHNICAL SUPPORT			JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7566	12/21/90	
OBJECT CODE	EXPLANATION					AMOUNT
5200	TEMPORARY					11,264
5300	OVERTIME					2,000
5400	PREMIUM PAY					4,291
	o Pay Equity					

BUD9ITS2



BUD 3

3.1% CUT

OBJECT DETAIL		ORGANIZATION NAME A & T TECHNICAL SUPPORT		PREPARED BY JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7566	12/21/90
OBJECT CODE	EXPLANATION				AMOUNT
6110	PROFESSIONAL SERVICES				31,800
	o Data Entry Temporary Services				
	(\$10/hr. X 160 hrs./mo. X 18 person months)				\$28,800
	o MACINTOSH Computer Consulting (40hrs. X \$35/hr.)				\$1,400
	o WANG System Tuning				\$1,600
6170	RENTALS				19,728
	o Facility Rental at 610 SW Alder St.				
6180	REPAIRS & MAINTENANCE				14,200
	o PC Repairs and Maintenance				
	(\$420 /PC X 25 PC's -- including printers)				\$10,500
	o MACINTOSH Repairs and Maintenance -- including printers (\$725 X 2)				\$1,450
	o WANG PC Repairs and Maintenance (\$450 X 3)				\$1,350
	o Line Installations				\$900
6190	MAINTENANCE CONTRACTS				34,586
	o WANG VS5E System Maintenance				\$7,200
	o Data Entry System Maintenance(#400165)				\$27,386
6200	POSTAGE				1,000
6230	SUPPLIES				34,273
	o Furniture	QTY.	EACH	ITEM TOT.	
	Desk	1	\$385	\$385	
	Coat Rack	1	\$100	\$100	
	Cabinet, Fire--proof Tape Storage	1	\$390	\$390	
	Bookcase	1	\$170	\$170	
	Document Stands	8	\$15	\$120	
	Total Furniture				\$1,165
	o Personal Computer Software				
	WordPerfect	10	\$270	\$2,700	
	LOTUS 1-2-3	10	\$410	\$4,100	
	PC Tools	10	\$90	\$900	
	Microsoft Windows/Mouse	10	\$140	\$1,400	
	GRAMMATIK	4	\$52	\$208	
	Network Emulation Software	10	\$475	\$4,750	
	Software Upgrades	25	\$350	\$8,750	
	Total PC Software				\$22,808
	o Miscellaneous Office & PC Supplies				
	Laser Printer Toner Cartridges	8	\$125	\$1,000	
	Network LAN Board	10	\$425	\$4,250	
	Network Cable & Connections	10	\$105	\$1,050	
	Miscellaneous Office Supplies				\$4,000
	Total Misc. and PC Supplies				\$10,300

BUD91TS2

BUD 3

3.1% CUT

OBJECT DETAIL		ORGANIZATION NAME A & T TECHNICAL SUPPORT		PREPARED BY JOHN RILES	
		FUND 100	AGENCY 100	ORGANIZATION 7566	DATE 12/21/90
OBJECT CODE					AMOUNT
6310	EDUCATION AND TRAINING				34,570
	ITEM TOT.				
	Professional Improvement				\$0
	System Training				
	(\$1,000/course X 1 person)				\$1,000
	(\$100/day X 4 days X 4 people)				\$1,600
	D.P. Managers' Summer Conference				
	(\$300 total/person X 2 people, July, 1991)				\$600
	D.P. Managers' / Assessors' / Tax Collectors' Mid-Winter Conference				
	(\$300 total/person X 3 people, January, 1992)				\$600
	Department Of Revenue Appraisal Course				\$0
	Tuition Reimbursement				\$1,875
	Executive Forum				\$285
	Network Administration				
	o Course 101 -- Introduction to LANS				
	(\$195 X 1 person -- 1 day)				\$195
	o Course 103 -- Data Communications				
	(\$595 + \$160 expenses X 1 person -- 2 days)				\$755
	o Course 501 -- System Manager				
	(\$845 + \$260 expenses X 1 person -- 3 days)				\$1,105
	o Course 502 -- Network Management Advanced Features				
	(\$695 + 160 expenses X 1 person -- 2 days)				\$855
	Total LAN Trg.				\$2,910
	Data Entry System Administration				
	o Introduction and System Administration for Data Entry System				
	(\$900 + \$1,000 expenses X 2 people -- 3 days)				\$3,480
	o UNIX Operating System for Data Entry System				
	(\$1200 + \$1400 expenses X 2 people -- 5 days)				\$5,800
	o Data Entry System Programming				
	(flat fee--10 days)				\$8,020
	o System Administration Advanced Features				
	(flat fee--10 days)				\$8,400
	Total Data Entry Sys. Trg				\$25,700
	GRiDPAD Programming				\$0

