

Board of Commissioners
(Appointments)

22
5159

✓
January 28, 1988

In the matter of the appointment of Richard R.)
Harris to the Multnomah County Investment)
Advisory Board R-1)

Commissioner McCoy introduced Mr. Harris and asked him to stand.

Commissioner Kafoury moved approval, duly seconded by Commissioner Casterline.

In answer to Commissioner McCoy's question, Richard Harris replied he had attended one meeting of the Investment Advisory Board.

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

ORDERED that said appointment be confirmed.

DATE SUBMITTED 1/21/88

(For Clerk's Use)

Meeting Date

Agenda No.

1-28-88
R-1

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Appointment to Investment Advisory Board

Informal Only* _____
(Date)

Formal Only Thurs, Jan. 28, 1988
(Date)

DEPARTMENT County Chair DIVISION _____

CONTACT Judy Boyer TELEPHONE 248-3308

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

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

Appointment of Richard R. Harris to the Multnomah County Investment Advisory Board

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

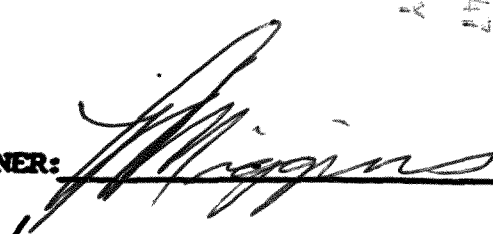
INDICATE THE ESTIMATED TIME NEEDED ON AGENDA _____

IMPACT:

☐ PERSONNEL
☐ FISCAL/BUDGETARY
☐ General Fund
☐ Other _____

BOARD OF
COUNTY COMMISSIONERS
1988 JAN 21 AM 11:47
MULTNOMAH COUNTY
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: 

BUDGET / PERSONNEL _____

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

OTHER _____
(Purchasing, Facilities Management, etc.)

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



MULTNOMAH COUNTY OREGON

Appoint 1/28

JAN 15 1988

INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

Multnomah County Investment Advisory Board

- B. Name Richard R. Harris, CPA.

Address 5932 NE 29th

City Portland State Oregon Zip 97211

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

Home Phone (503) 281-7622

- C. Current Employer EyeDentify, Inc. (Subsidiary of Pacific Telecom, Inc.)

Address 1800 NW 169th Place, Bldg. B-900

City Beaverton State Oregon Zip 97006

Your Job Title Asst. Vice President, Controller & Treasurer

Work Phone (503) 645-6666 (Ext) _____

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

- D. Previous Employers
- | | Dates | Job Title |
|--|-------|-----------|
|--|-------|-----------|

<u>Pacific Telecom, Inc.</u>	<u>1/84 - 12/84</u>	<u>Supervisor of Accounting</u>
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<u>Deloitte Haskins & Sells (Big Eight Accounting Firm)</u>	<u>6/79 - 12/84</u>	<u>Senior Accountant</u>
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CONTACT:

Judy Boyer

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134

PORTLAND, OREGON 97204

(503) 248-3308

BOARDS AND COMMISSIONS

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

<u>Name of Organization</u>	<u>Dates</u>	<u>Responsibilities</u>
None		

F. Please list all post-secondary school education.

<u>Name of School</u>	<u>Dates</u>	<u>Degree/Course of Study</u>
Central Washington University	1/74 - 6/79	B.S. Accounting

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.

R. Keith McGuire,
former President & CEO, EyeDentify, Inc.; 503 NE 125th Circle, Vancouver WA (206) 573-5122

Jim Huesgen,
Controller, Pacific Telecom, Inc.; 805 Broadway, Vancouver, WA (206) 696-0983

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

I am aware of none.

I. Affirmative Action Information

M Black
sex / racial ethnic background

birth date: Month 07 Day 28 Year 1955

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 Richard R. Harris Date 10-13-87

RICHARD R. HARRIS
CERTIFIED PUBLIC ACCOUNTANT

5932 NORTHEAST 29TH AVENUE • PORTLAND, OREGON 97211
(503) 281-7622

EXPERIENCE

1/85 to present

Assistant Vice President, Controller and Treasurer,
EyeDentify, Inc. (subsidiary of Pacific Telecom, Inc.)

- Completed numerous hours of tax and accounting courses
- Developed policies and procedures for all accounting and financial controls
- Supervised the implementation of the automated accounting system
- Implemented procedures for timely external and internal financial reporting
- Assisted in structuring bank financial arrangements of significant amounts
- Supervised the preparation of financial statements, budgets and forecast, business plans, and private placement stock offerings

1/84 to 12/84

Supervisor of General Accounting, Pacific Telecom,
Inc.

- Assisted in the conversion of manual systems maintained at field offices to computerized systems
- Developed and implemented procedures for analyzing and recording telephone access charge revenues
- Responsibilities entailed the interpreting of complex rulings from the judicial system in the wake of the AT & T divestiture
- Established reconciliation procedures for all significant general ledger accounts

PRACTITIONER'S RESUME (cont.)

Richard R. Harris, CPA

6/79 to 12/84.

Senior Accountant, Deloitte Haskins & Sells, an
international accounting firm

- Primary experience was in auditing and management consulting
- Responsible for carrying on the audit or consulting engagement from start to finish
- In direct contact with clients' executives
- Responsible for supervision of staff
- Significant industry and accounting experience in
Manufacturing
Insurance
Pension and profit sharing plans
Timber

EDUCATION

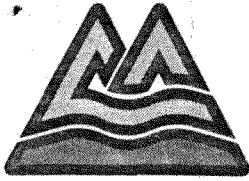
1/74 - 5/79

B.S. Accounting, Central Washington University

Member American Institute of Certified Public Accountants

Member Oregon Society of Certified Public Accountants

Member National Association of Black Accountants



MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

Ms. Linda Alexander, Director
Department of General Services
1120 SW Fifth
Portland, OR

Dear Ms. Alexander:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Director of General Services for)
approval of Budget Modification DGS #17 reorgan-)
izing the Tax Collection Section and creation of)
Data Processing unit in Assessment and Taxation,)
moving funds and positions within and to the re-)
organized sections R-2)

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

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm
cc: Budget
Finance
Assessment & Taxation

DATE SUBMITTED _____

(For Clerk's Use)

Meeting Date 1-28-88
Agenda No. R-2

REQUEST FOR PLACEMENT ON THE AGENDA
Reorganization of Assessment & Taxation's
Subject: Tax Collection Section/Creation of a
Data Processing Unit

Informal Only* Jan. 26, 1988
(Date)

Formal Only Jan. 28, 1988
(Date)

DEPARTMENT GENERAL SERVICES DIVISION Assessment & Taxation

CONTACT Wanda Wright TELEPHONE 248-3345

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Wanda Wright

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

To create an organizational structure in the A&T Tax Collection section to enable better reporting relationships, accountability, and decision-making in the Collections unit.

To consolidate the three existing data and technical personnel positions into a single Data Processing Unit to manage the routine operational tasks of the Division.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA _____

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY: N/A

☐ - General Fund

Other _____

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: _____

BUDGET / PERSONNEL Donna H. Winkler 1/8/88 Wanda Wright 1-15-88

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

OTHER _____
(Purchasing, Facilities Management, etc.)

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

BUDGET MODIFICATION NO. DGS#17

(For Clerk's Use) Meeting Date _____
Agenda No. _____

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT GENERAL SERVICES

DIVISION Assessment & Taxation

CONTACT Wanda Wright

TELEPHONE 248-3345

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD _____

SUGGESTED

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

Reorganization of Tax Collection section, creation of Data Processing unit.

(Estimated Time Needed on the Agenda)

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

☒ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

a) Tax Collection

To create an organizational structure to enable better reporting relationships, accountability, and decision making in the Collections unit. This reorganization strengthens collection, reporting and accounting procedures.

b) Data Processing

To consolidate the three existing data and technical personnel positions into a single unit to manage the routine operational tasks of the Division, provide planning support and development of issues that require data or information systems support, assist in the prioritization of data processing needs, act as liaison to the Information Services Division, serve as the Division project managers for new systems development and implementation, integrate Division requests to maximize the use of scarce resources, and provide cross utilization of data and technical support personnel.

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

None.

To Budget
2/1/88

BOARD OF
COUNTY COMMISSIONERS
1988 JAN 19 PM 5:01
MULTIPLA COUNTY
OREGON

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____)

\$ N/A

(Specify Fund)

(Date)

After this modification

\$ _____

Originated By

Date

Wanda Wright

12-30-87

Department Director

Date

Linda Alexander

1/22/88

Finance/Budget

Date

Barbara E Jones

1-15-88

Employee Relations

Date

Donald G. McKinley

1/8/88

Board Approval

Barbara E Jones

1/28/88

Date

BUDGET FY_____

Description

[illegible]

TOTAL EXPENDITURE CHANGE

BUDGET FY_____

Description

[illegible]

TOTAL REVENUE CHANGE

PERSONNEL DETAIL FOR BUD MOD NO. _____

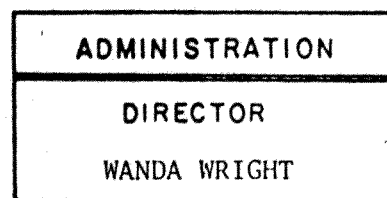
5. ANNUALIZED PERSONNEL CHANGES (Compute on a full year basis even though this action affects only a part of the fiscal year.)

		Annualized		
FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
	<u>Tax Collection</u>			
(1)	Operations Supervisor 2	(27,526)	(11,164)	(38,690)
(1)	Office Assistant 4	(20,530)	(8,309)	(28,839)
2	Operations Supervisor 1	51,154	20,258	71,412
0				
	<u>Accounting</u>			
(1)	Financial Specialist Supervisor	(30,841)	(12,186)	(43,027)
(2)	Office Assistant 2	(35,422)	(13,988)	(49,410)
1	Financial Specialist 2	27,709	10,330	38,039
1	Financial Specialist 1	24,502	9,181	33,683
1	Financial Technician	20,268	7,938	28,206
0				
	<u>Data Processing Unit</u>			
1	Program Manager Specialist	36,323	12,993	49,316
(1)	Administrative Specialist 2	(36,020)	(13,751)	(49,771)
0	TOTAL CHANGE (ANNUALIZED)	9,617	1,302	10,919

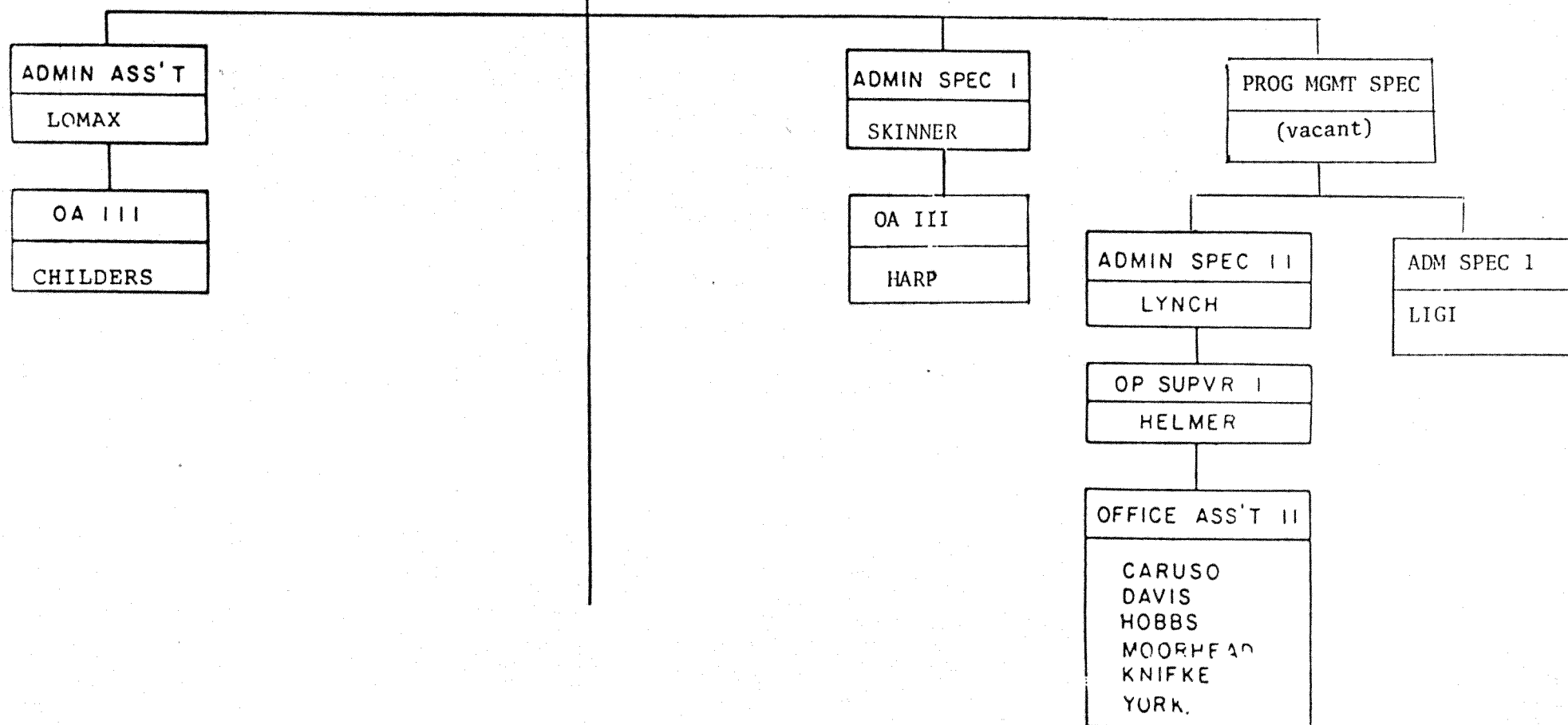
6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

		Current FY		
Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
	<u>Tax Collection</u>			
.50 Ops Supv 2	Reclassified downward	(13,763)	(5,582)	(19,345)
.50 OA 4	Position eliminated	(10,265)	(4,155)	(14,420)
.50 2-Ops Supv 1	Supervisors established for Collections section	25,577	10,129	35,706
	<u>Accounting</u>			
.50 Fin Spec Supv	Position reclassified downward	(15,421)	(6,093)	(21,514)
.50 2-OA 2	Positions eliminated	(17,711)	(6,994)	(24,705)
.50 Fin Spec 2	New Accounting section manager	13,855	5,165	19,020
.50 Fin Spec 1	New Accounting position	12,251	4,591	16,842
.50 Fin Tech	New Accounting Aide	10,134	3,969	14,103
	<u>Data Processing Unit</u>			
.50 Prog Mgr Spec	New Data Systems unit manager	18,162	6,497	24,658
.50 Admin Spec 2	Position Eliminated	(18,010)	(6,876)	(24,886)
	Total	4,808	651	5,459

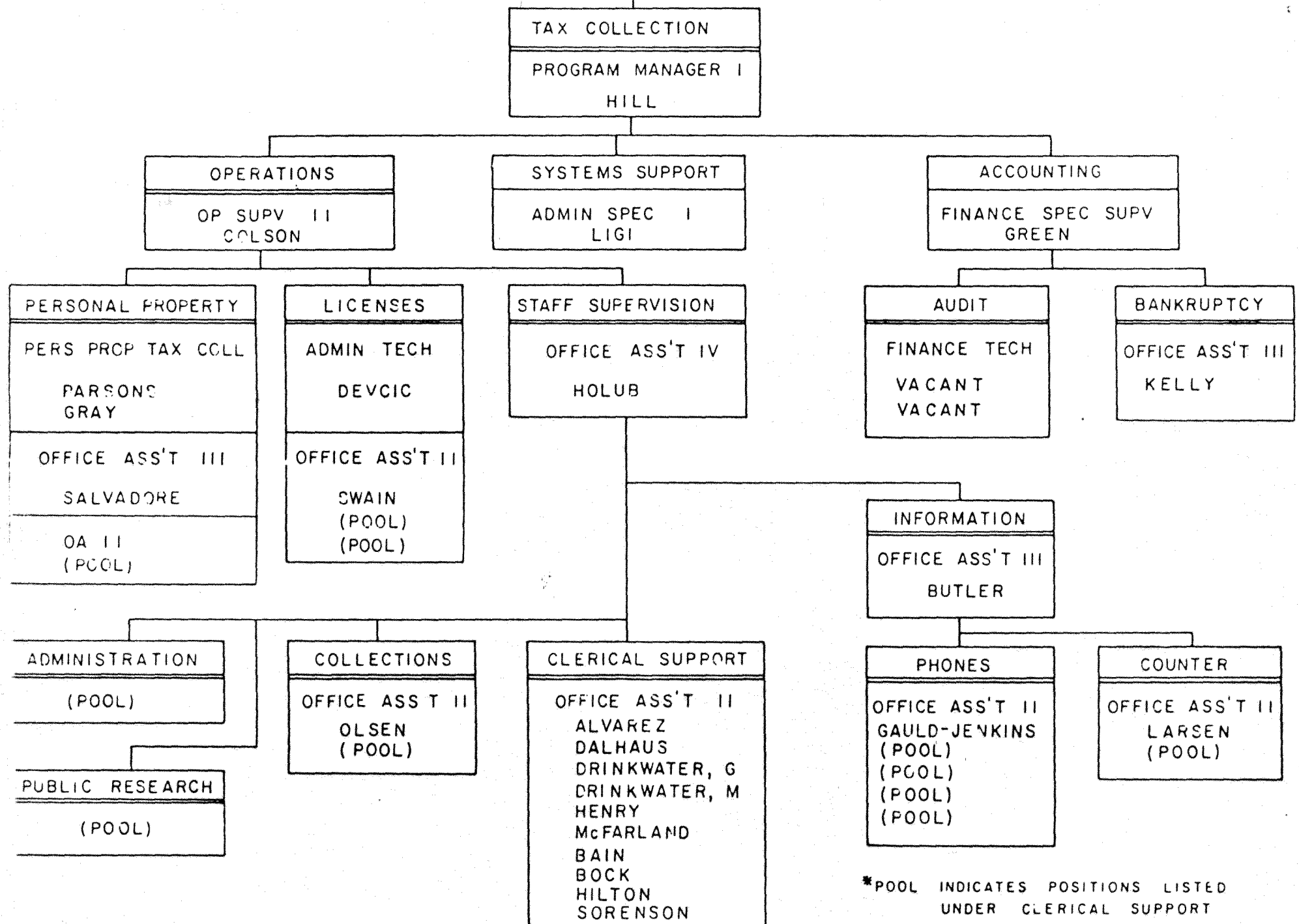
PROPOSED



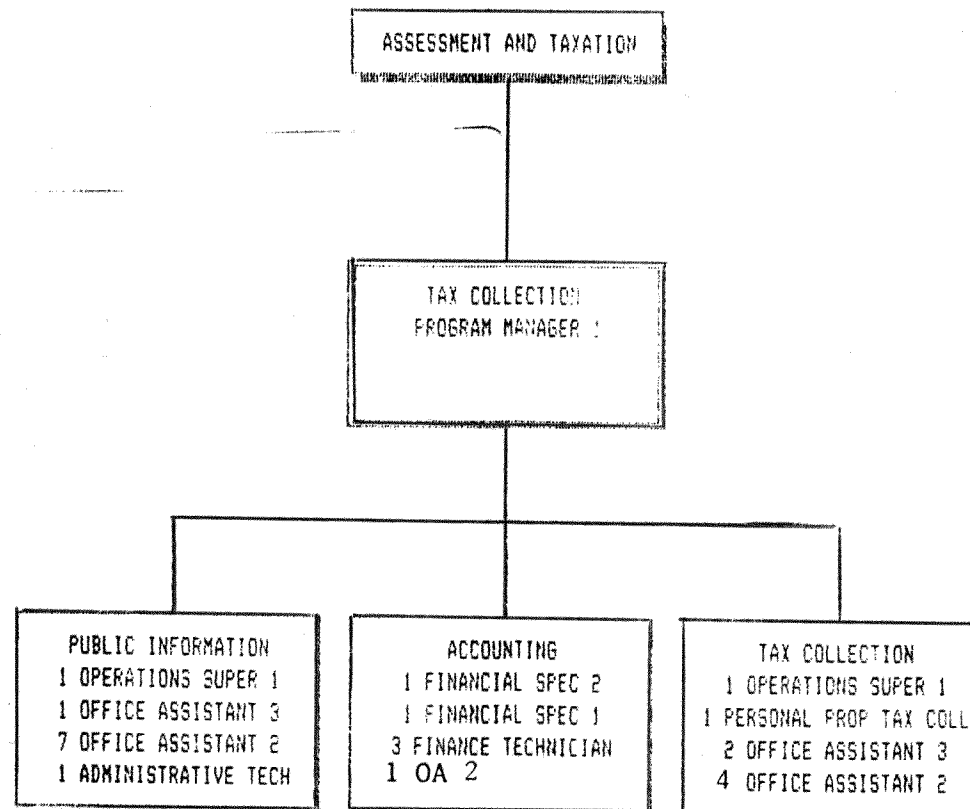
NEW DATA PROCESSING UNIT

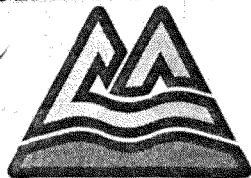


CURRENT



PROPOSED



**MULTNOMAH COUNTY OREGON**

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

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

January 28, 1988

Ms. Linda Alexander, Director
Department of General Services
1120 SW Fifth
Portland, OR

Dear Ms. Alexander:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Continued Second Reading - An Ordinance amending)
MCC 5.50.050 to permit certain expenditures from)
the Convention and Trade Show Center Special Fund))
R-3)

ORDINANCE
NO. 569

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

A hearing was held.