BUD91TS2

BUD 3

3.1% CUT

OBJECT DETAIL		ORGANIZATION NAME			PREPARED BY	
		A & T TECHNICAL SUPPORT			JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7566	12/21/90	
OBJECT CODE	EXPLANATION					AMOUNT
					ITEM TOT.	
6330	LOCAL TRAVEL AND MILEAGE					1,600
	Tri - Met Bus Passes (2)					\$520
	Mileage					\$1,080
6530	EXTERNAL DATA PROCESSING					1,200
	Address file conversion to 9 digit code					
6620	DUES AND SUBSCRIPTIONS					400

BUD91TS2

BUD 3

3.1% CUT

OBJECT DETAIL		ORGANIZATION NAME A & T TECHNICAL SUPPORT			PREPARED BY JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7566	12/21/90	
OBJECT CODE	EXPLANATION					AMOUNT
7150	TELEPHONE					7,387
		QTY.	EA.	ITEM TOT.		
	Pagers (2)	2	\$180	\$360		
	2500	7	\$135	\$945		
	Speaker Phone	1	\$178	\$178		
	Long Distance	1	\$1,200	\$1,200		
	Service	1	\$100	\$100		
	Directories	10	\$10	\$100		
	DID	4	\$688	\$2,752		
	DN	4	\$438	\$1,752		
7200	DATA PROCESSING SERVICES					991,456
7300	MOTOR POOL SERVICES					80
7400	BUILDING MGT. SERVICES					
7500	OTHER INTERNAL SERVICES					

BUD91TS2

BUD 3

3.1% CUT

OBJECT DETAIL		ORGANIZATION NAME			PREPARED BY	
		A & T TECHNICAL SUPPORT			JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7566	12/21/90	
OBJECT CODE	EXPLANATION					AMOUNT
8400	EQUIPMENT					182,382
		QTY	COST	ITEM TOT.		
	o Computer Terminals	4	\$900	\$3,600		
	o Computer Printers	2	\$950	\$1,900		
	o Personal Computers					
	Valuation	6	\$1,900	\$11,400		
	Tax Collection	3	\$1,900	\$5,700		
	Records Management	1	\$1,900	\$1,900		
	o PC Communication Boards					
	Valuation	6	\$450	\$2,700		
	Tax Collection	3	\$450	\$1,350		
	Records Management	1	\$450	\$450		
	o LAN Wiring Hub	1	\$1,832	\$1,832		
	o PC Printers -- Hewlett-Packard Deskjet 500					
	Valuation	4	\$650	\$2,600		
	Tax Collection	1	\$650	\$650		
	Records Management	1	\$650	\$650		
	Administration	1	\$650	\$650		
	o Digital Inspection Software and GRiDPAD PC's	3	\$7,000	\$21,000		
	o Data Entry System Workstations	2	\$3,000	\$6,000		
	o A & T Mainframe System Project--Equipment			\$120,000		
	Information Engr. Workbench software, PC equipment, Adhoc reporting software					

BUD91TS2

BUD 3a

3.1% CUT

CONTRACTS		ORGANIZATION NAME			PREPARED BY	
		A & T TECHNICAL SUPPORT			JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE	
		100	040	7566	12/21/90	
OBJECT CODE	CONTRACT DESCRIPTION	CONTACT PERSON		ESTIMATED AWARD	TYPE	AMOUNT
6190	Maintenance Contract WANG Word Processor System:  o CPU Model VS5E S/N 56292  o Work Station Model 4230A-VS S/N 81179H  o Work Station Model 4230A-VS S/N 81196H  o Work Station Model 4230A-VS S/N 81284H  o Work Station Model 4230A-VS S/N 81254H  o Laser Printer Model LPS-8 S/N 86583J  o Tape Cartridge Drive Model 2238V-1 S/N 3667	John Riles		7/1/89	MNT.	\$7,200