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

Commissioner Anderson asked whether the thought behind the amendment was because the Board wanted to have approval of expenditures beyond the original contract?

Commissioner McCoy said it was, and that though there was no objection to this particular expenditure, the process needed to be more specific for future expenditures.

Commissioner Miller asked whether the motion needed to include the amendment.

Commissioner McCoy replied the Ordinance had been amended at the last meeting, and the matter continued for a third hearing, so the Board is voting on the amended version.

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

ORDERED that said amended Ordinance be adopted.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm
cc: County Counsel
Commissioner McCoy

DATE SUBMITTED 1/7/88

(For Clerk's Use)

Meeting Date 1/14/88

Agenda No. R-4

REQUEST FOR PLACEMENT ON THE AGENDA 2nd Rd 1/21/88

Subject: Cont 2nd Rd 1/28/88

Informal Only* _____
(Date)

Formal Only _____
(Date)

DEPARTMENT Chair's Office DIVISION _____

CONTACT Fred Neal TELEPHONE 248-3308

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Fred Neal

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

Authorizes METRO to expend limited amount of hotel tax receipts on conventions in Multnomah County before opening of the Oregon Convention Center

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 30 min.

IMPACT:

☐ PERSONNEL
☐ FISCAL/BUDGETARY
☐ General Fund
☐ Other _____

1988 JAN -7 PM 3:42
CLERK'S OFFICE
MULTNOMAH COUNTY
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Gladys McCoy^{td}

BUDGET / PERSONNEL _____

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

OTHER _____
(Purchasing, Facilities Management, etc.)

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

Title MCC 5.50.050 (B) (5)

Effective Date

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

Authorizes Metro to expend no more than 5% of 3¢ Multnomah County Hotel Tax on conventions which occur between now and September 1990. Metro has committed \$70,000 of these monies to help host the International Chiefs of Police Association Convention later this year, pending Multnomah County Board of County Commissioners approval.

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

None

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

What authority is there for Multnomah County to adopt this legislation?
(state statute, home rule charter). Are there constitutional problems?

Charter.

No constitutional issues.

Fiscal Impact Analysis

No fiscal impact on Multnomah County.

(If space is inadequate, please use other side)

SIGNATURES:

Office of County Counsel _____

Office of County Management _____

Department Head _____

Liaison Commissioner _____

(Underlined sections are new or replacements; [bracketed] sections are deleted.)

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

ORDINANCE NO. _____

An Ordinance amending MCC 5.50.050 to permit certain expenditures from the Convention and Trade Show Center Special Fund.

Multnomah County ordains as follows:

Section 1. Findings.

1. The Multnomah County Code presently limits the uses of monies in the Convention and Trade Show Center Special Fund to expenses and activities relating to construction, operation and marketing of the Center.

2. The permitted uses of the fund should be expanded to allow for use of some funds to promote convention business in Multnomah County prior to establishment of the Convention Center.

3. Metro, the lead agency under the Code, should be permitted to use certain portions of the special fund to promote convention business in Multnomah County as provided in this code amendment.

Section 2. Amendment.

MCC 5.50.050(B)(5) is amended to read as follows:

After voters have approved issuance of general obligation bonds to finance or partially finance construction of the Convention and Trade Show Center or financing for construction has been obtained by some other means, funds deposited in the Convention and Trade Show Center Special Fund shall be used to assist the lead agency for the following purposes:

(a) First, to pay any expenses incurred on activities identified under MCC 5.50.050(B)[(2)](4);

(b) Second, if all expenses identified in subsection (a) above have been satisfied, to pay any unfunded annual operating expenses that may have been incurred by the Convention and Trade Show Center;

(c) Third, if all expenses identified in subsection (a) above have been satisfied and if no otherwise unfunded annual operating expenses exist or if funds remain after the otherwise unfunded annual operating expenses have been paid, to provide for the promotion, solicitation, procurement, and service of convention business at the Convention and Trade Show Center to the extent necessary to fully implement the annual marketing program adopted by the lead agency;

(d) Fourth, if the needs identified in the foregoing subsections (a) through (c) have been fully satisfied, to pay ancillary costs associated with the development, construction and operation of the Convention and Trade Show Center, including but not limited to site acquisition costs and construction costs including financing of those costs.

(e) Notwithstanding the limitations on spending in subparagraphs (a) through (d), an amount not to exceed 5 percent of the fund may be used by the lead agency for the promotion, solicitation, procurement, and service of convention business occurring in Multnomah County prior to the opening of the convention and trade show center.

Section 3. Adoption.

This Ordinance, being necessary for the health, safety, and general welfare of the people of Multnomah County, shall take effect on the thirtieth (30th) day after its adoption, pursuant to Section 5.50 of the Charter of Multnomah County.

ADOPTED this _____ day of _____, 1987, being the date of its _____ reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

By _____
Gladys McCoy
Multnomah County Chair

APPROVED AS TO FORM:


LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

8524C/dm
010488:2

R-3
1/28/88

(Underlined sections are new or replacements; [bracketed] sections are deleted.)

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

ORDINANCE NO. 569

An Ordinance amending MCC 5.50.050 to permit certain expenditures from the Convention and Trade Show Center Special Fund.

Multnomah County ordains as follows:

Section 1. Findings.

1. The Multnomah County Code presently limits the uses of monies in the Convention and Trade Show Center Special Fund to expenses and activities relating to construction, operation and marketing of the Center.

2. The permitted uses of the fund should be expanded to allow for use of some funds to promote convention business in Multnomah County prior to establishment of the Convention Center.

3. Metro, the lead agency under the Code, should be permitted to use certain portions of the special fund to promote convention business in Multnomah County as provided in this code amendment.

Section 2. Amendment.

MCC 5.50.050(B)(5) is amended to read as follows:

After voters have approved issuance of general obligation bonds to finance or partially finance construction of the Convention and Trade Show Center or financing for construction has been obtained by some other means, funds deposited in the Convention and Trade Show Center Special Fund shall be used to assist the lead agency for the following purposes:

(a) First, to pay any expenses incurred on activities identified under MCC 5.50.050(B)[(2)](4);

(b) Second, if all expenses identified in subsection (a) above have been satisfied, to pay any unfunded annual operating expenses that may have been incurred by the Convention and Trade Show Center;

(c) Third, if all expenses identified in subsection (a) above have been satisfied and if no otherwise unfunded annual operating expenses exist or if funds remain after the otherwise unfunded annual operating expenses have been paid, to provide for the promotion, solicitation, procurement, and service of convention business at the Convention and Trade Show Center to the extent necessary to fully implement the annual marketing program adopted by the lead agency;

(d) Fourth, if the needs identified in the foregoing subsections (a) through (c) have been fully satisfied, to pay ancillary costs associated with the development, construction and operation of the Convention and Trade Show Center, including but not limited to site acquisition costs and construction costs including financing of those costs.

(e) Notwithstanding the limitations on spending in subparagraphs (a) through (d), an amount not to exceed ~~5-percent-of-the-fund~~ SEVENTY THOUSAND DOLLARS (\$70,000) ONE-TIME ONLY may be used by the lead agency for the promotion, solicitation, procurement, and service of ~~convention-business-occurring~~ THE 1988 INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE CONVENTION in Multnomah County prior-to-the-opening-of the-convention-and-trade-show-center.

Section 3. Adoption.

This Ordinance, being necessary for the health, safety, and general welfare of the people of Multnomah County, shall take effect on the thirtieth (30th) day after its adoption, pursuant to Section 5.50 of the Charter of Multnomah County.

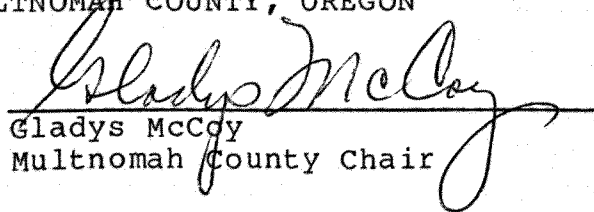
1988

ADOPTED this 28th day of January, 1987, being the date of its second reading before the Board of County Commissioners of Multnomah County.

(SEAL)

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

By


Gladys McCoy
Multnomah County Chair

APPROVED AS TO FORM:


LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

8524C/dm
012088:3



MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES
COUNTY COUNSEL SECTION
SUITE 1400
1120 S.W. FIFTH AVENUE
PORTLAND, OREGON 97204-1934
(503) 248-3138

JAN 20 1988

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY, CHAIR
PAULINE ANDERSON
POLLY CASTERLINE
GRETCHEN KAFOURY
CAROLINE MILLER

M E M O R A N D U M

TO: Gladys McCoy, Chair
FROM: Larry Kressel *(fk)*
County Counsel
DATE: January 20, 1988
RE: Amendment to MCC 5.50.050

COUNTY COUNSEL
LAURENCE KRESSEL

CHIEF ASSISTANT
ARMINDA J. BROWN

ASSISTANTS
JANET NOELLE BILLUPS
J. MICHAEL DOYLE
H.H. LAZENBY, JR.
PAUL G. MACKEY
LIA SAROYAN
JANE ELLEN STONECIPHER
MARK B. WILLIAMS

I enclose the amendment to MCC 5.50.050(B)(5)(e) you requested. The ordinance given its first reading last week allowed 5% of the convention fund to be used generally for convention business prior to the opening of the center. This amendment (see capital letters in the text) limits the amount to \$70,000 (one-time only) and earmarks it for the 1988 IACP Convention.

I consider this to be a substantive amendment. It therefore requires two readings.

9795C/dm



MULTNOMAH COUNTY OREGON

23
5159

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

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

January 28, 1988

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

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

In the matter of ratification of an Intergovern-)
mental Revenue Agreement between MCCA and State)
Community Services/LIFAP whereby MCCA will re-)
ceive \$70,036 to provide low income energy)
assistance to eligible east county residents for)
the term January 1 to December 31, 1988 R-4)

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

ORDERED that said Intergovernmental Agreement be ratified.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm
cc: Budget
Finance
Purchasing
Harriet Weber
Social Services
MCCA

URGENT

DATE SUBMITTED _____

(For Clerk's Use)

Meeting Date 1-28-88Agenda No. R-4

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: RATIFICATION OF INTERGOVERNMENTAL REVENUE AGREEMENTInformal Only* _____
(Date)Formal Only _____
(Date)DEPARTMENT HUMAN SERVICES DIVISION SOCIAL SERVICESCONTACT SUSAN CLARK TELEPHONE 248-3691*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD SUSAN CLARK/GARY SMITH**BRIEF SUMMARY** Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Ratification of intergovernmental revenue agreement between MCCA and State Community Services/LIEAP whereby MCCA will receive \$70,036 to provide low income energy assistance to eligible east county residents for the term January 1, 1988 through December 31, 1988.

Funds were anticipated during budget preparation and are appropriated in FY 87/88 budget. When administrative funds are received, a budget modification will be processed if necessary.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA _____

IMPACT:

PERSONNEL Temporary seasonal workers will be hired.

☒ FISCAL/BUDGETARY Funds appropriated in FY 87/88 budget; some will be carried over in FY 88/89 budget.
☐ - General FundOther Federal/State

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Lussy (DC)BUDGET / PERSONNEL Tommonk /COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) Armanda J. B...OTHER _____
(Purchasing, Facilities Management, etc.)

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

1988 JAN 19 PM 5:01
CLERK OF
COUNTY COMMISSIONER
MULTI-COUNTY
OREGON



U R G E N T

MULTNOMAH COUNTY OREGON

HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADMINISTRATIVE OFFICES
426 S.W. STARK, 6TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3691

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

MEMORANDUM

TO: Gladys McCoy
Multnomah County Chair

VIA: Duane Zussy
Director, Department of Human Services

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

DATE: December 29, 1987

SUBJECT: Approval Recommendation for Low Income Energy Assistance Revenue Agreement

RECOMMENDATION: Social Services Division recommends Board ratification of the attached revenue agreement between MCCA and the State Community Services Program.

ANALYSIS: The attached revenue agreement is a renewal contract between MCCA and the State Community Services Program Office for operating the Low Income Energy Assistance Program (LIEAP) from January 1, 1988 through December 31, 1988. The agreement awards \$70,036 in service and partial Administrative funds at this time. A future amendment will adjust Administrative funding when final allocations have been made at the federal level.

Revenue was anticipated at budget preparation time and included in the FY 87/88 adopted budget. A budget modification will be prepared pending final allocations if necessary. A portion of this revenue will be carried over in the FY 88/89 budget.

BACKGROUND: MCCA has operated a low income energy assistance program for ten years. This year's program is starting late because Congress has been unable to agree upon an appropriation level. To avoid further delays and loss of crucial client services, the State has awarded a percentage of funds through this agreement. An amendment will be initiated by the State when final allocations have been decided by Congress.

Commissioners received a briefing on this agreement via a memo dated 12/28/87 from D. Zussy.

2767B



U R G E N T

CONTRACT APPROVAL FORM

(See instructions on reverse side)

TYPE I

- ☐ Professional Services under \$10,000
☒ Revenue
☐ Grant Funding
☒ Intergovernmental Agreement

Amendment to above, Number.

(Original Contract Amount _____)

TYPE II

- ☐ Professional Services over \$10,000 (RFP, Exemption)
☐ PCRb Contract
☐ Maintenance Agreement
☐ Licensing Agreement

Amendment to above, Number.

(Original Contract Amount _____)

Contact Person Susan Clark Phone 248-3691 Date 12/24/87

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

Description of Contract Initial Low Income Energy allocation for the program year January 1, 1988, through December 31, 1988. The allocation balance will be determined when Congress makes the final determination.

RFP/BID # N/A Date of RFP/BID N/A Date of Exemption N/A

Reviewed For ☐ MBE ☐ FBE Participation Contractor is ☐ MBE ☐ FBE

Contractor Name State Community Services

Mailing Address 207 Public Service Bldg.

Salem, OR 97310

Phone 1-378-4729

Employer ID# or SS#

Effective Date January 1, 1988

Termination Date December 31, 1988

Total Amount of Agreement \$ 70,036.00

Payment Terms

- ☐ Lump Sum \$ _____
☒ Monthly \$ 5,836 approx.
☐ Other \$ _____

- ☐ Requirements contract-requisition required
Purchase Order No. _____

Required Signatures:

Department Head _____ Date _____

Purchasing Director _____ Date _____
(Type II Contracts Only)

County Counsel _____ Date _____

Budget Office _____ Date _____

County Executive/Sheriff _____ Date _____

TRANSACTION CODE		PO		AGENCY		PO DATE		ACCOUNTING PERIOD		BUDGET FY		ACTION	
												<input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)	
VENDOR CODE				VENDOR NAME						TOTAL AMOUNT			
										\$			
CONTRACT NUMBER		FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION		AMOUNT		INC/DEC IND
		156	010	1660					Rev. Code 2072		\$ 70,036.00		
											\$		
											\$		
											\$		

AGREEMENT FOR THE DELEGATION OF LOW-INCOME ENERGY ASSISTANCE
GRANT (LIEAP) FUNDS

Between

OREGON STATE COMMUNITY SERVICES
Department of Human Resources
(hereinafter referred to as the Grantee)

and

Multnomah County Community Action Agency
(hereinafter referred to as the Subgrantee)

By this agreement, the Grantee transfers \$70,036.00 to the Subgrantee for the period beginning January 1, 1988 and ending December 31, 1988 with the following conditions and requirements.

1. Work to be Performed

All work and activities, under this agreement, shall be performed in accordance with provisions of the Oregon Administrative Rules (OAR) 410-60-000 et seq., The Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35 as amended), the Approved Work Program, the approved Budget and the terms of this agreement. In addition, the Subgrantee and all the Subgrantee's contractors and subcontractors, shall comply with all applicable federal, state, county and local laws, ordinances and regulations in the performance of this contract.

Assurances

The Subgrantee assures that (a) no LIEAP funds will be utilized for political activities, (b) no person shall on the grounds of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this program or any activity funded, in whole or in part, by this contract and (c) no discrimination shall occur on the basis of age under the Age discrimination Act of 1975 (42 USC S 6101 et seq.) or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 (29 USC S 701 et seq.)

3. Fiscal and Program Management

The Subgrantee shall maintain financial and program records documenting all its expenditures with generally accepted accounting principles. The Grantee, the Secretary of State's Office of the State of Oregon, the Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of the Subgrantee which are directly pertinent to this delegation of funds for the purpose of making audit, examination, excerpts, and transcripts.

Accurate and timely reports shall be filed in compliance with OAR 410-60-025.

4. Audits

All grant transactions must be audited annually by a qualified and independent auditor in compliance with the standards contained in the U.S. General Accounting Office publication entitled "Standards for Audit for Governmental Organizations, Programs, Activities, and Functions" by the Comptroller General of the United States. The agency auditor must state in the audit report that the audit meets the cited standards and include a management letter. The audit report shall be submitted to the Grantee no later than 180 days following the end of the Subgrantee's accounting year or termination of this agreement. The Subgrantee shall be responsible for the monitoring and audit requirements of its contractors and subcontractors.

5. Changes in Agreement and Termination

The Grantee or the Subgrantee may change this agreement, the approved work program and budget at any time as set out in OAR 410-60-025. All such changes mutually agreed upon shall be signed and attached to this contract as amendments.

Either party, upon 30 days written notice delivered by certified mail or in person, may terminate this agreement, in whole or in part, for cause which may include but not be limited to:

- (A) Failure to fulfill obligations under this agreement including compliance with OAR 410-60-015 et seq., the approved work program and the approved budget.
- (B) Submission of reports that are untimely, fraudulent, incorrect or incomplete.
- (C) Improper or illegal use of funds provided under this agreement and as set out in OAR 410-60-010 et seq.
- (D) Any authorization, license, approval or filing necessary to allow Subgrantee to carry out its obligations under this agreement fails to be issued or granted, or expires, lapses, is revoked, withdrawn or withheld.
- (E) Subgrantee:
 - 1. applies for or consents to the appointment of or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself or its property;
 - 2. admits in writing its inability, or is generally unable to pay its debts as they become due;
 - 3. makes a general assignment for the benefit of its creditors;
 - 4. is adjudicated a bankrupt or insolvent;
 - 5. fails to controvert in a timely or appropriate manner or agrees in writing to, an involuntary petition for bankruptcy.

- (F) If SCS funding from federal sources is not obtained and continued at a level sufficient to allow for funding of the indicated transfer, this agreement may be modified to accommodate a reduction in funds.

Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party which have already accrued prior to such termination. The rights or remedies of Grantee shall not be exclusive and are in addition to any other rights and remedies provided by law or under this agreement.

In the event of termination, all property, documents, data, studies, etc., and unexpended funds relative to this agreement, shall be returned to the Grantee. Any additional expenditures of LIEAP Funds must have the prior written approval of Grantee.

6. Hold Harmless Provisions

The Subgrantee agrees to indemnify, defend and hold harmless the State of Oregon and its officers, agents and employees from claims, lawsuits and judgments of whatever nature brought against those parties which arise from the activities of the Subgrantee, its contractors or subcontractors, from their performance of the provisions of this agreement. This indemnity provision shall not require the Subgrantee to defend or indemnify the State against any action based solely on the alleged negligence of the State.

7. Payments to Agencies with 12-Month Contracts

The grant application will include a schedule of payments to meet the cash needs of the subgrantee. The procedure for the disbursement of the payments by the Grantee will be as follows:

- a. Grantee shall pay an amount based on Subgrantee's grant application sufficient for 30 days' operation to Subgrantee upon the signing of this agreement.
- b. Grantee shall pay the next scheduled payment after the Subgrantee's "Request for LIEAP Funds" form, attached as Exhibit A hereto, has been received and approved by the Grantee. Approval shall only be given if Subgrantee's cash level reaches 30 days cash requirements and all required CSBG Reports have been submitted to Grantee. Processing will normally take ten (10) working days.
- c. At the end of each quarter, the Subgrantee shall file a quarterly financial report pursuant to OAR 410-60-025(1)(c). Upon review of this quarterly financial report, Grantee may adjust the amount transferred to Subgrantee, within the limits of the total grant amount, upward or downward to reflect the actual expenditure of funds.

8. Withholding

Grantee shall withhold all payments due to Subgrantee from all contracts and agreements in effect between Grantee and Subgrantee if Subgrantee violates any provision of this agreement including, but not limited to:

- (a) if program, audit, or financial reports required by OAR 410-60-025 are delinquent;
- (b) if annual audits are not in compliance with federal standards.

9. Captions

The captions or headings in this agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this agreement.

10. Severability

If any provisions of this agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

11. Assignment

Subgrantee shall not assign or transfer its interest in this agreement without the express written consent of the Grantee.

12. Waiver

The failure of the Grantee to enforce any provision of this agreement shall not constitute a waiver by the Grantee of that or any other provision.

13. Attorney Fees

The prevailing party in any lawsuit under this agreement, shall be entitled to such additional sums as the court may adjudge for reasonable attorney's fees at trial and upon appeal and to all costs and disbursements incurred therein.

14. Merger

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. SUBGRANTEE, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

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

OREGON STATE COMMUNITY SERVICES:

MULTNOMAH COUNTY, OREGON:

By _____
Manager

By _____
Program Manager Date

Date: _____

By _____
Social Services Division Date
Director

By _____
Gladys McCoy Date
Multnomah County Chair

APPROVED AS TO FORM:

Laurence Kressel
Multnomah County Counsel

By _____
Deputy County Counsel Date

ASSURANCES

Subgrantee hereby assures and certifies that it will comply with federal regulations, policies, guidelines, and requirements, including OMB Circulars Nos. A-87, A-85, and A-102, as they related to the application, acceptance, and use of Federal funds for this federally assisted project. Also the Subgrantee assures and certifies with respect to the grant that:

1. It will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal financial assistance. Subgrantee will immediately take any measures necessary to effectuate this agreement.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefitting from the grant-aided activity.
3. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
4. It will comply with the provisions of the Hatch Act which limits the political activity of employees.
5. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local governments.
6. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Department of Energy or Health and Human Services of the receipt of any communication from the director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial condition for the receipt of any Federal financial assistance for construction or acquisition purpose for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, direct or indirect Federal assistance.

9. It will assist the Department of Energy or Health and Human Services in their compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity and notifying the Department of Energy or Health and Human Services of the existence of any such properties, and by (b) complying with all requirements established by the Department of Energy or Health and Human Services to avoid or mitigate adverse effects upon such properties.

cg7dh007.frm

MCCAA

Name of Sub-Grantee

126051

Agency Code

OREGON LIEAP 1988 WORKPLAN

Statutory
Reference

Indicate projected dates for accepting
applications and closing the program.

heating January 4 to February 29, 1988
crisis January 4 to March 15, 1988

2605(a)
1605(b)1

The subgrantee will operate the following
components under its LIEAP Program:

X regular heating assistance
X crisis assistance

2605(c)(1)(C)
2605(c)(1)F

The subgrantee estimates the amount of
available funds will be expended as
follows:

Insufficient fiscal infor- % for regular heating assistance
mation available to answer % for crisis assistance
this. % for agency administrative costs

2605(c)1(C)

The funds reserved for crisis assistance
which have not been expended by March 15
will be reprogrammed to:

X regular heating assistance
 crisis assistance

2605(c)(1)(A)

Subgrantee use the following eligibility
and income verification guidelines:

	Yes	No
Households at or below 125% of U.S. poverty guideline	<u>X</u>	<u> </u>
AFS food stamp mailer	<u>X</u>	<u> </u>
AFS printout	<u>X</u>	<u> </u>
SCS Income Documentation Worksheet	<u>X</u>	<u> </u>

90 Day Income Verification	<u>X</u>	<u> </u>
12 Month Income Verification	<u>X</u>	<u> </u>
Award letters for verification (Veterans, Social Security, pension, etc.)	<u>X</u>	<u> </u>
Bank statements for verifi- cation of Interest	<u>X</u>	<u> </u>
Priority Service for Seniors/ Handicapped before program start-up	<u>X</u>	<u> </u>
Priority Service for Senior and Handicapped during program	<u>X</u>	<u> </u>
W-4 Forms	<u>X</u>	<u> </u>

Other:

2605(c)(1)(A) Crisis (Additional eligibility requirements)

	Yes	No
Household must receive a shut-off notice	<u>X</u>	<u> </u>
Household without energy source to maintain life sustaining equipment	<u>X</u>	<u> </u>
Household must have exhausted regular benefits	<u>X</u>	<u> </u>
Household must have a medical certificate that dis- connection would endanger health	<u>X</u>	<u> </u>
Minor heating system malfunction	<u>X</u>	<u> </u>
Landlord failure to provide heat when heat included in the rent	<u>X</u>	<u> </u>

(Refer to Legal Aid)

Storm caused exhaustion of fuel supplies	<u> X </u>	<u> </u>
Change of household status	<u> X </u>	<u> </u>
Annual fuel costs exceeds 20% or more of income	<u> X </u>	<u> </u>
Crisis payments approved by LIEAP Coordinator	<u> X </u>	<u> </u>

1605(B)(3)
(Outreach)

Subgrantee conducts the following outreach activities designed to assure that eligible households are made aware of all LIEAP assistance available. Please check:

 X Provide intake service through home visits or by telephone for physically (i.e., elderly or handicapped).

 X Place posters/flyers in local and county social service agencies, offices of aging, social security offices, VA, etc.

 X Publish articles in local newspapers or media announcements are aired.

 X Includes inserts in energy vendor billings to inform individuals of the availability of LIEAP assistance.

 X Makes mass mailings to past recipients of LIEAP.

 X Inform low income applicants of the availability of all types of LIEAP assistance at application intake for other low income progrms.

 X Utilize early application period at the beginning of program for the elderly and handicapped.

 X Accept applications for energy crisis at sites that are geographically accessible to all households in the area to be served.

X Execute interagency agreements with other low income program offices to perform outreach to target groups.

Other: Utility company to do outreach on homebound to do
income verification form.

2605(C)(1)(F) Does the subgrantee encourage recipients to apply for energy budget programs offered through local utility companies or other?

X Yes

 No

If yes, please describe the procedures.

If client is not able to make TPA and will not be having any income for a couple of months, we encourage them to call the utility company. Many clients, however, are 0 income and budget programs do not help 0-income families.

2605(b)(5)
(Benefit
levels)

Describe how the grantee will assure that non-categorically eligible households will not be treated differently than categorically eligible households when determining benefit amounts. This applies to all components of LIEAP.

2605(c)(1)(F) Will the subgrantee approve direct payments for LIEAP?

X Yes

 No

If yes, under what criteria are direct payments approved?

Those stated in the 1988 LIEAP manual.

2605(b)(7)(A) When the subgrantee makes payments directly to vendors, how does the subgrantee notify the household of the amount of assistance paid? Please describe procedure if dollar amount changes.

If dollar amount changes, the client is called if they have a phone or a letter is sent out if no phone. Clients receive a copy of all paper work.

2605(c)(1)(F) Home repairs/describe the payment method for making minor repairs.

 checks payable to eligible household
 X subgrantee pays household and requests reimbursement from SCS
 subgrantee keeps copies of receipts with fiscal department and household file.
 X Other:

Use fuel vendors that have LIEAP contracts to do repairs.

2605(b)(1)-
2605(b)(14)

Describe how the subgrantee will provide an opportunity for a fair administrative hearing to households whose claim for assistance are denied or not acted upon with reasonable promptness.

 X hearing rights posted at intake sites
 X intake worker explains right for fair hearing at time of denial
 household receives written notice of action.
Briefly describe subgrantee fair hearings procedure:

Client receives a denial form at time of denial. Client is asked then if they want to schedule a time for a hearing. If not, on the denial form is explained the amount of time they have to schedule a hearing and what they should do.

How would subgrantee identify and recover fraudulent payments?

I would go by procedure set in 1988 LIEAP manual and what is set by contract.

Who will be responsible for filling monthly/quarterly program reports?

LIEAP Coordinator.

Who will approve crisis payments?

LIEAP Coordinator.

If subgrantee subcontracts services for LIEAP, does: N/A

	Yes	No
subgrantee provide LIEAP training	_____	_____
subgrantee audit and approve all income and authorization forms	_____	_____
subgrantee require a signed agreement	_____	_____

Who will be responsible for quarterly expenditure reports and inventory reports?

Roy Bodine, Fiscal Officer

Who will be responsible/contact for LIEAP records after April 30, 1988?

Lucia Pena, HUE Coordinator
Alice Hoard, Energy Counselor

Attachments: (Please check and include)

_____ Staffing Pattern (required)
 X Authorized Signature Sheet (required)
_____ LIEAP Subcontract Agreement (if applicable)
_____ List of intake sites and start up dates (required)

Signature of person Preparing Plan

Program Coordinator

Title

12/28/87

Date

017.msg
Attachments

1988

SIGNATURE AUTHORIZATION

AGENCY NAME

DATE SUBMITTED

Authorized to Sign Contracts/Contracts Modifications

Signature	Print or Type Name	Title
1.		
2.		

Authorized to Sign LIEAP Authorization

Signature	Print or Type Name	Title
1.	Lucia Pena	HUE Coordinator
2.	Alice Hoard	Energy Counselor
3.	Frank Spellman	Data Entry
4.	Jan Richards	LIEAP Intake Worker
5.	Lucz'a Cervantes	LIEAP Intake Worker
6.		
7.		
8.		
9.		
10.		

Authorized Data Entry on Line Security

Signature	Print or Type Name	Operator I.D.	Title
1.	Lucia N. Pena	LNP	
2.	Alice Hoard	ALH	
3.	Frank Spellman	FWS	
4.			

STATE COMMUNITY SERVICES
STATE OF OREGON
FY 1988 LOW INCOME ENERGY ASSISTANCE PROGRAM - ADMINISTRATIVE FUNDS
BUDGET SUMMARY

AGENCY: MCCAA

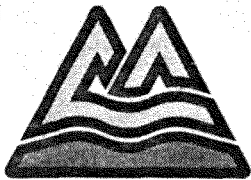
DATE: 12/28/87

BUDGET PERIOD: January 1 TO: December 31, 1988

	<u>AGENCY PROPOSAL</u>	<u>SCS APPROVAL</u>
I. <u>PERSONNEL COSTS</u>		
1. <u>Salary</u>	\$ <u>42,066</u>	\$ <u> </u>
2. <u>Fringe Costs</u> %	<u>6,876</u>	<u> </u>
3. <u>Consultants</u>	<u> </u>	<u> </u>
4. <u>Audit Admin.</u>	<u>7,608</u>	<u> </u>
1. <u>SUBTOTAL</u>	\$ <u>56,550</u>	\$ <u> </u>
II. <u>NON-PERSONNEL COSTS</u>		
1. <u>Space Costs:</u>		
a. <u>Rent</u>	<u>3,536</u>	<u> </u>
b. <u>Utilities</u>	<u>2,250</u>	<u> </u>
c. <u>Telephone</u>	<u>4,500</u>	<u> </u>
2. <u>Consumable Supplies</u>	<u>1,400</u>	<u> </u>
3. <u>Equipment:</u>		
a. <u>Purchased over \$100</u>	<u> </u>	<u> </u>
b. <u>Leased</u>	<u> </u>	<u> </u>
4. <u>Travel Costs</u>	<u>900</u>	<u> </u>
5. <u>Other Costs</u>		
a. <u>Photocopy</u>	<u>300</u>	<u> </u>
b. <u>Printing</u>	<u> </u>	<u> </u>
c. <u>Mail & Postage</u>	<u>600</u>	<u> </u>
d. <u>Computer Contracts</u>	<u> </u>	<u> </u>
e. <u>Advertising</u>	<u> </u>	<u> </u>
f. <u>Other - Specify on</u>	<u> </u>	<u> </u>
<u>page 9</u>		
2. <u>SUBTOTAL</u>	\$ <u>13,486</u>	\$ <u> </u>
TOTAL	\$ <u>70,036</u>	\$ <u> </u>

Prepared by _____ Signature _____ Executive Director _____ Signature _____
Date 12/28/87

Approved by SCS _____ Signature _____ Date _____



MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

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

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Director of Human Services for)
approval of Budget Modification DHS #27 reflect-)
ing additional revenues in the amount of \$323,463)
from State Mental Health Grant Amendment #8 to)
Social Services Division MED Program, and in-)
creases service reimbursement revenues to Data)
Processing Fund by \$1600 R-5)

Commissioner Anderson moved approval, duly seconded by Commissioner Kafoury.

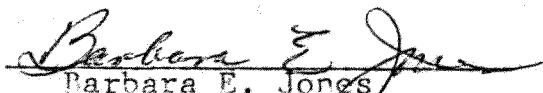
Commissioner Kafoury noted it is important to highlight this action because it is revenue from the Legislative set-aside for new mentally ill programs, and will dramatically change service delivery.

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

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By 
Barbara E. Jones
Asst. Clerk of the Board

bj
cc: Budget
Finance
Social Services

BUDGET MODIFICATION NO. DHS #27

(For Clerk's Use) Meeting Date 1-28-88
Agenda No. R-25

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR January 28, 1988
(Date)
DEPARTMENT Human Services DIVISION Social Services Division
CONTACT Gary Smith/Susan Clark TELEPHONE 248-3691
*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Gary Smith/Susan Clark

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

Budget Modification DHS #27 increased MED Program budget by \$323,463 to reflect Amendment #8 to the 1987-89 State Mental Health Grant.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)
[] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Budget modification DHS #27 requests Board approval to increase MED budgets by a net total of \$323,463 to reflect revenue received in Amendment #8 to the State Mental Health Grant. \$313,167 is appropriated in MED Contracts as pass through to increase and intensify mental health services to high-risk chronically mentally ill served by the comprehensive mental health centers. \$10,296 is appropriated in MED Operations for management and monitoring of these additional services (Professional Services and ISD for development and implementation of computer tracking system; RBASE training for staff; and an additional computer, printer and software for monitoring this project).

The remaining \$3,131 from Amendment #8 is unallocated pending program staffing decisions and approval by Personnel. These funds will be appropriated in a future amendment reflecting MED Program staff reorganization.

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

State Mental Health Grant increased by \$323,463. Contract # DHS ~~155-8~~ ¹¹³⁻⁸
Data Processing fund increased service reimbursement revenues - \$1600
Mailed 2/5/88 *To Budget 2/1/88*

1988 JAN 19 11 5 AM
CLERK OF COURT
JUDICIAL DEPARTMENT
OREGON

4. CONTINGENCY STATUS (to be completed by Finance/Budget)
Contingency before this modification (as of _____) \$ _____
(Specify Fund) (Date)
After this modification \$ _____

Originated By <u>Susan Clark</u>	Date <u>1/6/88</u>	Department Director <u>Duane Bussy (cc)</u>	Date <u>1/4/88</u>
Finance/Budget <u>Thomson</u>	Date <u>1-11-88</u>	Employee Relations	Date
Board Approval <u>Barbara E Jones</u>			Date <u>1/28/88</u>

156	010	1302	6310		
156	010	1302	7200	1,600	Increase Data Processing
156	010	1302	8400	5,560	Increase Capital
				10,296	TOTAL ORG. 1302
156	010	1305	6060	313,167	Increase Pass Through
				313,167	TOTAL ORG. 1305
301 040 7930			6230	1600	1SD SUPPLIES

TOTAL EXPENDITURE CHANGE 324,063
 323,463 TOTAL EXPENDITURE CHANGE

REVENUE
 TRANSACTION RB [] QM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY _____

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
		156	010	1302			2605			10,296		State Mental Health Grant
		156	010	1305			2605			313,167		State Mental Health Grant
301 040 7090							6602			1600		INCR 1SD SR

TOTAL REVENUE CHANGE 324,063
 323,463 TOTAL REVENUE CHANGE

2751B-2

TRANSACTION EB []

GM []

TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		156	010	1302			6110			2,500		Increase Professional Svcs.
		156	010	1302			6310			636		Increase Education & Train.
		156	010	1302			7200			1,600		Increase Data Processing
		156	010	1302			8400			5,560		Increase Capital
											10,296	TOTAL ORG. 1302
		156	010	1305			6060			313,167		Increase Pass Through
											313,167	TOTAL ORG. 1305
		301	040	7930			6230			1600		ISD SUPPLIES

TOTAL EXPENDITURE CHANGE		324,063	TOTAL EXPENDITURE CHANGE
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REVENUE

TRANSACTION RB []

GM []

TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
		156	010	1302			2605			10,296		State Mental Health Grant
		156	010	1305			2605			313,167		State Mental Health Grant
		301	040	7090			6602			1600		INCR ISO SR

TOTAL REVENUE CHANGE	324,063	323,463	TOTAL REVENUE CHANGE
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EXPENDITURE

TRANSACTION EB []

GM []

TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
		156	010	1302			6110			2,500		Increase Professional Svcs.



MULTNOMAH COUNTY OREGON

HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADMINISTRATIVE OFFICES
426 S.W. STARK, 6TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3691

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

MEMORANDUM

TO: Gladys McCoy
Multnomah County Chair

VIA: Duane Zussy
Director, Department of Human Services

FROM: Gary Smith *[Signature]*
Director, Social Services Division

DATE: December 28, 1987

SUBJECT: Approval Recommendation for Budget Modification DHS #

RECOMMENDATION: Social Services Division recommends Board approval of the attached budget modification DHS #27.

ANALYSIS: Budget modification DHS #27 appropriates \$323,463 received from Amendment #8 to the State Mental Health Grant. Funding has been awarded to Multnomah County to provide intensive community treatment services to high-risk chronically mentally ill adults. \$313,167 is appropriated in MED Contracts as Pass Through and will be awarded to the six comprehensive mental health centers for mental health services and residential placements. \$10,296 will be appropriated in MED Operations for monitoring this pilot project. The remaining \$3,131 is unallocated pending staff upgrades and MED Program Office reorganization. A budget modification will be implemented to reflect these staff changes upon approval from Personnel.

BACKGROUND: The 1986 State legislature appropriated an additional \$6.8 million to serve high-risk chronically mentally ill adults in the community. Multnomah County submitted a plan to address the problem locally and was awarded funding for a pilot project. Planning for this project involved the State, County and providers.