BUD91TS2

DOJ GRANT

**BUD 1**
**CUT PROJECTIONS**

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T (less LI & RG)		PREPARED BY CAL SMITH	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	A & T Less LI & RG	2/22/91
OBJECT DETAIL		CURRENT BUDGET	3% CUT BUDGET	NET DIFF	
5100 PERMANENT		3,892,636	3,982,069	.89,433	
5200 TEMPORARY (B)		66,608	67,566	958	
5300 OVERTIME (B)		1,600	2,000	400	
5400 PREMIUM PAY (B)		64,886	7,691	(57,195)	
5500 FRINGE (C)		1,047,339	1,095,335	47,996	
<b>DIRECT PERSONAL SERVICES</b>		5,073,069	5,154,660	81,591	
5550 INS BENEFITS (C)		666,784	734,436	67,652	
<b>PERSONAL SERVICES</b>		5,739,853	5,889,096	149,243	
6050 COUNTY SUPPLEMENTS (A)		0	0	0	
6060 PASS THROUGH PAYMENTS (A)		0	0	0	
6110 PROFESSIONAL SERVICES (A)		225,290	209,000	(16,290)	
6120 PRINTING (B)		67,000	41,500	(25,500)	
6130 UTILITIES (B)		0	0	0	
6140 COMMUNICATIONS (B)		400	500	100	
6170 RENTALS (A)		180,112	263,488	83,376	
6180 REPAIRS & MAINTENANCE (B)		126,887	26,750	(100,137)	
6190 MAINTENANCE CONTRACTS (A)		90,048	111,845	21,797	
6200 POSTAGE (B)		192,200	243,980	51,780	
6230 SUPPLIES (B)		145,418	90,799	(54,619)	
6270 FOOD (A)		652	250	(402)	
6310 EDUCATION & TRAINING (B)		98,307	90,141	(8,166)	
6330 TRAVEL (B)		66,570	70,315	3,745	
6520 INSURANCE (A)		0	0	0	
6530 EXTERNAL DATA PROCESSING (A)		2,200	2,200	0	
6550 DRUGS (A)		0	0	0	
6580 CLAIMS PAID (B)		0	0	0	
6590 JUDGEMENTS (A)		0	0	0	
6610 AWARDS & PREMIUMS (B)		0	0	0	
6620 DUES & SUBSCRIPTIONS (B)		4,850	4,400	(450)	
7810 DEBT RETIREMENT (A)		0	0	0	
7820 INTEREST (A)		0	0	0	
<b>DIRECT MATERIALS AND SERVICES</b>		1,199,934	1,155,168	(44,766)	
7100 INDIRECT COSTS (A)		0	0	0	
7150 TELEPHONE (B)		62,821	65,690	2,869	
7200 DATA PROC SERVICES (B)		1,001,599	991,456	(10,143)	
7300 MOTOR POOL SERVICES (B)		9,509	9,009	(500)	
7400 BLDG. MGT. SERVICES (A)		61,735	0	(61,735)	
7500 OTHER INT. SERVICES (A)		218,609	78,500	(140,109)	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		1,354,273	1,144,655	(209,618)	
<b>TOTAL MATERIAL/SERVICES</b>		2,554,207	2,299,823	(254,384)	
8100 LAND (C)		0	0	0	
8200 BUILDINGS (C)		0	0	0	
8300 OTHER IMPROVEMENTS (A)		1,200	0	(1,200)	
8400 EQUIPMENT (A)		243,678	210,702	(32,976)	
<b>CAPITAL OUTLAY</b>		244,878	210,702	(34,176)	
DIRECT BUDGET		6,496,636	6,508,210	11,574	
TOTAL BUDGET		8,538,938	8,399,622	(139,316)	

THIS SHEET IS:  
BUD91ST.WK3



## BUD 1

## CUT PROJECTIONS

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T (less LI & RG)		PREPARED BY CAL SMITH	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	A & T Less LI & RG	2/07/91
OBJECT DETAIL		CURRENT BUDGET	3% CUT BUDGET	NET DIFF	
5100 PERMANENT		3,892,636	3,982,069	89,433	
5200 TEMPORARY (B)		66,608	67,566	958	
5300 OVERTIME (B)		1,600	2,000	400	
5400 PREMIUM PAY (B)		64,886	7,691	(57,195)	
5500 FRINGE (C)		1,047,339	1,095,335	47,996	
<b>DIRECT PERSONAL SERVICES</b>		5,073,069	5,154,660	81,591	
5550 INS BENEFITS (C)		666,784	734,436	67,652	
<b>PERSONAL SERVICES</b>		5,739,853	5,889,096	149,243	
6050 COUNTY SUPPLEMENTS (A)		0	0	0	
6060 PASS THROUGH PAYMENTS (A)		0	0	0	
6110 PROFESSIONAL SERVICES (A)		225,290	209,000	(16,290)	
6120 PRINTING (B)		67,000	41,500	(25,500)	
6130 UTILITIES (B)		0	0	0	
6140 COMMUNICATIONS (B)		400	500	100	
6170 RENTALS (A)		180,112	263,488	83,376	
6180 REPAIRS & MAINTENANCE (B)		126,887	26,750	(100,137)	
6190 MAINTENANCE CONTRACTS (A)		90,048	111,845	21,797	
6200 POSTAGE (B)		192,200	243,980	51,780	
6230 SUPPLIES (B)		145,418	90,799	(54,619)	
6270 FOOD (A)		652	652	0	
6310 EDUCATION & TRAINING (B)		98,307	93,141	(5,166)	
6330 TRAVEL (B)		66,570	70,315	3,745	
6520 INSURANCE (A)		0	0	0	
6530 EXTERNAL DATA PROCESSING (A)		2,200	2,200	0	
6550 DRUGS (A)		0	0	0	
6580 CLAIMS PAID (B)		0	0	0	
6590 JUDGEMENTS (A)		0	0	0	
6610 AWARDS & PREMIUMS (B)		0	0	0	
6620 DUES & SUBSCRIPTIONS (B)		4,850	4,400	(450)	
7810 DEBT RETIREMENT (A)		0	0	0	
7820 INTEREST (A)		0	0	0	
<b>DIRECT MATERIALS AND SERVICES</b>		1,199,934	1,158,570	(41,364)	
7100 INDIRECT COSTS (A)		0	0	0	
7150 TELEPHONE (B)		62,821	65,690	2,869	
7200 DATA PROC SERVICES (B)		1,001,599	991,456	(10,143)	
7300 MOTOR POOL SERVICES (B)		9,509	9,009	(500)	
7400 BLDG. MGT. SERVICES (A)		61,735	0	(61,735)	
7500 OTHER INT. SERVICES (A)		218,609	78,500	(140,109)	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		1,354,273	1,144,655	(209,618)	
<b>TOTAL MATERIAL/SERVICES</b>		2,554,207	2,303,225	(250,982)	
8100 LAND (C)		0	0	0	
8200 BUILDINGS (C)		0	0	0	
8300 OTHER IMPROVEMENTS (A)		1,200	0	(1,200)	
8400 EQUIPMENT (A)		243,678	210,702	(32,976)	
<b>CAPITAL OUTLAY</b>		244,878	210,702	(34,176)	
<b>DIRECT BUDGET</b>		6,496,636	6,511,612	14,976	
<b>TOTAL BUDGET</b>		8,538,938	8,403,024	(135,914)	