MULTNOMAH COUNTY OREGON

23
J159

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

GLADYS McCOY • Chair • 248-3308
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CAROLINE MILLER • District 3 • 248-5217
POLLY CASTERLINE • District 4 • 248-5213
JANE MCGARVIN • Clerk • 248-3277

January 28, 1988

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

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Director of Human Services for)
approval of Budget Modification DHS #29 reflect-)
ing additional revenues in the amount of \$63,642)
from State Mental Health Grant Amendment #7 to)
Social Services DD and A&D Contract budgets R-6)

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

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Barbara E. Jones
Barbara E. Jones
Asst. Clerk of the Board

bj
cc: Budget
Finance
Social Services

BUDGET MODIFICATION NO. DHS #29

(For Clerk's Use) Meeting Date 1-28-88
Agenda No. 2-6

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

January 28, 1988
(Date)

DEPARTMENT Human Services

DIVISION Social Services

CONTACT Susan Clark

TELEPHONE 248-3691

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Susan Clark/Gary Smith

SUGGESTED

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

Budget Modification DHS #29 increases DD and A&D Contract budgets by a net total of \$63,642 to reflect service increases awarded in Amendment #7 to the State Mental Health Grant.

(Estimated Time Needed on the Agenda)

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

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

Budget modification DHS #29 requests Board approval to increase DD and A&D Contracts budgets by a net total of \$63,642 to reflect additional revenue awarded in Amendment #7 to the State Mental Health Grant. Increases include:

\$992 in DD Contracts designated for specialized, short-term residential facility staffing.

\$62,650 in A&D Contracts for additional Drug Outpatient and Prevention/Intervention services for youth. Some Alcohol Outpatient slots are exchanged for Drug Outpatient slots to reflect current utilization.

All funds received in this amendment are appropriated in Pass Through and will be subcontracted.

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

State Mental Health Grant increased by net total of \$63,642. Contract Number DHS 113-7.

mailed 2/5/88

To Budget 2/1/88

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____)
(Specify Fund) _____ (Date) _____

After this modification

Originated By

Date

Department Director

Date

S. Clark
Finance/Budget

12/31/87
Date

Diane Zussy (pc)
Employee Relations 1/7/88
Date

Thomas Monk
Board Approval

1-12-88

Date

Barbara E. Jones

1/28/88

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

January 28, 1988
(Date)DEPARTMENT Human ServicesDIVISION Social ServicesCONTACT Susan ClarkTELEPHONE 248-3691*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Susan Clark/Gary SmithSUGGESTEDAGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget Modification DHS #29 increases DD and A&D Contract budgets by a net total of \$63,642 to reflect service increases awarded in Amendment #7 to the State Mental Health Grant.

(Estimated Time Needed on the Agenda)

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

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

Budget modification DHS #29 requests Board approval to increase DD and A&D Contracts budgets by a net total of \$63,642 to reflect additional revenue awarded in Amendment #7 to the State Mental Health Grant. Increases include:

\$992 in DD Contracts designated for specialized, short-term residential facility staffing.

\$62,650 in A&D Contracts for additional Drug Outpatient and Prevention/Intervention services for youth. Some Alcohol Outpatient slots are exchanged for Drug Outpatient slots to reflect current utilization.

All funds received in this amendment are appropriated in Pass Through and will be subcontracted.

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

State Mental Health Grant increased by net total of \$63,642. Contract Number DHS 113-7

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____)
(Specify Fund) (Date)

After this modification

Originated By

Date

Department Director

Date

S. Clark
Finance/Budget12/31/87
DateDiane Zussy (pc)
Employee Relations 1/7/88
DateThompson
Board Approval1-12-88

Date

Barbara E. Jones1/28/88



MULTNOMAH COUNTY OREGON

HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADMINISTRATIVE OFFICES
426 S.W. STARK, 6TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3691

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

MEMORANDUM

TO: Gladys McCoy
Multnomah County Chair

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

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

DATE: January 4, 1988

SUBJECT: Approval Recommendation for Attached Intergovernmental Revenue
Amendment and Accompanying Budget Modification

RECOMMENDATION: Social Services Division recommends approval of Amendment #7 to the State Mental Health Grant and the accompanying budget modification DHS #29.

ANALYSIS: Amendment #7 awards an additional \$63,642 to Multnomah County for increased services in A&D and DD. \$992 is appropriated in DD Contracts to cover specialized residential needs at Kerr Center, a subcontract provider. The remaining \$62,650 will provide additional Drug Outpatient and Prevention/Intervention services in A&D. Alcohol Outpatient slots are also exchanged for Drug Outpatient slots to reflect current utilization.

The attached budget modification appropriates the increased revenue into Pass Through for subcontracting.

BACKGROUND: The increases and changes incorporated in Amendment #7 were requested by County on behalf of our subcontractors. While the requests were made mid-Fall, funds are just now being awarded and appropriated.

Based on an award letter received from the State earlier, the DD funds have already been subcontracted out to Kerr Center. A&D subcontracts affected by this amendment are currently being amended.



MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

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

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Director of Human Services for)
approval of Budget Modification DHS #30 making)
adjustments within Social Services Division,)
Youth Program Office, to reflect actual staffing)
and expenditures with no net change in revenue)
or expenditures, decreases Service Reimbursement)
from the Federal/State Fund to the General Fund)
by \$3,749 and to Insurance Fund by \$823, adding)
and deleting positions R-7)

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

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm
cc: Budget
Finance
Social Services
Employee Relations

1-28-88

R-7

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

January 28, 1988
(Date)DEPARTMENT Human ServicesDIVISION Social Services DivisionCONTACT Susan Clark/Michael MorrisseyTELEPHONE 248-3691*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy/Susan Clark

SUGGESTED

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

Budget Modification DHS #30 adjusts the Youth Program Office budget to reflect actual staffing and expenditures with no net change in revenue or expenditures.

(Estimated Time Needed on the Agenda)

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

☒ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Budget modification DHS #30 requests Board approval to adjust the Youth Service Center portion of the Youth Program Office budget to reflect actual staffing and expenditures. Positions of Human Services Specialist, Program Development Technician and Financial Technician are replaced by two Program Development Specialists and a temporary Office Assistant II. Savings from positions unfilled at the time of the transfer and from building management costs less than budgeted are appropriated in Professional Services and Equipment. \$10,753 will be added to YSC Contracts to fund support costs for A&D counseling services added this year. \$4,000 will purchase computer equipment to be used for in-house evaluation of YSC contracts. The \$16,000 saved by in-house evaluation will be designated for a parttime data operator.

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

Decreases Service Reimbursement from the Federal State Fund to the General Fund by \$3,749.
Decreases Service Reimbursement from the Federal State Fund to the Insurance Fund by \$823.

To Budget 2/1/88

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____)
(Specify Fund) (Date)

After this modification

Originated By

Date

Department Director

Date

Susan Clark1/13/88Duane Zussy (DC)1/13/88

Finance/Budget

Date

Employee Relations

Date

Thomson1-15-88Susan Daniel1/15/88

Board Approval

Date

Barbara E Jones1/28/88

EXPENDITURE

TRANSACTION EB []

GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
		156	010	1505			5100			(10,450)		Decrease Permanent
		156	010	1505			5200			3,860		Increase Temporary
		156	010	1505			5500			(3,981)		Decrease Fringe
		156	010	1505			5550			(823)		Decrease Insurance
											(11,394)	Total Personnel
		156	010	1505			7400			(1,850)		Decrease Bldg. Mgmt.
											(1,850)	Total M&S
		156	010	1505			8400			4,000		Increase Equipment
											(9,244)	NET TOTAL ORG. 1505
		156	010	1515			6110			10,753	10,753	Increase Professional Svcs.
		156	010	1527			6230			390	390	Increase Supplies
		156 400	010 040	1527 7231			7400 6520			(1,899) (823)	(1,899)	Decrease Building Mgmt. Insurance
		100	045	9120			7700			(3,749)		GF Contingency
////////////////////////////////////										(4,572)		TOTAL EXPENDITURE CHANGE

REVENUE

TRANSACTION RB []

GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
		156	010	1505			2773			(10,753)		City of Portland
		156	010	1505			7601			(390)		County General Fund
		156	010	1515			2773			10,753		City of Portland
		156	010	1527			7601			390		County General Fund
		400	040	7231			6602			(3,749)		Svs.Reim. F/S to GF fund
		100	045	7410			6602			(823)		Svs.Reim. F/S/ to Ins. Fund
////////////////////////////////////										(4,572)		TOTAL REVENUE CHANGE

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

FTE Increase (Decrease)	POSITION TITLE	A n n u a l i z e d			
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)	
1.0 FTE	Program Development Specialist*	32,362	8,683	2,882	43,927
1.0 FTE	Program Development Specialist	29,952	8,036	3,661	41,649
(1.0 FTE)	Human Services Specialist	(32,362)	(8,683)	(2,882)	(43,927)
(1.0 FTE)	Program Development Technician	(22,784)	(6,113)	(1,957)	(30,854)
(.5 FTE)	Financial Technician	(10,134)	(2,719)	(979)	(13,832)
TOTAL CHANGE (ANNUALIZED)		(2,966)	(796)	725	(3,037)

*Position transferred from City.

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	C u r r e n t F Y			
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)	
Parttime	Delete .5 FTE Financial Tech. full year.	10,134	2,719	979	13,832
Fulltime	Delete 1.0 FTE PDT full year.	22,784	6,113	1,957	30,854
Fulltime	Delete 1.0 FTE HSS full year.	32,362	8,683	2,882	43,927
	TOTAL REDUCTION	(65,280)	(17,515)	(5,818)	(88,613)
Fulltime	Add 2.0 FTE PDS:	32,362	8,683	2,882	43,927
	(1 full year ¹ , 1 filled	14,976	4,018	1,830	20,824
	on temp. basis ² and perm.	7,492	551	187	8,230
	PDS transfer mid-year ³ .)				
	Subtotal Permanent Adds	54,830	13,252	4,899	72,981
	NET PERMANENT CHANGE	(10,450)	(4,263)	(919)	(15,632)
Temporary	Temporary Office Assistant 2 for 523 hours.	3,860	282	96	4,238
	Subtotal Temporary Adds	3,860	282	96	4,238
	NET CHANGE	(6,590)	(3,981)	(823)	(11,394)

¹ R. Potrue; ² C. Kimbrough; ³ D. Cohen.



MULTNOMAH COUNTY OREGON

HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADMINISTRATIVE OFFICES
426 S.W. STARK, 6TH FLOOR
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BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
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CAROLINE MILLER • DISTRICT 3 COMMISSIONER
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

MEMORANDUM

TO: Gladys McCoy
Multnomah County Chair

VIA: Duane Zussy
Director, Department of Human Services

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

DATE: January 11, 1988

SUBJECT: Approval Recommendation of Budget Modification DHS # 30

RECOMMENDATION: Social Services Division recommends Board of Commissioners' approval of the attached budget modification DHS # 30.

ANALYSIS: Budget modification DHS # 30 adjusts several Youth Program Office budgets to reflect actual staffing patterns and expenditures. Positions cut include a Human Services Specialist, Program Development Technician and a Financial Technician. To better meet the program needs, two Program Development Specialist positions are being added, as well as a temporary Office Assistant II position required until all YPO staff are located together. These savings, along with less than expected building management costs, are appropriated in Prof. Service, Equipment and Supplies. \$10,753 will be subcontracted out to support A&D counseling services added this year; \$4,000 will be used to purchase a computer, printer and associated software for client tracking; and \$390 will be used to cover supply overages.

BACKGROUND: When the budget was prepared for the Youth Program Office, staffing patterns were merely guessed at. Now that the Youth Program Manager position has been appointed and operational decisions made, the office is reorganizing to reflect program and staffing needs.

The Program proposes to purchase the computer equipment as soon as this budget modification is approved. This will allow adequate time for the system to be fully operational by July 1, 1988, avoiding the need to contract out client tracking functions.



MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

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

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Director of Human Services for)
Budget Modification DHS #31 making an appropri-)
ation reduction in the amount of \$195,588 in)
Health Services, Clinic Services, to more accur-)
ately reflect the projected receipt of AFDC cap-)
itation revenues, and decreases service reim-)
bursement from the Federal/State fund to the)
Insurance Fund by \$17,190, and deleting various)
positions R-8)

Commissioner Anderson moved approval, duly seconded by
Commissioner Kafoury.

Commissioner Anderson asked whether this was a reflection
of failure to collect fees from clients.

Duane Zussy, Director of Human Services, said it is a
result of: 1) Department over estimation of projected revenues, and
2) a new program with high collection expectations. Together these
created a shortfall in revenues for staff salaries (six and one half
positions). Fortunately, these positions were not filled, there-
fore, the Department now wishes to pull this program back to reflect
the shortfall.

At this time, the motion was considered, and it is unani-
mously

-2-

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm

cc: Budget
Finance
Health Services
Employee Relations

BUDGET MODIFICATION NO. DHS #31

(For Clerk's Use) Meeting Date
Agenda No.

1-28-88
R-8

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

January 28, 1988
(Date)

DEPARTMENT HUMAN SERVICES

DIVISION

HEALTH SERVICES

CONTACT DAN HOYT

TELEPHONE

248-3674

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD

SCOTT CLFMEN

SUGGESTED

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

Budget Modification DHS #31 requests approval to reduce Health Division, Clinic Services Budget by \$195,588 to more accurately reflect the projected receipt of AFDC Capitation Revenues.

(Estimated Time Needed on the Agenda)

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

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

This modification accomplishes the following in the Clinic Services budget: Reduces, by \$195,588, state funding for Aid to Families With Dependent Children (ADC), and eliminates 6.25 FTE budgeted, but vacant, positions. During technical amendments last spring, the division added \$301,709 of ADC revenues to the budget in anticipation of both rate and capitation enrollment increases, as well as the addition of newly capitated services. Because there was a cloud of uncertainty around the magnitude and timing of these adjustments, the division committed \$195,588 to be used in the second half of the fiscal year to fund 6.25 FTE only if the revenues were assured. Since some of the components of the anticipated adjustments did not materialize, the positions and the \$195,588 will be extracted from the budget.

The adjustment to ADC revenues is the fulfillment of the Division's pledge to return these positions at midyear if projected revenues could not justify the expenditures. There is no impact since the positions are vacant.

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

ADC revenue is decreased \$195,588 from 1,420,700, a 14% reduction. Decreases service reimbursement from the F/S Fund to the Ins. Fund by \$17,190.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of

(Specify Fund)

(Date)

After this modification

\$

\$

Originated By

Date

Department Director

Date

Daniel Hoyt

1/12/87

Duane Zussy (D)

1/12/88

Finance/Budget

Date

Employee Relations

Date

Thomas

1-15-88

Susan Daniels

1/15/88

Board Approval

Date

Barbara E. Jones

1/28/88

1/7/88

[FF 1879Kp]

EXPENDITURE

TRANSACTION EB []

GM [] TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
		156	010	0700			5100			(\$163,924)		Full-time
		156	010	0700			5500			(14,474)		Fringe
		156	010	0700			5550			(17,190)		Insurance
											(195,588)	
		400	040	7231			6520			(17,190)		Insurance

TOTAL EXPENDITURE CHANGE (\$212,778) TOTAL EXPENDITURE CHANGE

REVENUE

TRANSACTION RB []

GM [] TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
		156	010	0700			2600			(\$195,588)		ADC Capitation
		400	040	7231			6602			(17,190)		Sys. Reim F/S Fund to Ins. Fund

TOTAL REVENUE CHANGE (\$212,778) TOTAL REVENUE CHANGE

PERSONNEL DETAIL FOR BUD MOD NO. DHS #31

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

FTE Increase (Decrease)	POSITION TITLE	Annualized		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)

N/A

TOTAL CHANGE (ANNUALIZED)

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	(\$195,588) Current FY			
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	INSURANCE Increase (Decrease)	TOTAL Increase (Decrease)
(1.58)✓	Physician	(\$ 76,013)	(\$ 6,351)	(\$ 5,678)	(\$ 88,042)✓
(1.51)✓	Community Health Nurse	(34,680)✓	(3,671)✓	(3,861)✓	(42,212)
(1.58)✓	Lab Technician	(29,535)	(2,469)✓	(3,898)✓	(35,902)✓
(1.58)✓	Office Assistant II	(23,696)✓	(1,983)✓	(3,753)✓	(29,432)✓
<u>(6.25)</u>		<u>(\$163,924)</u>	<u>(\$14,474)</u>	<u>(\$17,190)</u>	<u>(195,588)</u>



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
HEALTH SERVICES DIVISION
426 S.W. STARK STREET, 7TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3674

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

MEMORANDUM

TO: Gladys McCoy, Chair
Multnomah County Board of Commissioners

VIA: Duane Zussy, Director
Department of Human Services

FROM: Bill Odegaard, Director
Health Division

SUBJECT: Approval of Health Division Budget Modification

DATE: January 4, 1988

RECOMMENDATION

I recommend that the Board of County Commissioners approve the attached budget modification decreasing the Health Division budget \$195,588. This modification (DKS#3) accomplishes the following:

- Reduces, by \$195,588, state funding for Aid to Families With Dependent Children (ADC), and eliminates 6.25 budgeted, but vacant, positions.

BACKGROUND

Over the past two years the division has received from the state approximately \$2 million to operate the capitated ADC program, including a current budget amount of \$1.4 million.

During technical amendments last spring, the division added \$301,709 of ADC revenues to the budget in anticipation of both rate and capitation enrollment increases, as well as the addition of newly capitated services. Because there was a cloud of uncertainty around the magnitude and timing of these adjustments, the division committed \$195,588 to be used in the second half of the fiscal year to fund 6.25 FTE only if the revenues were assured. Since some of the components of the anticipated adjustments did not materialize, the positions and the \$195,588 will be extracted from the budget.

ANALYSIS

The adjustment to ADC revenues is the fulfillment of the Division's pledge to return these positions at midyear if projected revenues could not justify the expenditure. There is no impact since the positions are vacant.



MULTNOMAH COUNTY OREGON

24
J/59

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

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

January 28, 1988

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

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

First Reading - An Ordinance amending MCC 6.31 to)
Vest Authority for Adopting the Ambulance Service)
Area Plan in the Board of County Commissioners) R-9

Commissioner Miller moved to pull the matter, duly seconded
by Commissioner Casterline.

Laurence Kressel, County Counsel, advised that "pull" means
to table.

Following further discussion, the motion was considered,
and it is unanimously

ORDERED that said above-entitled matter be tabled.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm
cc: County Counsel
Health Officer

DATE SUBMITTED 1-21-88

tabled
(For Clerk's Use)
Meeting Date 1-28-88
Agenda No. R-9

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: EMS System

Informal Only* _____
(Date)

Formal Only 1-28-88
(Date)

DEPARTMENT Human Services DIVISION EMS

CONTACT Bill Farver TELEPHONE 3740

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Larry Kressel, Gary Oxman

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

Ordinance Amending M.C.C. 6:31 to Vest Authority for Adopting the Ambulance Service Area Plan in the Board of County Commissioners

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 20 minutes

IMPACT:

☐ PERSONNEL
☐ FISCAL/BUDGETARY
☐ General Fund
☐ Other _____

*No
Ordinance
prepared*

CLERK OF
COUNTY COMMISSIONERS
1988 JAN 21 AM 11:26
MULTNOMAH COUNTY
OREGON

SIGNATURES:

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

BUDGET / PERSONNEL /

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

OTHER _____
(Purchasing, Facilities Management, etc.)

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

an Amend to the EMS ord

an Ord Amending MCC chapter

6.31 ~~relating to~~

to Vest Authority

24
J129

MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

Mr. Henry Miggins, Acting Director
Department of Justice Services
1120 SW Fifth
Portland, OR

Dear Mr. Miggins:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Director of Justice Services for)
approval of Budget Modification DJS #26 real-)
locating funds in the amount of \$22,106 within)
the District Attorney's Office, from Professional)
Services to Personal Services, adding a Staff)
Assistant position for 6 months, to implement)
the Narcotics Trafficking Enforcement Supplement)
Grant R-10)

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

ORDERED that the above-entitled matter be continued to February 4, 1988 at 9:30 a.m. in Room 602 of the County Courthouse.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By

Jane McGarvin
Jane McGarvin
Clerk of the Board

jm

cc: Budget
Finance
District Attorney
Employee Relations

BUDGET MODIFICATION NO. _____

DJS #26

(For Clerk's Use) Meeting Date

1-28-88

Agenda No.

R-10

Cont. to 2/4/88

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR 1/26/88, 1/28/88
(Date)

DEPARTMENT Justice Services

DIVISION District Attorney

CONTACT Kelly Bacon

TELEPHONE 248-3105

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Kelly Bacon

SUGGESTED

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

Narcotics Trafficking Enforcement Supplement Grant

(Estimated Time Needed on the Agenda)

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

☒ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

The U.S. Bureau of Justice Assistance has approved the D.A.'s Organized Crime/Narcotics grant which creates a Financial Investigative Unit. A confidential, unclassified position of Financial Investigative Accountant was originally budgeted as an intergovernmental contract with a police agency. Those original plans cannot be accomplished and the position must now be included as part of the Federal/State personnel services appropriation.

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

None

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____)
(Specify Fund) (Date)

\$ _____

After this modification

\$ _____

Originated By

Date

Department Director

Date

Finance/Budget

Date

Employee Relations

Date

Board Approval

Date

EXPENDITURE
TRANSACTION EB []

GM [] TRANSACTION DATE_____

ACCOUNTING PERIOD _____

BUDGET FY_____

**Document
Number**

Action

Fund Agency

Organization

Activity

Reporting Category

Object

Current
Amount

Revised
Amount

Change
Increase
(Decrease)

Sub-Total

Description

[illegible]

TOTAL EXPENDITURE CHANGE

TOTAL EXPENDITURE CHANGE

REVENUE
TRANSACTION RB []

GM [] TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY_____

Document
Number

Action

Fund Agency

Organi-
zation

Activity

Reporting Category

Revenue Source

Current
Amount

Revised
Amount

Change
Increase
(Decrease)

Sub-Total

Description

[illegible]

TOTAL REVENUE CHANGE

TOTAL REVENUE CHANGE

PERSONNEL DETAIL FOR BUD MOD NO. DJS #26

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

FTE Increase (Decrease)	POSITION TITLE	A n n u a l i z e d		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1	Staff Assistant (Actual working title for unclassified confidential Financial Investigative accountant).	32,085	12,128	44,213
	TOTAL CHANGE (ANNUALIZED)			

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	C u r r e n t F Y		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1	Staff Assistant for 6 months	16,042	6,064	22,106

Memo

1-22-88

TO: Jane McGarvin

FROM: Kelly Bacon

SUBJECT: BCC Agenda #R-10

Re: our phone conversation this Am. the District Attorney would like to have R-10 continued one (1) week. This would allow for representatives of the office to be present to discuss the Budget Amendment ~~with~~ with the Board.

BOARD OF
COUNTY COMMISSIONERS
1988 JAN 22 PM 1:07
MCLINOMAN COUNTY
OREGON



MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

Mr. Henry Miggins, Acting Director
Department of Justice Services
1120 SW Fifth
Portland, OR

Dear Mr. Miggins:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Director of Justice Services for)
approval of Budget Modification DJS #27 reflect-)
ing additional revenues in the amount of \$19,000)
from the Oregon Dept. of Justice Victims of Crime)
Act Grant to the District Attorney, various line)
items, and adding a .6 Victim's Advocate for 9)
months, for the second year of funding R-11)

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

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm
cc: Budget
Finance
District Attorney
Employee Relations

BUDGET MODIFICATION NO.

DJS #27

(For Clerk's Use) Meeting Date 1-28-88
Agenda No. R-111. REQUEST FOR PLACEMENT ON THE AGENDA FOR 1/28/88

(Date)

DEPARTMENT Justice ServicesDIVISION District AttorneyCONTACT Kelly BaconTELEPHONE 248-3105*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Marilyn Culp

SUGGESTED

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

SUPPLEMENTAL FUNDING FROM THE VOCA GRANT

(Estimated Time Needed on the Agenda)

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

☒ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This bud mod appropriates second year funding from the Oregon Department of Justice Victims of Crime Act grant. This grant provides an additional \$19,000 revenue, only \$13,155 which will be spent in this fiscal year.

To Budget
1/18/88

1988 JAN 19 PM 3:02
CLERK OF
MULTI-COUNTY
JUDICIAL DISTRICT
OREGON

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

Additional grant revenue due to a second year grant award of \$19,000.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

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

After this modification \$ _____

Originated By

Date

Department Director

Date

Finance/Budget

Date

Employee Relations

Date

Board Approval

Date

EXPENDITURE
TRANSACTION EB []

GM [] TRANSACTION DATE_____

ACCOUNTING PERIOD _____

BUDGET FY_____

Document
Number

Action Fund Agency	Organization	Activity	Category	Object
--------------------	--------------	----------	----------	--------

Organi-

Reporting

Object

Current
Amount :

Revised
Amount

Change
Increase
(Decrease)

**Sub-
Total**

Description

[illegible]

TOTAL EXPENDITURE CHANGE

- 13,155

TOTAL EXPENDITURE CHANGE

REVENUE
TRANSACTION RB []

GM [] TRANSACTION DATE_____

ACCOUNTING PERIOD _____

BUDGET FY_____

Document
Number

Action Fund Agency	zation Activity	Category	Source
100-443888-1000	100-443888-1000	100-443888-1000	100-443888-1000

Organi -

ReportingR

Revenue
Source

**Current
Amount**

Revised
Amount

Change
Increase
(Decrease)

Sub-
Total

Description

[illegible]

TOTAL REVENUE CHANGE

TOTAL REVENUE CHANGE

PERSONNEL DETAIL FOR BUD MOD NO. DJS # 27

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

[illegible]

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

		Current FY		
Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
Victim Advocate .6 for 9 mos.	This continues the .6 VA position funded by the VOCA grant.	7,660	3,300	10,960



MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

Sheriff Fred Pearce
12240 NE Glisan
Portland, OR

Dear Sheriff Pearce:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Sheriff for approval of Budget)
Modification DJS #19 making an appropriation)
transfer in the amount of \$30,000 from the Sher-)
iff's Office (BIT Program) to DJS, Administration)
various line items, establishing various posi-)
tions (2), to start the Office of Women's Trans-)
ition Services, which will plan, co-ordinate and)
deliver community services to women offenders) R-12

Commissioner Anderson explained that this money will be set aside until a new Director of Justice Services is hired. At that time, this money will pay the salary for a person who will work with the new DJS Director to establish a Women's Transition Service Program. She moved approval, duly seconded by Commissioner Miller.

Nancy Simpson, CODA residential program director, testified in support of the program for Women in Transition, and explained that at this time there is no coordination of Womens Correctional Programs, and access is very difficult. Her hope is that this office will help coordinate those programs for the clients.


Carole Pope, Our New Beginnings Director, testified in support of the Office of Womens Transition Services, but is concerned that program coordination start with existing services to avoid duplication.

Following discussion, the motion was considered, and it is
unanimously

ORDERED that said request be approved and budget
modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By 
Jane McGarvin
Clerk of the Board

jm
cc: Budget
Finance
Employee Relations

BUDGET MODIFICATION NO.

JAN 8 1988

DJS #19

(For Clerk's Use) Meeting Date

1-28-88

Agenda No.

A-12

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR January 21, 1988

(Date)

DEPARTMENT Sheriff's Office

DIVISION Corrections

CONTACT R: Showalter/Sally Anderson

TELEPHONE 255-3600

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Fred B. Pearce

SUGGESTED

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

Budget modification transferring \$30,000 from the Sheriff's Office (BIT programs) to Department of Justice Services, Administration, to start the Office of Women's Transition Services, which will plan, co-ordinate and deliver community services to women offenders.

(Estimated Time Needed on the Agenda)

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

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

This \$30,000 allocation creates the Office of Women's Transition Services in the Dept. of Justice Services; paying for Personnel and Materials & Services for the balance of FY 87-88. The Office will plan the services to be funded with BIT money in FY 88-89. The \$30,000 has been identified as salary savings within various BIT programs due to late start-up in FY 87-88.

Please see attached description of the Office Of Women's Transition Services.

(draft 1/6/88 from Commissioner Pauline Anderson's Office.)

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

To Budget 2/1/88

1988 JAN 21 PM 3:08
MULTNOMAH COUNTY
OREGON
CLERK OF COUNTY COMMISSION

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____) (Date)

(Specify Fund)

After this modification

Originated By

Date

Department Director

Date

Finance/Budget

Date

Employee Relations

Date

David C. Starr 1/11/88

C.R. Umbas 1/20/88

Board Approval

Buchanan E. June 1/25/88

Date

EXPENDITURE
TRANSACTION RS ()

GM () TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action Fund	Agency	Organ- ization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
	00	020	103			5100			17,633		Permanent
						5500			4,731		Fringe
						5550			2,078		Insurance
									24,442	PS	SUBTOTAL
						6110			2,000		Professional Services
						6230			1,500		Supplies
						7200			2,058		Data Processing
									5,558	MS	SUBTOTAL
									30,000		TOTAL
	00	020	3494			5100			(7,000)		Permanent
						5500			(2,825)		Fringe
						5550			(175)		Insurance
									(10,000)	PS	TOTAL
	00	020	3495			5100			(7,000)		Permanent
						5500			(2,825)		Fringe
						5550			(175)		Insurance

TOTAL EXPENDITURE CHANGE

TOTAL EXPENDITURE CHANGE

REVENUE
TRANSACTION RS ()

GM () TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document Number	Action Fund	Agency	Organ- ization	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description

TOTAL REVENUE CHANGE

TOTAL REVENUE CHANGE

PERSONNEL DETAIL FOR BUD MOD NO. _____

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

FTE Increase (Decrease)	POSITION TITLE	Annualized		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1.0 FTE	Program Supervisor	27,603	10,093	37,696
1.0 FTE	Office Assistant 2	15,409	6,476	21,885
2.0 FTE	TOTAL CHANGE (ANNUALIZED)	43,012	16,569	59,581

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	Current FY		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1.0 FTE	Program Supervisor	11,316	4,156	15,472
1.0 FTE	Office Assistant 2	6,317	2,653	8,970

EXPENDITURE TRANSACTION EB []

GM [] TRANSACTION DATE_____

ACCOUNTING PERIOD _____

BUDGET FY_____

**Document
Number**

Action Fund	Agency	Organi- zation	Activity	Reporting Category	Object
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**Current
Amount**

Revised
Amount

Change
Increase
(Decrease)

**Sub-
Total**

Description

[illegible]**TOTAL EXPENDITURE CHANGE** $\frac{d}{dt} \left(\frac{m}{r^2} \right) = -\frac{2m}{r^3} \frac{dr}{dt}$

TOTAL EXPENDITURE CHANGE

REVENUE
TRANSACTION RB []

GM [] TRANSACTION DATE_____

ACCOUNTING PERIOD _____

BUDGET FY_____

Document
Number

Action Fund Agency	Organization	Activity	Reporting Category	Revenue Source
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**Current
Amount**

Revised
Amount

Change
Increase
(Decrease)

**Sub-
Total**

Description

[illegible]

TOTAL REVENUE CHANGE

TOTAL REVENUE CHANGE

OFFICE OF WOMEN'S TRANSITION SERVICES

(DRAFT 1/6/88)

The Goals:

- 1) To increase the stability and effectiveness of services for women offenders in Multnomah County; and
- 2) To provide new and increased services for women offenders to help them to be law-abiding, self-supporting, independent, and able to give appropriate care to their dependent children.

Summary of the Program:

- 1) Create an Office of Women's Transition Services under the Multnomah County Director of Justice Services, to plan and deliver community services to women offenders.
- 2) Plan, develop and fund new and increased services for women who are in local custody or under supervision, and for women in the target population of this program.
- 3) Identify, screen and select offenders in the target population for services, by co-ordinating the efforts of the other justice agencies.
- 4) Manage the delivery of services to women offenders under co-ordinated case plans.
- 5) Develop program objectives. Monitor and evaluate the outcomes.

Findings:

- 1) Women in corrections have a distinct complex of inter-related needs;
- 2) Women's needs include emotional and economic independence, and recovery from physical, sexual and psychological abuse;
- 3) To be effective, services must be closely co-ordinated and integrated;

4) Women offenders who are pregnant or have young children have a high potential for future public costs in social and corrections services for themselves and for their children.

5) There is a lack of services for women offenders and for their children. The County wants to develop and enhance community resources for those populations;

6) Additional funding, outside of corrections, is needed for programs to serve the needs of the children of woman offenders;

7) It is more helpful to the women and more cost-effective to our community to provide services as early as possible, before the women's habilitation has become less likely and more costly, and before their children's problems have become severe; and

8) An offender needs a formal supervision program or case-management to hold her accountable to her case plan.

9) On a given day in Multnomah County, roughly 1,000 women are on probation and 80 are in jail. Roughly half of these women are without services and are appropriate for the services under this proposal.

10) A woman appropriate for this program will have most of the following characteristics:

- *was the victim of physical or sexual abuse as a child
- *has not completed high school and lacks job skills
- *was a runaway in her early teens
- *has self-destructively dependent relationships with men
- *is under 26, unmarried, and has medical problems
- *has had multiple pregnancies and was/is a teen parent
- *has child(ren), is a single parent, and lacks parenting skills
- *is dependent upon drugs/alcohol and lives "day to day"
- *is chronically unemployed and needs illicit income
- *has low self-esteem
- *subsists largely on illegal activity and public assistance
- *has a criminal record which begins before age 16
- *has multiple arrests for theft, forgery, drug charges, and/or prostitution
- *has been the victim of domestic assault
- *lacks the habits and skills to live lawfully

Target Population:

The new services under this program will meet the needs of women who meet most or all of the following criteria:

- (1) are charged with any criminal offense;
- (2) are being held or are likely to be held in local custody pre-trial, pre-sentence, or under sentence, or as a result of unsuccessful release or probation;
- (3) are candidates for release from physical custody with the support of these services;
- (4) are at present unlikely to be sentenced to prison;
- (5) are on or can be placed on a supervision program;
- (6) have been abused physically or sexually;
- (7) have been the victim of crimes;
- (8) have been involved with the juvenile system;
- (9) accept the structure and services of corrections;
- (10) are acquiescent or willing to try to change their lives; and
- (11) have limited goals, and want to keep their children.

Preference will be given to women who:

- (1) are pregnant or have infant(s) or child(ren) under 7;
- (2) are under 25 years old;
- (3) are likely to meet the objectives of the program.

Consideration should be given to including in the target population juvenile women aged 16 and over; women with past criminal involvement, no current charges, strong motivation, and a need for the services; and, removing the preference for women under 25 years old.

Management and Delivery of Services to Women Offenders:

Funding level: \$65,000

A new Office of Women's Transition Services under the Director of Justice Services will be staffed by a "working" Program Supervisor and an OA2 or similar appropriate staff. The Office will work closely with County and State justice services (such as probation agencies, Corrections Health, Sheriff's corrections, the recog and diagnostic units, and the courts) and with the Department of Human Services and the Children's Services Division.

The Office will plan, develop, fund, and manage the co-ordination and allocation of community services to women offenders in Multnomah County. The Office may fund or hire case management services to supplement corrections supervision.

The Office will prioritize clients, and will have discretion to determine capacity and to decline referrals due to full caseloads.

The Office will serve an intake, assessment, resource coordination, referral, and case management function to begin at recog whenever possible and to follow the woman thereafter for up to one year, typically for a period of 6 to 9 months.

The Office will work with a standing committee of supervision agencies and service providers. With respect to each offender, the Office will work with a services coordination panel comprised of the persons working with that offender.

The Office will develop, approve and follow through with an appropriate written plan for release, sentencing, supervision and service delivery, bringing together resources for each woman's multiple and interdependent needs. The Office will collect information about the woman, and seek to involve her in planning her services. The Office will allow expenditures from its service fund according to the plan for each woman.

The New and Increased Services:

Funding level: \$235,000

The following six services, addressing a complex of inter-related needs, should be available for women offenders:

1. MENTAL HEALTH ASSESSMENT and TREATMENT and life-skills training tailored to the distinct complex of inter-related needs of women offenders. Family planning should be provided.

2. SUBSTANCE ABUSE TREATMENT tailored to women, including the capability to monitor compliance, and psychiatric medications if mental illness is present.

3. CHILD CARE for infants and children whose mothers are in jail, residential care, treatment, training or schooling, and while working. Care should involve hands-on parent training to benefit the parent and the children.

4. HOUSING, alcohol and drug free, for women and for women with child(ren), by voucher, for up to 90 days. Placement in transitional, nonsecure, structured group housing.

5. JOB TRAINING and preparation, with the objective of economic stability, toward placing the woman in a position to support herself and minor dependent(s).

6. HEALTH CARE. Provide access for the woman and her child(ren) to appropriate (family) health care, such as Medicare, County clinics (primary, pre-natal and well-child, communicable disease, and teen), community health clinics, and job-related coverage.

Cost and Capacity:

New services are projected to cost not less than \$1,750 for each full participant. Because some women will fail to complete the program, and others will require fewer services, an average cost of \$1,175 is projected for 200 women each year.

Funding and Start-up:

Initial funding will come from that portion of the increase (effective 1/1/87) in the County's business income tax which was budgeted for operating the Justice Center jail at 50 over capacity until 7/1/88, and from the unspent portion of the increase which was budgeted for other programs which did not reach capacity by 7/1/87.

Funding to hire and to prepare for implementation of the Office of Women's Transition Services will be requested at the quarterly budget hearing in January, 1988. Actual services are proposed to begin with the 4th quarter of the 1987-88 budget year to the extent that funding is available.

Background of this Proposal:

This proposal represents the collaboration of some three dozen persons, to varying degrees, since August, 1986. These persons include Multnomah County employees from all departments, state field services employees, and private providers of services. These efforts are gratefully acknowledged. The project has been sponsored by Pauline Anderson with the advice, assistance and consent of the other Multnomah County Commissioners and their staffs.

PAULINE ANDERSON
Multnomah County Commissioner
District 1



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

January 22, 1988

TO: Interested Parties

FROM: Martin Winch

RE: Office of Women's Transition Services start-up

The Board of County Commissioners is expected to vote on the proposed start-up of the Office of Women's Transition Services at its regular meeting on Thursday, January 28th, at 9:30 a.m. The Board will discuss the proposed start-up at its informal on Tuesday, January 26th, after 1:30.

A budget modification is coming through the Sheriff's Office and Commissioner Kafoury's office, proposing to transfer \$30,000 from salary savings within the Sheriff's Office to the Department of Justice Services administration.

The funding will enable the County to hire a program supervisor who will plan the co-ordinated women's services which we expect to be funded in 1988-89, so that the services can come on line on July 1st.

Copies of the latest draft of the proposal, dated 1/6/88, will be available in the Boardroom.

Pauline invites all interested persons to attend one or both of these Board meetings, to show their support for this increase in the stability, the visibility, the effectiveness, and the funding level of services to women offenders.

I hope you can come. Just being there in the Boardroom is a powerful statement. You may sign up to testify, if you like.

The budget hearings in the spring will determine the level of funding for the services to women offenders. Plan also to be in attendance then.

Date 1-28-88

NAME

Nancy Simpson

ADDRESS

1325 SW Gibbs

Street

Port

City

97201

Zip

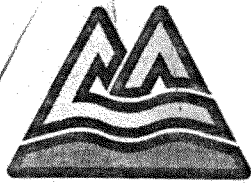
I wish to speak on Agenda Item # R-12

Subject

Womens Services

☒ FOR

☐ AGAINST

25-27
5159

MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

Sheriff Fred Pearce
12240 NE Glisan
Portland, OR

Dear Sheriff Pearce:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

SECOND QUARTER CONTINGENCY

Request of the Sheriff for approval of Budget)
Modification DJS #24 making an appropriation)
transfer in the amount of [\$92,292] \$32,375 from)
General Fund Contingency to Sheriff's Office, to)
implement Sheriff's Office Timekeeping and)
Records System, [adding an Office Assistant 3])
(Continued from January 21) R-13)

Commissioner Miller moved approval, duly seconded by
Commissioner Kafoury.