THIS SHEET IS:  
BUD91ST.WK3

AI SYSTEMS

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION A & T SYSTEMS PROJECT		PREPARED BY JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	9481	2/8/91
OBJECT DETAIL		CURRENT BUDGET	BUDGET REQUEST	NET DIFF	
5100 PERMANENT					
5200 TEMPORARY (B)					
5300 OVERTIME (B)					
5400 PREMIUM PAY (B)					
5500 FRINGE (C)					
DIRECT PERSONAL SERVICES					
5550 INS BENEFITS (C)					
PERSONAL SERVICES					
6050 COUNTY SUPPLEMENTS (A)					
6060 PASS THROUGH PAYMENTS (A)					
6110 PROFESSIONAL SERVICES (A)					
6120 PRINTING (B)					
6130 UTILITIES (B)					
6140 COMMUNICATIONS (B)					
6170 RENTALS (A)					
6180 REPAIRS & MAINTENANCE (B)					
6190 MAINTENANCE CONTRACTS (A)					
6200 POSTAGE (B)					
6230 SUPPLIES (B)					
6270 FOOD (A)					
6310 EDUCATION & TRAINING (B)					
6330 TRAVEL (B)					
6520 INSURANCE (A)					
6530 EXTERNAL DATA PROCESSING (A)					
6550 DRUGS (A)					
6580 CLAIMS PAID (B)					
6590 JUDGEMENTS (A)					
6610 AWARDS & PREMIUMS (B)					
6620 DUES & SUBSCRIPTIONS (B)					
7810 DEBT RETIREMENT (A)					
7820 INTEREST (A)					
DIRECT MATERIALS AND SERVICES					
7100 INDIRECT COSTS (A)					
7150 TELEPHONE (B)					
7200 DATA PROC SERVICES (B)		545,000	860,000	315,000	
7300 MOTOR POOL SERVICES (B)					
7400 BLDG. MGT. SERVICES (A)					
7500 OTHER INT. SERVICES (A)					
INTERNAL SVC. REIMBURSEMENTS		545,000	860,000	315,000	
TOTAL MATERIAL/SERVICES		545,000	860,000	315,000	
8100 LAND (C)					
8200 BUILDINGS (C)					
8300 OTHER IMPROVEMENTS (A)					
8400 EQUIPMENT (A)					
CAPITAL OUTLAY					
DIRECT BUDGET		0	0	0	
TOTAL BUDGET		545,000	860,000	315,000	

(A) - Always describe and explain on BUD 3.

(B) - Describe and explain on BUD 3 when change (+ or -) 25%.

(C) - Do not describe.

BUD91SP

**BUD 3**

OBJECT DETAIL	ORGANIZATION NAME A & T SYSTEMS PROJECT			PREPARED BY JOHN RILES
	FUND 100	AGENCY 040	ORGANIZATION 9481	DATE 2/8/91

OBJECT CODE	EXPLANATION	AMOUNT
6110	PROFESSIONAL SERVICES Contract professional services, Repairs & maintenace, Supplies, Training	860,000



## BUD 1

## CUT PROJECTIONS

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION Board of Equalization		PREPARED BY CAL SMITH	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7390	2/07/91
OBJECT DETAIL		CURRENT BUDGET	91-92 BUDGET	NET DIFF	
5100 PERMANENT		49,754	40,811	(8,943)	
5200 TEMPORARY (B)		26,964	23,219	(3,745)	
5300 OVERTIME (B)		0	0	0	
5400 PREMIUM PAY (B)		0	0	0	
5500 FRINGE (C)		14,543	12,853	(1,690)	
<b>DIRECT PERSONAL SERVICES</b>		91,261	76,883	(14,378)	
5550 INS BENEFITS (C)		7,339	6,904	(435)	
<b>PERSONAL SERVICES</b>		98,600	83,787	(14,813)	
6050 COUNTY SUPPLEMENTS (A)		0	0	0	
6060 PASS THROUGH PAYMENTS (A)		0	0	0	
6110 PROFESSIONAL SERVICES (A)		36,936	50,380	13,444	
6120 PRINTING (B)		4,400	3,000	(1,400)	
6130 UTILITIES (B)		0	0	0	
6140 COMMUNICATIONS (B)		0	0	0	
6170 RENTALS (A)		0	0	0	
6180 REPAIRS & MAINTENANCE (B)		600	200	(400)	
6190 MAINTENANCE CONTRACTS (A)		0	0	0	
6200 POSTAGE (B)		11,500	18,000	6,500	
6230 SUPPLIES (B)		1,500	1,000	(500)	
6270 FOOD (A)		0	0	0	
6310 EDUCATION & TRAINING (B)		600	200	(400)	
6330 TRAVEL (B)		300	300	0	
6520 INSURANCE (A)		0	0	0	
6530 EXTERNAL DATA PROCESSING (A)		0	0	0	
6550 DRUGS (A)		0	0	0	
6580 CLAIMS PAID (B)		0	0	0	
6590 JUDGEMENTS (A)		0	0	0	
6610 AWARDS & PREMIUMS (B)		0	0	0	
6620 DUES & SUBSCRIPTIONS (B)		0	0	0	
7810 DEBT RETIREMENT (A)		0	0	0	
7820 INTEREST (A)		0	0	0	
<b>DIRECT MATERIALS AND SERVICES</b>		55,836	73,080	17,244	
7100 INDIRECT COSTS (A)		0	0	0	
7150 TELEPHONE (B)		2,300	2,400	100	
7200 DATA PROC SERVICES (B)		0	0	0	
7300 MOTOR POOL SERVICES (B)		0	0	0	
7400 BLDG. MGT. SERVICES (A)		0	0	0	
7500 OTHER INT. SERVICES (A)		0	0	0	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		2,300	2,400	100	
<b>TOTAL MATERIAL/SERVICES</b>		58,136	75,480	17,344	
8100 LAND (C)		0	0	0	
8200 BUILDINGS (C)		0	0	0	
8300 OTHER IMPROVEMENTS (A)		0	0	0	
8400 EQUIPMENT (A)		6,220	1,000	(5,220)	
<b>CAPITAL OUTLAY</b>		6,220	1,000	(5,220)	
<b>DIRECT BUDGET</b>		147,097	149,963	2,866	
<b>TOTAL BUDGET</b>		162,956	160,267	(2,689)	