Commissioner Casterline moved to amend the request by separating out the purchase of a software computer system (\$32,275), and request the Sheriff pay for the balance of the request from salary savings which would provide monies for equipment, supplies, and OA III position for the rest of the fiscal year. (\$59,917). She said there is a question regarding funding the OA III position for next year.

Commissioner Miller seconded the motion.

Commissioner Casterline explained that the total amount of the request is too high for a reduced Contingency Fund to bear; and that she feels that since the Sheriff has had some salary savings recently, the requested position should be funded from his budget. However, since the software system has a potential for use by other departments at a later date, the County should pay for the equipment. The software will be used initially for tracking overtime in the Sheriff's Office. She said funding of the OA III position for next year should come from the Sheriff's 1988/89 budget.

Commissioner Kafoury further explained that the software will be used for tracking overtime in the Sheriff's Office only, and that other Departments have no need to track overtime.

Jim Munz, Information Services Director, explained this system was originally designed to solve the overtime expenditure problem in the Sheriff's Office. However, within the next six months, his office will be working with the new planning and budget director to identify ways to improve collection of financial data for management reporting. No study has yet been made for a county-wide program.

Commissioner Casterline asked whether it was necessary to make the initial purchase in order to include other financial reporting data.

Mr. Munz replied the proposed software will give the ability to collect and analyze data from Corrections, but in the future, this equipment could have a county-wide application. However further analysis and study must be done first.

Commissioner McCoy asked if this is a first step in that process.

Mr. Munz agreed.

Commissioner Anderson asked for clarification, and whether the OA III position would be discussed at a later date.

Commissioner Casterline said the position would be discussed during the budget hearings.

Following further discussion by the Board, Sally Anderson, Sheriff's Office said the Sheriff had requested that the Board make a commitment to fund the OA III position next year, or his office is not willing to hire a person now, only to be cut July 1.

Commissioner McCoy explained that the cost of the position can be taken from salary savings for this year, and that the Sheriff will have to make a budget determination about whether he wants to implement the program now. For now, the Board will buy the system.

Ms. Anderson again requested there be an ongoing commitment for the position before a person is hired.

Again, Commissioner McCoy stated there are two issues: 1) the purchase of the software system, and 2) funding the position. The Board has agreed to approve the system for the Department, but

discussion will be held at budget time regarding the position. The decision about whether to fund the position from salary savings for the rest of the fiscal year, will be up to the Sheriff.

Following further discussion, Commissioner Miller stated some things have to be taken in small steps, and recommended the Board approve purchase of the equipment.

Following further discussion, the motion was considered, and it is

ORDERED that the request be reduced to \$32,375 for purchase of the system software only, and said amended budget modification be implemented. Commissioner Kafoury voting NO.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm

cc: Budget
Finance
Employee Relations

Sheriff's Office Timekeeping and Records System
Analysis of Benefits - Technical Perspective

The Sheriff's Office Timekeeping and Records System (SOTARS) will facilitate the capture and reporting of detailed information related to hours worked by county employees. At the current time, detailed information of this type is not captured in any automated system run on a county wide basis. This level of detail is necessary to provide information requested by county management (from division level to the board of County Commissioners).

What information will SOTARS capture that is not captured now?

Detailed payroll information including the number of hours worked by each employee broken down by type of hours (regular, overtime, etc...), day, shift, location and reason.

What type of questions will we be able to answer with SOTARS that we can not answer today without a great deal of time and expense?

In general, SOTARS will allow the analysis of time worked patterns at the detailed level. Examples include:

How much overtime was worked at a certain location on a certain day? Why was the overtime required?

How many employees have taken Friday and/or Monday off as sick time over the past 6 months? Who are those employees?

How much vacation/personal holiday/sick time is used on certain days (ie: the day after Christmas, etc...).

How much will it cost to implement this system?

The ISD analysis, design, programming and implementation costs are estimated to be \$32,375. The project will take roughly 37 elapsed weeks of effort which translates to just a little over 9 elapsed months.

Will this system work with the payroll system?

SOTARS will be a front end to the payroll system, which means that it will pre-process data that goes into payroll. In this case, SOTARS will capture detailed hours worked data and prepare payroll transactions. These transactions will then be input directly to the payroll system.

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

Revised

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$32,875

3. Summary of request:

This budget modification would transfer \$32,875 from contingency into Information Services Division budget to provide professional services for programming required to implement the Sheriff's Office Timekeeping and Records System (SOTARS). The additional \$59,917 necessary for implementation has been identified within salary savings in Corrections Division, BIT programs.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? _____ If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

8. This request is for a (Quarterly _____, Emergency _____) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Kelly Anderson
Signature of Department Head/Elected Official

2/1/88
Date

BUDGET MODIFICATION NO. BOS # 24

(For Clerk's Use) Meeting Date

Agenda No.

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR February 11, 1988

DEPARTMENT Sheriff's Office

(Date)

CONTACT R. Showalter/Sally Anderson

DIVISION Executive Office

NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Fred B. Pearce

TELEPHONE 255-3800

SUGGESTED

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

Transfer \$32,875 from contingency into Information Services Division and \$59,917 from BIT salary savings into various line items within the Sheriff's Office to implement the Sheriff's Office Timekeeping and Records System (SOTARS).

(Estimated Time Needed on the Agenda)

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

☒ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This budget modification would transfer \$32,875 from contingency into the Information Division budget and transfer \$59,917 from salary savings into various line items within the Sheriff's Office budget to implement SOTARS. These amounts include cost estimate for programming and development of the system - \$32,875; required equipment and accessories - \$45,452; supplies - \$500; overtime - \$3,000 and one Office Assistant 3 for five months - \$10,965.

See attachment for additional information.

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

NONE.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

(Specify Fund) Contingency before this modification (as of _____) (Date)

\$

After this modification

\$

Originated By

Date

DEPARTMENT DIRECTOR SHERIFF

Date

Finance/Budget

Date

Employee Relations

Date

Board Approval

Date

EXPENDITURE
TRANSACTION 00 ()

ON ()

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document
Number

Action Fund

Agency

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Activity

Reporting
Category

Object

Current
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AmountChange
Increase
(Decrease)Sub-
Total

Description

		100	020	3006			5100		7,717		Permanent
							5300		1,900		Overtime
							5500		2,621		Fringe
							5550		1,727		Insurance
									13,965	PS	SUBTOTAL
							6230		500		Supplies
									500	MS	SUBTOTAL
							8400		45,452		Equipment
									45,452	CO	SUBTOTAL
									52,917		TOTAL
		100	020	3494			5100		(14,000)		Permanent
							5500		(4,200)		Fringe
							5550		(2,100)		Insurance
									(20,300)	PS	TOTAL
		100	020	3495			5100		(20,000)		Permanent
							5500		(6,000)		Fringe
							5550		(3,000)		Insurance
									(29,000)	PS	TOTAL

TOTAL EXPENDITURE CHANGE

TOTAL EXPENDITURE CHANGE

REVENUE

TRANSACTION 00 ()

ON ()

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

Document
Number

Action Fund

Agency

Organ-

ization

Activity

Reporting
Category

Source

Current
AmountRevised
AmountChange
Increase
(Decrease)Sub-
Total

Description

TOTAL REVENUE CHANGE

TOTAL REVENUE CHANGE

PERSONNEL DETAIL FOR BUD MOD NO. _____

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

FTE Increase (Decrease)	POSITION TITLE	Annualized		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1	Office Assistant 3	18,521	4,602 3,191	26,314
1	TOTAL CHANGE (ANNUALIZED)	18,521	4,602 3,191	26,314

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	Current FY		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1	Office Assist 3 (Effective for 5 months)	7,717	1,918 1,330	10,965
	Overtime	1,900	703 397	3,000
		9,617	2,621 1,727	13,965

BUDGET MODIFICATION NO.

DJS-724

(For Clerk's Use) Meeting Date

1/21/88

Agenda No.

D-19

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR Jan. 21, 1988

(Date)

DEPARTMENT Sheriff's Office

DIVISION Executive

CONTACT R. Showalter/Sally Anderson

TELEPHONE 255-3600

NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Fred B. Pearce

SUGGESTED

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

Transfer \$92,292 from contingency into the Sheriff's Office budget to implement Sheriff's Office Timekeeping and Records System (SOTARS).

(Estimated Time Needed on the Agenda)

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

☒ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This budget modification would transfer a total of \$92,292 from contingency into the Sheriff's Office budget to implement the Sheriff's Office Timekeeping and Records System (SOTARS). The amount includes the cost estimate from Information Services Division for programming and development of the system - \$32,375; required equipment and accessories - \$45,452; supplies - \$500; overtime - \$3,000; and Office Assistant 3 - \$10,965 (5 months cost).

See attachment for additional information.

Approved

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

None.

To Budget 2/1/88

BOARD OF
COUNTY COMMISSIONERS
CLATSOP COUNTY
OREGON
JAN 12 PM 3:47

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

(Specify Fund) Contingency before this modification (as of _____) (Date)

After this modification

Originated By

Date

Department Director

Date

Finance/Budget

Date

Employee Relations

Date

Board Approval

Date

Amended -

EXPENDITURE TRANSACTION EB []

GM [] TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY_____

**Document
Number**

Action Fund	Agency	Organization	Activity	Category	Object
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Organ1-

Reporting

Object

**Current
Amount**

Revised
Amount

**Change
Increase
(Decrease)**

**Sub-
Total**

Description

[illegible]**TOTAL EXPENDITURE CHANGE**

— 〇 —

TOTAL EXPENDITURE CHANGEREVENUE
TRANSACTION RB []

GM [] TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

**Document
Number**

Agency	Activity	Category	Source
...

Organic-

Reporting

Revenue Source

**Current
Amount**

Revised
Amount

**Change
Increase
(Decrease)**

**Sub-
Total**

Description

[illegible]**TOTAL REVENUE CHANGE**

TOTAL REVENUE CHANGE

PERSONNEL DETAIL FOR BUD MOD NO.

DJS #24

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

FTE Increase (Decrease)	POSITION TITLE	Annualized		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1	Office Assistant 3	18,521	4,602 3,191	26,314
1	TOTAL CHANGE (ANNUALIZED)	18,521	4,602 3,191	26,314

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Full Time Positions, Part-Time, Overtime, or Premium	Explanation of Change	Current FY		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
1	Office Assist 3 (Effective for 5 months)	7,717	1,918 1,330	10,965
	Overtime	1,900	703 397	3,000
		9,617	2,621 1,727	13,965

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. DJS #24 2. Amount requested from General Fund Contingency: \$ 92,292

3. Summary of request:

This budget modification would transfer a total of \$92,292 from contingency into the Sheriff's Office budget to implement the Sheriff's Office Timekeeping and Records System (SOTARS). The amount includes the cost estimate from Information Services Division for programming and development of the system - \$32,375; required equipment and accessories - \$45,452; supplies - \$500; overtime - \$3,000 and Office Assistant 3 - \$10,965 (5 months cost).

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? If so, when?
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

The request for the specialized information that will be compiled by this program was requested during the 1987-88 budget process by the Board of County Commissioners.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

All divisions within the Sheriff's Office are budgeted at operating level.

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

None.

8. This request is for a (Quarterly XX, Emergency) review.

9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Alfred A. Anderson
Signature of Department Head/Elected Official

1/4/88
Date

BUDGET FY.

Change
Increase
(Decrease)

Sub-
Total

Description

Document
Number

Action

Fund

Agency

Organi-
zation

Activity

Reporting Category

Object

Current
Amount

Revised
Amount

BUDGET FY_____

Change
Increase
(Decrease)

Sub-
Total

Description

[illegible]

TOTAL EXPENDITURE CHANGE

	TOTAL EXPENDITURE CHANGE
--	--------------------------

REVENUE

TRANSACTION RB []

GM []

TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY

Change
Increase
(Decrease)

Sub-
Total

Description

Document
Number

Action

Fund

Agency

Organi-
zation

Activity

Reporting
Category

Source

Current
Amount

Revised
Amount[illegible]

TOTAL REVENUE CHANGE

TOTAL REVENUE CHANGE	100
----------------------	-----

0837M



MULTNOMAH COUNTY OREGON

SHERIFF'S OFFICE TIMEKEEPING AND RECORDS SYSTEM (SOJARS)

SYSTEM PROPOSAL

11/12/87

DRAFT

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INTRODUCTION

This system proposal was written in response to a request from the Sheriff's Office for an automated timekeeping system that would directly input into the County's Payroll System. The automated system has been named "Sheriff's Office Timekeeping and Records System" (SOTARS).

The system proposal was written by the Information Services Division (ISD) in cooperation with personnel from the Sheriff's Office and the Payroll Department.

PROPOSED SYSTEM OVERVIEW

CICS. The SOTARS will run using the CICS teleprocessing monitor and will be programmed mostly in NATURAL. The proposed system will contain about 15 to 20 programs.

SECURITY. The proposed system contains Security that allows for update and inquiry only access. Shift Commanders and Timekeepers will probably be the only ones needing the update capability. Shift Commanders will be allowed to update any Shift Roster while Timekeepers will be allowed only to update their own Shift Roster. Timekeepers can be authorized to work with other rosters.

MENU. After the user has entered the correct security code and password the system displays the SOTARS Menu. The user then selects the desired function by entering the requested preempted data and pressing a PF Key. Each of the system functions will be discussed below in the order they appear on the Menu.

POST ROSTER. The Post Roster is used to assign personnel to each of the facility posts and is selected by entering the Day (MO, TU, WE, ETC.) and Shift (C, E, G, ETC.). For 24-hour operations (e.g., corrections, law enforcement, records, etc.) there would be 21 Master Rosters which would not be altered unless officers or staff were reassigned or positions/posts were closed or opened.

The individual roster for a designated shift, day, and week would be established by the Officer in charge (OCI) or shift supervisor. This daily shift roster would be used for assigning/re-assigning personnel for that day and that shift, and would be used as the shift schedule (e.g., a hard-copy print would be generated once all changes were keyed-in). This daily roster would track each person's time for that day, that shift, that week (i.e., Tuesday, C-shift, 23rd week of the pay period).

Actually, Posts are work stations that can be filled by more than one person, left unfilled or be a post that is not connected to a facility.

Once the Post Roster is finalized the information is stored in a work file and the Alpha Roster is displayed.

ALPHA ROSTER. The Alpha Roster shows all the personnel that normally work a shift plus the new ones that were added during the Post Roster update session. The roster is selected from either the Menu or is automatically displayed when the Post Roster is completed. The roster appears in alphabetical order. The Shift Commander or Timekeeper reviews the list to verify that the correct hours and codes have been entered so that the shift personnel will be correctly paid.

ALPHA LIST. After the Alpha Rosters have been completed and the shifts worked the Alpha list screen is used to monitor the hour figures prior to being inputted into the County Payroll System. The Alpha List can be displayed by shift or complete Sheriff's payroll. Either list can be started at any point by entering the start letter or name. The screen is for inquiry only.

TIME CARD UPDATE. The Time Card Update screen is used to update an employee's time record prior to the end of the pay period. It is selected from the menu by entering the employee number or name.

TIME CARD INQUIRY. The Time Card Inquiry screen is used to monitor an individual's time figures during a pay period. It is selected from the menu by entering the employee number or name and pressing the PF5 key.

TIMEKEEPER'S ELECTRONIC NOTE PAD. This screen is used to pass information from one shift to another. The screen is formatted to provide for twenty-five separate messages. The screen is selected by pressing the PF6 key.

PAY PERIOD VERIFICATION REPORT. This is a batch report that is produced at the end of the pay period, signed by the Officer In Charge of a shift, sent to the Sheriff's Office Payroll Department for verification and then sent to the County Payroll Department. When the payroll has been verified an input transaction tape is created and used to update the County's Payroll System.

CORRECTIONS DIVISION OVERTIME SUMMARY. This is a batch report that shows the overtime worked by shift and for what reason. The report is produced each pay period.

CORRECTIONS DIVISION OVERTIME REPORT. This is a batch report that shows the overtime worked by day of week and the reason why the overtime was necessary. This report is also produced each pay period.

FACILITY CODE FILE TABLE. In order to produce overtime and budgetary reports the SOTARS uses an internal code table to control which overtime is being worked in what facility.

SYSTEM WALK THROUGH

The following pages show the different computer screens and batch reports that make up the SOTAR system. The first few pages show the selection of the CICS teleprocessing monitor and it's logon procedures. The rest of the pages show the operation of the system. For each SOTARS screen the actual format is shown along with an example of how a topical screen will appear.

MULTNOMAH COUNTY, OREGON

```
      IIIII      SSSSSSSSSSS      DDDDDDDDDDD
      II         SS              DD      DD
      II         SSSSSSSSSSS      DD      DD
      II         SS              DD      DD
      II         SS              DD      DD
      II         SS              DD      DD
      IIIII      SSSSSSSSSSS      DDDDDDDDDDD
```

PLEASE TYPE THE NUMBER OF THE CORRESPONDING TP SYSTEM YOU WISH TO
ACCESS AND PRESS ENTER: 2

1	COM-PLETE	11	PPDS
2	CICS	12	CITY TSO
3	TEST CICS	13	CITY CICS
4	WYLBUR		
5	OLIS		
6	UCC-7		
7	OMEGAMON		

CONTACT THE ISD HELP DESK AT 248-3940 REGARDING PROBLEMS WITH TP SYSTEMS

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

THE SYSTEM USER SELECTS THE "CICS" TELEPROCESSING MONITOR BY ENTERING AN
"2".

ISD CICS PRODUCTION SYSTEM

```

      CCCCCC      IIIII      CCCCCC      SSSSS      VVVV      VVVV      SSSSS
    CCCCCCCC      IIIII      CCCCCCCC      SSSSSSS      VVV      VVV      SSSSSSS
    CCCC  CC      III      CCCC  CC      SSSS  SS      VVV  VVV      SSSS  SS
      CCC      III      CCC      SSSS      ***      VVV  VVV      SSSS
      CCC      III      CCC      SSSS      ***      VVVVVV      SSSS
    CCCC  CC      III      CCCC  CC      SS  SSSS      VVVVV      SS  SSSS
    CCCCCCCC      IIIII      CCCCCCCC      SSSSSSS      VVVV      SSSSSSS
    CCCCCC      IIIII      CCCCCC      SSSSS      VVV      SSSSS
  
```

POWER
ON
LITE

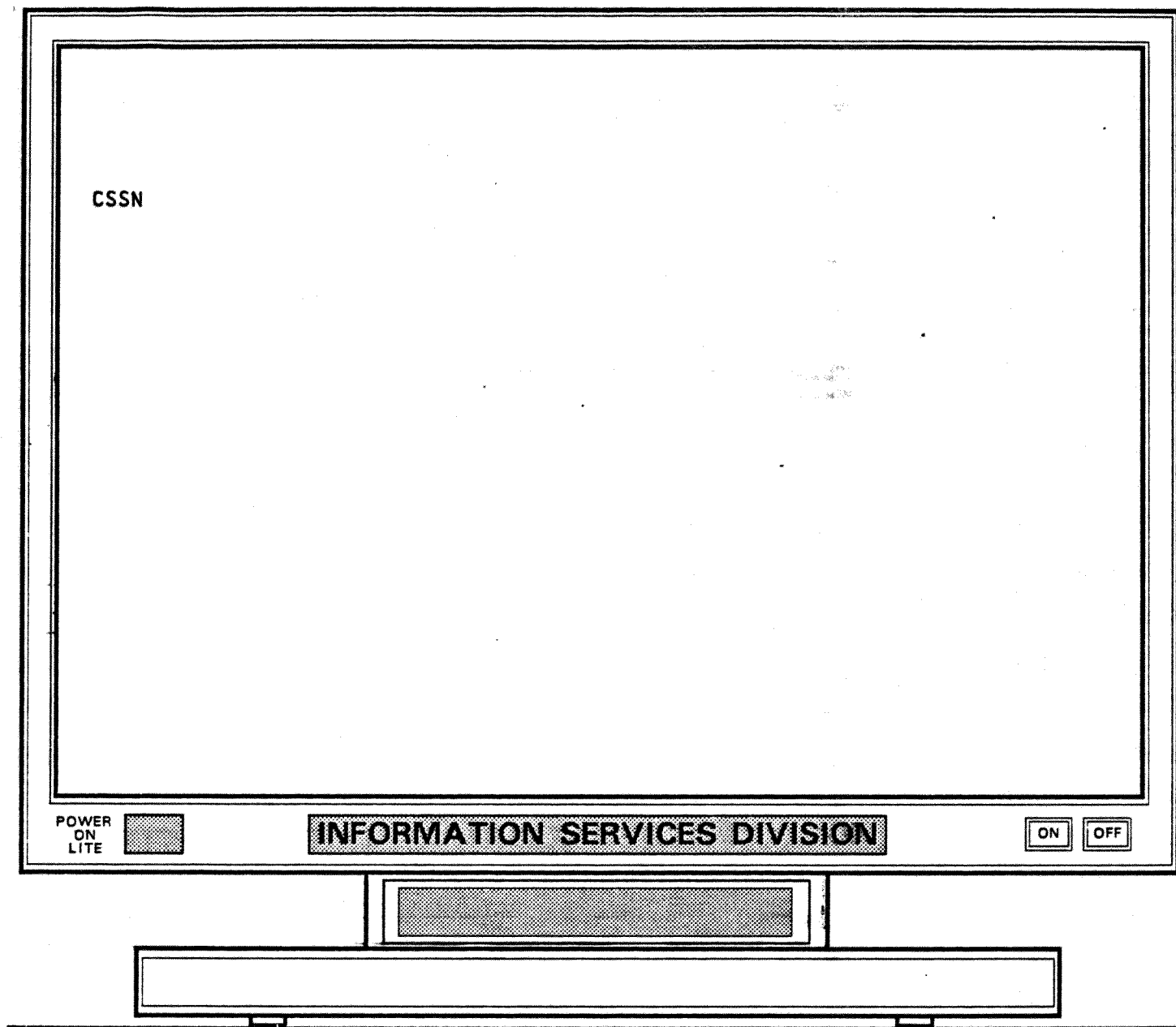
INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

THIS SCREEN WILL APPEAR AFTER THE ENTER BUTTON IS PRESSED.



NARRATIVE

WHEN "CSSN" IS ENTERED THE LOG ON SCREEN IS DISPLAYED.

CICS/VS SIGNON - ENTER PERSONAL DETAILS

NAME: MCSO

PASSWORD:

NEW PASSWORD:

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

THIS SCREEN IS RETURNED WHEN "CSSN" IS ENTERED. THE CICS NAME "MCSO" IS ENTERED ALONG WITH THE PASSWORD.

DFH35041 9:47:51 SIGN-ON IS COMPLETE

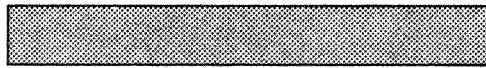
POWER
ON
LITE



INFORMATION SERVICES DIVISION

ON

OFF



NARRATIVE

THIS SCREEN IS RETURNED WHEN THE SIGN-ON DATA IS ENTERED CORRECTLY.
IF AN ERROR MESSAGE APPEARS, THE SCREEN IS CLEARED AND "CSSN" IS RE-ENTERED.

MJPR400P

SECURITY

SHERIFF'S OFFICE TIMEKEEPING AND RECORDS SYSTEM

PLEASE ENTER SECURITY CODE: _____

PLEASE ENTER SECURITY PASSWORD: _____

***** SHERIFF'S OFFICE SECURITY *****

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

THIS SCREEN ALLOWS ONLY AUTHORIZED PERSONNEL TO ACCESS THE SHERIFF'S TIMEKEEPING SYSTEM. SECURITY IS DIVIDED INTO TWO CATEGORIES, UPDATE AND INQUIRY. ONLY SPECIAL GUARDED SECURITY AND PASSWORD CODES WILL BE ISSUED TO THOSE AUTHORIZED TO ENTER TIMEKEEPING DATA. OTHER SECURITY CODES AND PASSWORDS WILL BE ISSUED TO THOSE WHO ONLY NEED TO DO INQUIRY ON THE SYSTEM.

MJPR410P

MENU

SHERIFF'S OFFICE TIMEKEEPING AND RECORDS SYSTEM

POST ROSTER PF1

ALPHA ROSTER PF2

ALPHA LIST PF3

TIME CARD UPDATE PF4

TIME CARD INQUIRY PF5

ELECTRONIC NOTE PAD PF6

EMP. NO: _____ NAME: _____ DAY: ____ SHIFT: ____

SHERIFF'S OFFICE TIMEKEEPING AND RECORDS SYSTEM

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

THE MENU SCREEN ALLOWS THE SYSTEM USER TO SELECT THE SPECIAL SCREEN THAT IS NEEDED TO PERFORM THE TASK AT HAND. THE ON-LINE PORTION OF THE SYSTEM HAS FIVE MAIN COMPONENTS: (1) THE "POST ROSTER" FOR ASSIGNMENT OF PERSONNEL TO THE SPECIFIC FACILITY POSTS, (2) THE "ALPHA ROSTER" FOR TOTAL TIME ASSESSMENT BY SHIFT, (3) THE "ALPHA LIST" FOR TOTAL TIMEKEEPING VERIFICATION (4) THE "TIME CARD" UPDATE AND INQUIRY COMPONENT FOR MAKING ANY NEEDED CHANGES OR UPDATES AND (5) THE "ELECTRONIC NOTE PAD" FOR EASY COMMUNICATIONS BETWEEN TIMEKEEPERS.

THE POST AND ALPHA ROSTERS CAN BE SELECTED BY SHIFT AND THE ALPHA LIST CAN BE SELECTED BY SHIFT OR COMPLETE DEPARTMENT. THE TIME CARD ENTRY IS BY INDIVIDUAL ENTRY REQUIRING THE SYSTEM USER TO ENTER THE EMPLOYEE NUMBER. THE ALPHA ROSTER OR LIST CAN BE "LIST" STARTED BY ENTERING A START NAME.

PAGE 1

XXXXXXXXXXXX

PRESS ENTER FOR NEXT PAGE PF1 TO SAVE PF2 TO INSERT PF3 TO PRINT

OFF

MJPR420P

TUESDAY POST ROSTER

PAGE 1

DATE: 99/99/99

SHERIFF'S OFFICE DAILY SHIFT C ROSTER

VANDERZANDEN

NUM	POST	EMPLOYEE #	BPST	OFFICER	CD TIME	CD TIME	CD TIME
001	OIC (101)	0000000001	05400	VANDERZANDEN	JM 8.25		
002	4S (144)	0000000002	05302	KATIFIAS	J 8.25		
003	HS (131)	0000000003	05226	BEJARANO A/SGT	8.25		
004	IS (111)	0000000004	99999	GAINER	8.25		
005	IFCO (109)	0000000005	17166	LAMB	8.25		
006	SI (119)	0000000006	05252	COLLOPY	8.25		
007	SII (129)	0000000007	99999	BOONE	JM 8.25		
008	HI (139)	0000000008	14188	BRANDEUIE	8.25		
009	HII (149)	0000000009	15550	EASTVEDT	8.25		
010	TI (130)	0000000010	99999	ATTEN	8.25		
011	MATRIX	0000000011	07824	PITCHLYNN	8.25		
012	MCO I	0000000012	07634	GARDNER	4.00	05 4.0	
013	MCO II	0000000013	07875	OWENS	8.25		
014	R (140)	0000000014	05248	CARGILL	8.25		
015	3FCO (103)	0000000015	17846	BRYANT, D.	8.25		

PRESS ENTER FOR NEXT PAGE

PF1 TO SAVE

PF2 TO INSERT

PF3 TO PRINT

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: DAILY POST ROSTER

MJPR420P

TUESDAY POST ROSTER

PAGE 2

DATE: 99/99/99

SHERIFF'S OFFICE DAILY SHIFT C ROSTER

VANDERZANDEN

NUM	POST	EMPLOYEE #	BPST	OFFICER	CD TIME	CD TIME	CD TIME
016	CI (113)	0000000016	05351	STAFFORD	8.25		
017	CII (123)	0000000017	05353	POQUE	8.25		
018	4FCO (104)	0000000018	08948	STIGUM	8.25		
019	4E (114)	0000000019	99999	HUNT, J	8.25		
020	4A (124)	0000000020	08001	LIVINGSTON	8.25		
021	4D (134)	0000000021	09022	DAVIS, T.	8.25		
022	5FCO (105)	0000000022	08945	TATE	8.25		
023	5E (115)	0000000023	17167	LEHTI	8.25		
024	5A (125)	0000000024	05335	MORRIS	8.25		
025	5BC (135)	0000000025	99999	BOWDLE, J.	8.25		
026	5D (145)	0000000026	99999	CZMOWSKI	8.25		
027	6FCO (106)	0000000027	05250	CHILSON	8.25		
028	6E (116)	0000000028	99999	HUGULET	8.25		
029	6A (126)	0000000029	09502	MOZORSKY	8.25		
030	6B (136)	0000000030	12179	SPELLMAN	8.25		

PRESS ENTER FOR NEXT PAGE

PF1 TO SAVE

PF2 TO INSERT

PF3 TO PRINT

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: DAILY POST ROSTER, PAGE 2

THIS PAGE SHOWS THE SECOND PAGE OF THE DAILY POST ROSTER. THE ABOVE EXAMPLE SHOWS THE ROSTER FOR A TUESDAY WHICH IS GENERATED ON A MONDAY.

MJPR420P

TUESDAY POST ROSTER

PAGE 2

DATE: 99/99/99

SHERIFF'S OFFICE DAILY SHIFT C ROSTER

VANDERZANDEN

NUM	POST	EMPLOYEE #	BPST	OFFICER	CD TIME	CD TIME	CD TIME
016	CI (113)	0000000016	05351	STAFFORD	8.25		
017	CII (123)	0000000017	05353	POQUE	8.25		
018	4FCO (104)	0000000018	08948	STIGUM	8.25		
019	4E (114)	0000000019	99999	HUNT, J	8.25		
020	4A (124)	0000000020	08001	LIVINGSTON	8.25		
021	4D (134)	0000000021	09022	DAVIS, T.	8.25		
022	5FCO (105)	0000000022	08945	TATE	8.25		
023	5E (115)	0000000023	17167	LEHTI	8.25		
024	5A (125)	0000000024	05335	MORRIS	8.25		
025	5BC (135)	0000000025	99999	BOWDLE, J.	8.25		
026	5BC (135)	0000000026	99999	SWACKHAMER	8.25		
027	5D (145)	0000000027	99999	CZMOWSKI	8.25		
028	6FCO (106)	0000000028	05250	CHILSON	8.25		
029	6E (116)	0000000029	99999	HUGULET	8.25		
030	6A (126)	0000000029	09502	MOZORSKY	8.25		

PRESS ENTER FOR NEXT PAGE

PF1 TO SAVE

PF2 TO INSERT

PF3 TO PRINT

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: DAILY POST ROSTER, MULTIPLE FILLED POSTS

THE ABOVE SCREEN SHOWS AN EXAMPLE WHERE TWO PEOPLE ARE FILLING THE SAME POST. SEE LINE NUMBERS 25 AND 26 FOR POST 5BC (135).

MJPR430P

TUESDAY ALPHA ROSTER

PAGE 1

DATE: 99/99/99

SHERIFF'S OFFICE ALPHA DAILY SHIFT C ROSTER

XXXXXXXXXXXX

NUM	POST	EMPLOYEE #	BPST	OFFICER	CD TIME	CD TIME	CD TIME
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99
999	XXXXXXXXXXXX	9999999999	99999	XXXXXXXXXXXX	XX 9.99	XX 9.99	XX 9.99

PRESS ENTER FOR NEXT PAGE

PF1 TO SAVE

PF2 TO INSERT

PF3 TO PRINT

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

ONCE THE POST ROSTER IS COMPLETED AND THE SHIFT COMMANDER PRESSES THE "PF1" KEY A WORK FILE IS CREATED AND THE ALPHA ROSTER IS PRODUCED. THE ROSTER WILL SHOW ALL THE ASSIGNED POSITIONS AND THE NUMBER AND TYPE OF HOURS THAT ARE TO BE WORKED. IF A PERSON IS UNASSIGNED A POST IT IS USUALLY DUE TO SICKNESS, VACATION OR DAY OFF. THESE HOURS ARE THEN ADDED TO THE APPROPRIATE PERSON BY THE SHIFT COMMANDER. THE PF1 KEY IS PRESSED ONCE THE ALPHA LIST IS COMPLETELY UPDATED AND REVIEWED BY THE SHIFT COMMANDER. THIS ACTION UPDATES THE SHERIFF'S TIMEKEEPING TRANSACTION FILE WHICH IN TURN IS USED TO UPDATE THE COUNTY'S PAYROLL FILE.

IF A CHANGE IN HOURS (SOMEONE BECAME SICK DURING A SHIFT) IS NEEDED AFTER THE SHIFT IS WORKED THE COMMANDER WILL USE THE "TIME CARD" UPDATE SCREEN TO MAKE THE NEEDED CHANGE.

MJPR430P

TUESDAY ALPHA ROSTER

PAGE 1

DATE: 99/99/99

SHERIFF OFFICE ALPHA DAILY SHIFT C ROSTER

VANDERZANDEN

NUM	POST	EMPLOYEE #	BPST	OFFICER	CD TIME	CD TIME	CD TIME
001	T I (130)	0000000010	99999	ATTERN	8.25		
002	HS (131)	0000000003	05226	BEJARANO	8.25		
003	SII (129)	0000000007	99999	BOONE	JM 8.25		
004	5BC (135)	0000000025	99999	BOWDLE, J.	8.25		
005	HI (139)	0000000008	99999	BRANDEWIETX	8.25		
006	3FCO (103)	0000000015	17846	BRYANT, D.	8.25		
007	R (140)	0000000014	05248	CARGILL	8.25		
008	6FCO (106)	0000000027	05250	CHILSON	8.25		
009	SI (119)	0000000006	05252	COLLOPY	8.25		
010	5D (145)	0000000026	99999	CZMOWSKI	8.25		
011	4D (134)	0000000021	09022	DAVIS, T.	8.25		
012	HII (149)	0000000009	15550	EASTVEDT	8.25		
013	IS (111)	0000000004	99999	GAINER	8.25		
014	MCO I	0000000012	07634	GARDNER	4.00	05	4.00
015	6E (116)	0000000028	99999	HUGULET	8.25		

PRESS ENTER FOR NEXT PAGE

PF1 TO SAVE

PF2 TO INSERT

PF3 TO PRINT

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: ALPHA ROSTER

MJPR430P

TUESDAY ALPHA ROSTER

PAGE 2

DATE: 99/99/99

SHERIFF'S OFFICE ALPHA DAILY SHIFT C ROSTER

VANDERZANDEN

NUM	POST	EMPLOYEE #	BPST	OFFICER	CD TIME	CD TIME	CD TIME
016	4E (114)	0000000019	99999	HUNT, J.	J 8.00		
017	4S (144)	0000000002	99999	KATIFIAS	J 8.25		
018	IFCO (109)	0000000005	17166	LAMB	8.25		
019	5E (115)	0000000023	17167	LEHTI	8.25		
020	4A (124)	0000000020	08001	LIVINGSTON	8.25		
021	5A (125)	0000000024	05335	MORRIS	8.25		
022	6A (126)	0000000029	09502	MOZORSKY	8.25		
023	MCO II	0000000013	07875	OWENS	8.25		
024	MATRIX	0000000011	07824	PITCHLYNN	8.25		
025	CII (123)	0000000017	05353	POQUE	8.25		
026	OFFICER	0000000030	05376	SLYTER	8.00		
027	CI (113)	0000000016	05351	STAFFORD	8.25		
028	4FCO (104)	0000000018	08948	STIGUM	8.25		
029	5FCO (105)	0000000022	08945	TATE	8.25		
030	01C (101)	0000000001	05400	VANDERZANDEN	JM 8.25		

PRESS ENTER FOR NEXT PAGE

PF1 TO SAVE

PF2 TO INSERT

PF3 TO PRINT

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: ALPHA ROSTER, PAGE 2

MJPR440P

ALPHA LIST

SHERIFF'S OFFICE PAYROLL ALPHA LIST FOR PAY PERIOD BEGINNING: 99/99/99

EMPLOYEE #	NAME	S DO	REG	O/T	SICK	VAC	PH	HOL	OTHER
0999999999	AAAAAAAAAAAAAAAAAAAA	X SS	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	BBBBBBBBBBBBBBBBBB	X SM	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	CCCCCCCCCCCCCCCC	X MT	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	DDDDDDDDDDDDDDDD	X TW	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	EEEEEEEEEEEEEEEE	X WT	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	EEEEEEEEEEEEEEEE	X TF	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	GGGGGGGGGGGGGGGG	X FS	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	HHHHHHHHHHHHHHHH	X SS	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	IIIIIIIIIIIIIIII	X SM	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	JJJJJJJJJJJJJJJJ	X MT	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	KKKKKKKKKKKKKKKK	X TW	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	LLLLLLLLLLLLLLLL	X WT	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	MMMMMMMMMMMMMMMM	X TF	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	NNNNNNNNNNNNNNNN	X FS	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	OOOOOOOOOOOOOOOO	X SS	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	PPPPPPPPPPPPPPPP	X SM	99.99	99.99	99.99	99.99	99.99	99.99	99.99
0999999999	QQQQQQQQQQQQQQQQ	X MT	99.99	99.99	99.99	99.99	99.99	99.99	99.99

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

THE ALPHA LIST INQUIRY SCREEN PROVIDES INFORMATION ON CURRENT PAY PERIOD ALONG WITH EMPLOYEE NUMBER, NAME, SHIFT AND DAYS OFF. THIS SCREEN WILL BE USED BY THE SHIFT COMMANDER TO MONITOR THE HOURS FOR THE CURRENT PAY PERIOD AND TO CERTIFY THE SHIFT PAYROLL AT THE END OF THE PAY PERIOD.

THE LIST CAN BE PRODUCE BY SHIFT OR FOR THE WHOLE SHERIFF'S OFFICE PAYROLL. THE LIST CAN BE STARTED AT ANY POINT IN THE LIST BY TYPING THE START LETTER OR START NAME.

MJPR440P

ALPHA LIST

=====

SHERIFF'S OFFICE PAYROLL ALPHA LIST FOR PAY PERIOD BEGINING: 10/10/87

=====

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: ALPHA LIST

MJPR450P

TIME CARD UPDATE

=====

EMPLOYEE TIME CARD ENTRY FOR THE WEEK OF 99/99/99

=====

NAME: XXXXXXLAST NAME, FIRST MIXXXX EMPLOYEE NO: 0999999999 DIST: 99999
POSITION: XXXXXXXXXXXXXXXXXXXXXXXX NORMAL RATE: 999.9999 BEGIN: 999999
DEFAULT/FUND: 999 AGENCY: 999 ORGANIZATION: 9999 END: 999999
SHIFT: X

99/99	99/99	99/99	99/99	99/99	99/99	99/99	DESCRIPTION	TOTAL 999.99
SAT	SUN	MON	TUE	WED	THU	FRI		
99.99	99.99	99.99	99.99	99.99	99.99	99.99	REGULAR	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	OVERTIME	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	SICK	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	VACATION	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	LEGAL HOLIDAY	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	PERSONAL HOLIDAY	999.99

=====

PRESS PF1 TO UPDATE ENTER NEXT EMPL NO: _____ DATE _____ PF3 TO PRINT

=====

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

THE "TIME CARD" SCREEN IS PROVIDED TO CORRECT OR UPDATE ANY EMPLOYEE'S TIME SHEET FOR THE PRESENT PAY PERIOD.