FINANCE

## BUD 1

## CUT PROJECTIONS

BUDGET REQUEST	AGENCY DGS  LGFS CODE	ORGANIZATION FINANCE		PREPARED BY CAL SMITH	
		FUND	AGENCY	ORGANIZATION	DATE
		100	040	7030	2/07/91
OBJECT DETAIL		CURRENT BUDGET	91-92 BUDGET		
5100 PERMANENT		0	31,534		
5200 TEMPORARY (B)		0	0		
5300 OVERTIME (B)		0	0		
5400 PREMIUM PAY (B)		0	0		
5500 FRINGE (C)		0	8,514		
<b>DIRECT PERSONAL SERVICES</b>		0	40,048		
5550 INS BENEFITS (C)		0	4,312		
<b>PERSONAL SERVICES</b>		0	44,360		
6050 COUNTY SUPPLEMENTS (A)		0	0		
6060 PASS THROUGH PAYMENTS (A)		0	0		
6110 PROFESSIONAL SERVICES (A)		0	13,590		
6120 PRINTING (B)		0	0		
6130 UTILITIES (B)		0	0		
6140 COMMUNICATIONS (B)		0	0		
6170 RENTALS (A)		0	0		
6180 REPAIRS & MAINTENANCE (B)		0	0		
6190 MAINTENANCE CONTRACTS (A)		0	0		
6200 POSTAGE (B)		0	0		
6230 SUPPLIES (B)		0	6,974		
6270 FOOD (A)		0	0		
6310 EDUCATION & TRAINING (B)		0	694		
6330 TRAVEL (B)		0	0		
6520 INSURANCE (A)		0	0		
6530 EXTERNAL DATA PROCESSING (A)		0	0		
6550 DRUGS (A)		0	0		
6580 CLAIMS PAID (B)		0	0		
6590 JUDGEMENTS (A)		0	0		
6610 AWARDS & PREMIUMS (B)		0	0		
6620 DUES & SUBSCRIPTIONS (B)		0	0		
7810 DEBT RETIREMENT (A)		0	0		
7820 INTEREST (A)		0	0		
<b>DIRECT MATERIALS AND SERVICES</b>		0	21,258		
7100 INDIRECT COSTS (A)		0	0		
7150 TELEPHONE (B)		0	816		
7200 DATA PROC SERVICES (B)		0	0		
7300 MOTOR POOL SERVICES (B)		0	0		
7400 BLDG. MGT. SERVICES (A)		0	0		
7500 OTHER INT. SERVICES (A)		0	0		
<b>INTERNAL SVC. REIMBURSEMENTS</b>		0	816		
<b>TOTAL MATERIAL/SERVICES</b>		0	22,074		
8100 LAND (C)		0	0		
8200 BUILDINGS (C)		0	0		
8300 OTHER IMPROVEMENTS (A)		0	0		
8400 EQUIPMENT (A)		0	0		
<b>CAPITAL OUTLAY</b>		0	0		
<b>DIRECT BUDGET</b>		0	61,306		
<b>TOTAL BUDGET</b>		0	66,434		

THIS SHEET IS:  
BUD91FI.WK3



TAX TITLE

## BUD 1

## CUT PROJECTIONS

BUDGET REQUEST	AGENCY DES  LGFS CODE	ORGANIZATION Tax Title		PREPARED BY CAL SMITH	
		FUND	AGENCY	ORGANIZATION	DATE
		100	030	A & T Less LI & RG	2/07/91
OBJECT DETAIL		CURRENT BUDGET	91-92 BUDGET	NET DIFF	
5100 PERMANENT		111,738	113,960	2,222	
5200 TEMPORARY (B)		0	0	0	
5300 OVERTIME (B)		0	0	0	
5400 PREMIUM PAY (B)		0	0	0	
5500 FRINGE (C)		29,892	30,769	877	
<b>DIRECT PERSONAL SERVICES</b>		141,630	144,729	3,099	
5550 INS BENEFITS (C)		20,805	27,230	6,425	
<b>PERSONAL SERVICES</b>		162,435	171,959	9,524	
6050 COUNTY SUPPLEMENTS (A)		0	0	0	
6060 PASS THROUGH PAYMENTS (A)		0	0	0	
6110 PROFESSIONAL SERVICES (A)		20,000	21,000	1,000	
6120 PRINTING (B)		1,000	0	(1,000)	
6130 UTILITIES (B)		2,000	2,200	200	
6140 COMMUNICATIONS (B)		0	0	0	
6170 RENTALS (A)		0	0	0	
6180 REPAIRS & MAINTENANCE (B)		100,000	110,000	10,000	
6190 MAINTENANCE CONTRACTS (A)		0	0	0	
6200 POSTAGE (B)		4,000	4,640	640	
6230 SUPPLIES (B)		1,000	1,000	0	
6270 FOOD (A)		0	0	0	
6310 EDUCATION & TRAINING (B)		0	0	0	
6330 TRAVEL (B)		2,000	750	(1,250)	
6520 INSURANCE (A)		0	0	0	
6530 EXTERNAL DATA PROCESSING (A)		0	0	0	
6550 DRUGS (A)		0	0	0	
6580 CLAIMS PAID (B)		0	0	0	
6590 JUDGEMENTS (A)		0	0	0	
6610 AWARDS & PREMIUMS (B)		0	0	0	
6620 DUES & SUBSCRIPTIONS (B)		0	0	0	
7810 DEBT RETIREMENT (A)		0	0	0	
7820 INTEREST (A)		0	0	0	
<b>DIRECT MATERIALS AND SERVICES</b>		130,000	139,590	9,590	
7100 INDIRECT COSTS (A)		0	0	0	
7150 TELEPHONE (B)		1,500	2,250	750	
7200 DATA PROC SERVICES (B)		0	0	0	
7300 MOTOR POOL SERVICES (B)		21,239	23,363	2,124	
7400 BLDG. MGT. SERVICES (A)		0	0	0	
7500 OTHER INT. SERVICES (A)		0	0	0	
<b>INTERNAL SVC. REIMBURSEMENTS</b>		22,739	25,613	2,874	
<b>TOTAL MATERIAL/SERVICES</b>		152,739	165,203	12,464	
8100 LAND (C)		0	0	0	
8200 BUILDINGS (C)		0	0	0	
8300 OTHER IMPROVEMENTS (A)		30,000	30,000	0	
8400 EQUIPMENT (A)		18,000	5,500	(12,500)	
<b>CAPITAL OUTLAY</b>		48,000	35,500	(12,500)	
<b>DIRECT BUDGET</b>		271,630	284,319	12,689	
<b>TOTAL BUDGET</b>		363,174	372,662	9,488	

THIS SHEET IS:  
BUD91TT.WK3