MJPR450P

TIME CARD UPDATE

=====

EMPLOYEE TIME CARD ENTRY FOR THE WEEK OF 12/05/87

=====

NAME: WILSON, JACK C	EMPLOYEE NO: 0565363192	DIST: 12345
POSITION: SYSTEMS MANAGER	NORMAL RATE: 3.35	BEGIN: 120487
DEFAULT/FUND: 999	AGENCY: 123	ORGANIZATION: 1234
SHIFT: C		END: 121887

=====

12/05	12/06	12/07	12/08	12/09	12/10	12/11		
SAT	SUN	MON	TUE	WED	THU	FRI	DESCRIPTION	TOTAL
		8.00	8.00				REGULAR	16.00
		4.00	5.00				OVERTIME	9.00
				8.00			SICK	8.00
					8.00		VACATION	8.00
						8.00	LEGAL HOLIDAY	8.00
							PERSONAL HOLIDAY	

=====

PRESS PF1 TO UPDATE ENTER NEXT EMPL NO: _____ DATE _____ PF3 TO PRINT

=====

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: TIME CARD UPDATE

THIS EXAMPLE SHOWS THE SCREEN THAT IS RETURNED BY THE COMPUTER
WHEN THE EMPLOYEE NUMBER IS ENTERED.

MJPR450P

TIME CARD UPDATE

=====

EMPLOYEE TIME CARD ENTRY FOR THE WEEK OF 12/05/87

=====

NAME: WILSON, JACK C	EMPLOYEE NO: 0565363192	DIST: 12345
POSITION: SYSTEMS MANAGER	NORMAL RATE: 3.35	BEGIN: 120487
DEFAULT/FUND: 999	AGENCY: 123	ORGANIZATION: 1234
SHIFT: C		END: 121887

12/05	12/06	12/07	12/08	12/09	12/10	12/11		
SAT	SUN	MON	TUE	WED	THU	FRI	DESCRIPTION	TOTAL
		8.00	8.00				REGULAR	49.00
		4.00	5.00				OVERTIME	16.00
				8.00			SICK	9.00
							VACATION	8.00
						8.00	LEGAL HOLIDAY	8.00
					8.00		PERSONAL HOLIDAY	8.00

=====

PRESS PF1 TO UPDATE ENTER NEXT EMPL NO: _____ DATE _____ PF3 TO PRINT

=====

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: TIME CARD UPDATE

THIS EXAMPLE SHOWS THE UPDATED SCREEN. NOTE THAT 8.00 HAS BEEN REMOVED FROM THE VACATION FIELD AND PLACE IN THE PERSONAL HOLIDAY FIELD.

MJPR460P

TIME CARD INQUIRY

EMPLOYEE TIME CARD ENTRY FOR THE WEEK OF 99/99/99

NAME: LAST NAME, FIRST MI EMPLOYEE NO: 0999999999 DIST: 99999
POSITION: XXXXXXXXXXXXXXXXXXXXXXXX NORMAL RATE: 999.9999 BEGIN: 999999
DEFAULT/FUND: 999 AGENCY: 999 ORGANIZATION: 9999 END: 999999
SHIFT: X

99/99	99/99	99/99	99/99	99/99	99/99	99/99	DESCRIPTION	TOTAL 999.99
SAT	SUN	MON	TUE	WED	THU	FRI		
99.99	99.99	99.99	99.99	99.99	99.99	99.99	REGULAR	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	OVERTIME	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	SICK	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	VACATION	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	LEGAL HOLIDAY	999.99
99.99	99.99	99.99	99.99	99.99	99.99	99.99	PERSONAL HOLIDAY	999.99

ENTER NEXT EMPL NO: _____ DATE _____ PF3 TO PRINT

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

THE "TIME CARD" INQUIRY SCREEN PROVIDES THE SYSTEM USER WITH INFORMATION ABOUT EACH EMPLOYEES WEEKLY TIME CHARGES. THE NEXT EMPLOYEE INQUIRY CAN BE MADE BY ENTERING THE NEXT EMPLOYEE NUMBER IN THE SPACE PROVIDED.

MJPR460P

TIME CARD INQUIRY

=====

EMPLOYEE TIME CARD ENTRY FOR THE WEEK OF 12/05/87

=====

NAME: GUNN, TOMMY

EMPLOYEE NO: 0123456789

DIST: 01212

POSITION: PUBLIC RELATIONS OFFICER

NORMAL RATE: 47.1234

BEGIN: 120587

DEFAULT/FUND: 123

AGENCY: 123

ORGANIZATION: 0987

END: 121187

SHIFT: X

12/05	12/06	12/07	12/08	12/09	12/10	12/11		
SAT	SUN	MON	TUE	WED	THU	FRI	DESCRIPTION	TOTAL 48.00
		8.00	8.00	8.00		8.00	REGULAR	32.00
		8.00					OVERTIME	8.00
					8.00		SICK	8.00
							VACATION	
							LEGAL HOLIDAY	
							PERSONAL HOLIDAY	

=====

ENTER NEXT EMPL NO: _____ DATE _____

=====

PF3 TO PRINT

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

EXAMPLE: TIME CARD INQUIRY

MJPR470

TIMEKEEPER'S ELECTRONIC NOTE PAD

PAGE 1

```
=====
01 99/99 99:99 XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
02 99/99 99:99 XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
03 10/23 11:03 JCW JACKIE - OFFICER JOHN DOE, EMP. NO. 0123456789, IS BEING
TRANSFERED TO YOUR SHIFT EFFECTIVE 10/30/87. HE JUST
RECEIVED HIS STEP INCREASE, $12.43 TO $16.96, SO BE SURE
AND PUT THRU A WAGE INCREASE FORM THAT IS EFFECT. 10/26/87.
04
05
=====
```

POWER
ON
LITE

INFORMATION SERVICES DIVISION

ON

OFF

NARRATIVE

THE ELECTRONIC NOTE PAD PROVIDES A MEANS OF COMMUNICATIONS BETWEEN THE TIME-KEEPERS AND THE SHIFT COMMANDERS. THE NUMBER OF SCREENS WILL BE LIMITED TO FIVE IN THE BEGINNING, BUT CAN BE INCREASED TO ANY AMOUNT LATER IF NEEDED. THE SCREENS WILL BE FORMATTED AS SHOWN ABOVE WITH A MAXIMUM OF FIVE NOTES PER SCREEN OR A TOTAL OF 25. THE ELECTRONIC NOTE PAD USERS WILL BE RESPONSIBLE FOR CLEARING THE NOTES THAT ARE NO LONGER NEEDED TO MAKE ROOM FOR NEW NOTES.

MJPR500P

**CORRECTIONS DIVISION OVERTIME SUMMARY
EXPENDITURES TO DATE
FISCAL YEAR 1987-88**

DATE: 99/99/99

PR EXPENDITURE	SHIFT G	SHIFT C	SHIFT E	TOTAL	PERCENT
13 ADDITIONAL TRANSP	999,999.99	999,999.99	999,999.99	9,999,999.99	100.00
16 ADO/SCHEDULING ERR	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
14 ADD'L CRT/REC	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
5 BEREAVE LEAVE	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
9 COURT APPEARANCE	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
20 COURTHOUSE JAIL	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
11 JURY DUTY	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
8 LATE ARR/REPORT WRT	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
21 MCCF	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
6 MILITARY LEAVE	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
18 OTHER	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
19 POP/EXTRA SECURITY	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
2 PORTLAND AD HOSP	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
12 SHAKEDOWN/EX DUTY	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
4 SICK TIME	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
17 SPECIAL ASSIGNMENT	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
7 TRAINING	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
10 UNION BUSINESS	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
1 VACANT POSITION	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
15 VACATION/PH	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
3 WORKER'S COMP	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99
TOTAL *****	999,999.99	999,999.99	999,999.99	9,999,999.99	999.99

BATCH REPORT

THIS REPORT IS PRODUCED EACH PAY PERIOD AND SHOWS YEAR-TO-DATE FIGURES.

MJPR500P

CORRECTIONS DIVISION OVERTIME SUMMARY
EXPENDITURES TO DATE
FISCAL YEAR 1987-88

DATE: 01/05/88

PR EXPENDITURE	SHIFT G	SHIFT C	SHIFT E	TOTAL	PERCENT
13 ADDITIONAL TRANSP	9,000.00	10,000.00	11,000.00	30,000.00	3.00
16 ADO/SCHEDULING ERR	4,000.00	2,000.00	18,000.00	24,000.00	2.40
14 ADD'L CRT/REC	123.99	44,567.93	54,000.01	98,691.93	9.87
5 BEREAVE LEAVE			1,488.00	1,488.00	0.15
9 COURT APPEARANCE	10,000.00	28,000.00	20,098.00	58,098.00	5.81
20 COURTHOUSE JAIL	4,500.00	10,000.00	5,500.00	20,000.00	2.00
11 JURY DUTY	19,000.00	11,000.00	30,000.00	60,000.00	6.00
8 LATE ARR/REPORT WRT					00.00
21 MCCF	12,000.00	3,000.00	5,000.00	20,000.00	2.00
6 MILITARY LEAVE	8,000.00	17,000.00	22,960.00	47,960.00	4.80
18 OTHER	9,000.00	8,000.00	7,000.00	24,000.00	2.40
19 POP/EXTRA SECURITY	19,000.00	27,000.00	32,000.00	78,000.00	7.80
2 PORTLAND AD HOSP			17,000.00	17,000.00	1.70
12 SHAKEDOWN/EX DUTY	90.00	90.00	876.00	1,056.00	0.11
4 SICK TIME	87,000.00	100,000.00	50,000.00	237,000.00	23.70
17 SPECIAL ASSIGNMENT	50,000.00	40,000.00	100.00	90,100.00	9.01
7 TRAINING	37.00	123.00	4.87	164.87	0.02
10 UNION BUSINESS	99,300.00	87,000.00	53,000.00	239,300.00	23.93
1 VACANT POSITION	9,000.00	9,000.00	9,000.00	27,000.00	2.70
15 VACATION/PH	16,000.00	17,000.00	18,000.00	51,000.00	5.10
3 WORKER'S COMP	990.00		100,000.00	100,990.00	10.10
TOTAL *****	357,040.99	413,780.93	455,026.88	1,225,848.80	120.60

EXAMPLE: BATCH REPORT

THIS REPORT IS PRODUCED EACH PAY PERIOD AND SHOWS YEAR-TO-DATE FIGURES.

MJPR510P
SECTION: MCDC
FROM: 99/99/99

CORRECTIONS DIVISION OVERTIME REPORT
SHIFT: E
TO: 99/99/99

DATE: 99/99/99

PR EXPENDITURE	TO DATE	MONDAY	TUESDAY	WEDNESDAY	THURS
13 ADDITIONAL TRANSP	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
16 ADO/SCHEDULING ERR	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
14 ADD'L CRT/REC	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
5 BEREAVE LEAVE	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
9 COURT APPEARANCE	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
20 COURTHOUSE JAIL	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
11 JURY DUTY	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
8 LATE ARR/REPORT WRT	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
21 MCCF	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
6 MILITARY LEAVE	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
18 OTHER	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
19 POP/EXTRA SECURITY	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
2 PORTLAND AD HOSP	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
12 SHAKEDOWN/EX DUTY	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
4 SICK TIME	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
17 SPECIAL ASSIGNMENT	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
7 TRAINING	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
10 UNION BUSINESS	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
1 VACANT POSITION	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
15 VACATION/PH	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
3 WORKER'S COMP	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99
TOTAL *****	9,999,999.99	999,999.99	999,999.99	999,999.99	999.99

BATCH REPORT

THIS REPORT IS PRODUCED EACH PAY PERIOD AND SHOWS FIGURES BASED ON THE SPECIFIED RANGE. THIS RANGE IS USUALLY YEAR TO DATE.

DATA ELEMENTS

=====

=====

EMPLOYEE-DATA
EMPLOYEE-NUMBER
EMPLOYEE-NAME
POSITION-TITLE
FUND
AGENCY
ORGANIZATION
RATE
SHIFT
CHECK-SEQUENCE-NUMBER
ACTIVE-INDICATOR
FULL-PART-TIME
NORMAL-HOURS
STATUS-CODE
ACTIVITY
REPORT-CATEGORY
CONTROL-DATA
CONTROL-RECORD-INDICATOR
BEGIN-DATE
END-DATE
FULL-TIME-HOURS
PART-TIME-HOURS
HOLIDAY-FULL-TIME-HOURS
HOLIDAY-PART-TIME-HOURS
ENTRY-DATA
ENTRY-DATE
ENTRY-TIME
ENTRY-OPERATOR
BATCH-NAME-KEY

=====

=====

COST ESTIMATE

DEVELOPMENT TASK	HOURS	WEEKS	COST
REQUIREMENTS	50	2	\$ 1,750
SYSTEM DESIGN	100	4	\$ 3,500
FILE DESIGN	50	2	\$ 1,750
PROGRAM SPECIFICATIONS	120	4.8	\$ 4,200
PROGRAMMING	480	19.2	\$16,800
SYSTEM TEST	25	1	\$ 875
TRAINING	25	1	\$ 875
SYSTEM IMPLEMENTATION	25	1	\$ 875
DOCUMENTATION	50	2	\$ 1,750
TOTALS	925	37	\$32,375



MULTNOMAH COUNTY OREGON

27
J159

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

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

January 28, 1988

Mr. Dave Warren, Budget Manager
Budget & Management Analysis
1121 SW Fifth, Room 1400
Portland, OR

Dear Mr. Warren:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Budget Modification Nondepartmental #7 making an)
appropriation transfer in the amount of [\$20,000])
\$10,000 from General Fund Contingency to Board of)
Commissioners (Commissioner Casterline) as a pass)
through for annexation fund for the City of)
Gresham (Continued from January 21) R-14)

Commissioner Casterline stated the money does not come into her budget, but to the Nondepartmental budget; and is a "pass through" with the money going to the City of Gresham for annexation program assistance. She explained the budget modification should be \$10,000 rather than \$20,000 because the City of Gresham will pay half the cost. She moved approval including the \$10,000 reduction of the request to Nondepartmental Special Appropriations "Pass Through", duly seconded by Commissioners Kafoury and Miller.

Commissioner Anderson said that if the matter is approved, the Board should also be willing to assist the City of Portland with their annexation program.

Commissioner Miller agreed with Commissioner Anderson, but feels the Board should approve the request in order to complete the job of getting out of urban services.

Following further discussion, Commissioner McCoy voiced her objections to spending monies for annexation.

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

ORDERED that said amended request, and approved, and budget modification implemented. Commissioner McCoy voting NO.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm
cc: Finance
Commissioner Casterline

BUDGET MODIFICATION NO. NON-DEPARTMENTAL #7

(For Clerk's Use) Meeting Date 1/21/88
Agenda No. R-2

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date) 1/28/88 R-14

DEPARTMENT Board of County Commission DIVISION Casterline
CONTACT Ramsay Weit TELEPHONE 248-5213
*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Casterline

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

Contingency Tap for Annexation funding for the City of Gresham

(Estimated Time Needed on the Agenda)

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

☐ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

To provide funds to the City of Gresham to support annexation activities

BOARD OF
COUNTY COMMISSIONERS
MULTICOUNTY
OREGON
1988 JAN 12 PM 3:48

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

None

To Budget
2/1/88

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of _____) \$ _____
(Specify Fund) _____ (Date)
After this modification \$ _____
January 4, 1988

Originated By <u>Polly Casterline</u>	Date <u>January 4, 1988</u>	Department Director <u>Ho</u>	Date <u>1/28/88</u>
Finance/Budget <u>David C. Warner</u>	Date <u>1-5-88</u>	Employee Relations <u>Ho</u>	Date <u>1/28/88</u>
Board Approval <u>Barbara E Jones</u>			

Approved

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

Non-Departmental

10,000

1. Attachment to Bud Mod No. #7 2. Amount requested from General Fund Contingency: ~~\$20,000~~
3. Summary of request:
~~\$20,000~~ to the City of Gresham to cover expense of Gresham Annexation
~~\$10,000~~ efforts for the balance of FY 87-88

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? no If so, when? _____
If so, what were the circumstances of its denial?

5. Why was this expenditure not included in the annual budget process?

Shortfall in funding for Gresham canvassing and other annexation activities not foreseen at time of budget

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?

N/A Non-Departmental

7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

Likelihood that annexation would lead to reduced county expenditure for urban services

8. This request is for a (Quarterly X, Emergency _____) review.
9. FOR EMERGENCY REQUESTS ONLY: Describe in detail on an additional sheet the costs or risks that would be incurred by waiting for the next quarterly review, in justification of the emergency nature of this request.

10. Attach any additional information or comments you feel helpful.

Polly Castorina
Signature of Department Head/Elected Official

1-4-88
Date



MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

Ms. Gladys McCoy, Chair of the Board
1021 SW Fourth, Room 134
Portland, OR

Dear Ms. McCoy:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

In the matter of the Future of the Library

(5)
R-16)

RESOLUTION
#88-8

Commissioner Anderson moved approval, duly seconded by Commissioner Kafoury.

Commissioner Anderson urged Board approval in order to show support for the Library commensurate with past County funding, and said she feels it important to stagger appointments to the Library Board.

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

ORDERED that said Resolution be approved.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin
Jane McGarvin
Clerk of the Board

jm

cc: Commissioner Anderson
County Counsel

DATE SUBMITTED 1-20-88

(For Clerk's Use)
Meeting Date 1-28-88
Agenda No. R-15

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIBRARY FUTURE

Informal Only* _____
(Date)

Formal Only 1-28-88
(Date)

DEPARTMENT Non-Dept. DIVISION Library

CONTACT Bill Farver TELEPHONE 248-3740

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Comm. Pauline Anderson

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

Resolution in the Matter of the Future of the Library

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

☐ PERSONNEL
☐ FISCAL/BUDGETARY
☐ General Fund
☐ Other _____

SIGNATURES:

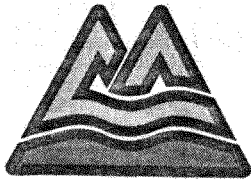
DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Pauline Anderson

BUDGET / PERSONNEL 1

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) James H. H.

OTHER _____
(Purchasing, Facilities Management, etc.)

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



MULTNOMAH COUNTY OREGON

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

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

January 28, 1988

Ms. Linda Alexander, Director
Department of General Services
1120 SW Fifth
Portland, OR

Dear Ms. Alexander:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Upon motion of Commissioner Miller, duly seconded by Commissioner Kafoury, on a roll call vote, the following matters were considered by unanimous consent:

In the matter of Calling an Election for Formation)	ORDER CALLING
of Pioneer People's Utility District #1 R-16)	AN ELECTION
	#88-9

Laurence Kressel, County Counsel, stated the Board has determined the boundaries for the PUD, and the next step is to call an election which will allow the Elections Director to publish notice of the vacancies for the PUD Board of Directors. This document is the second draft of the Order, which removed reference to the Ballot title, and is a substitute for the original Order.

Upon motion of Commissioner Kafoury, duly seconded by Commissioner Miller, and upon a roll call vote, it is unanimously

ORDERED that said substitute Order be approved.

In the matter of Calling an Election for Formation)	ORDER CALLING
of Pioneer People's Utility District #2 R-17)	AN ELECTION
	#88-10

Laurence Kressel, County Counsel, said the same process applies for this Order as for PUD #1.

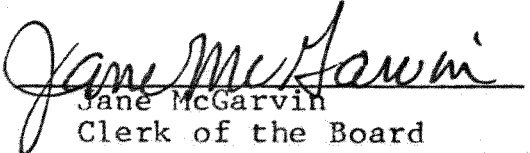
Upon motion of Commissioner Miller, duly seconded by Commissioner Kafoury, and upon a roll call vote, it is unanimously

ORDERED that said substitute Order be approved.

Mr. Kressel noted that the next step to be followed would be the approval of a ballot title for the two PUDs, which would be received soon.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By 
Jane McGarvin
Clerk of the Board

jm
cc: County Counsel
Elections

In the Matter of Calling an)
Election for Formation of Pioneer) ORDER CALLING
People's Utility District #1.) AN ELECTION
#88-9

1. An election is called for May 17, 1988 on the issues of formation of Pioneer PUD #1, authorization of a special levy of \$50,000 and election of five directors to manage and transact the business of the district, and

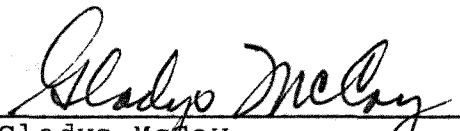
2. A copy of this Order shall be forthwith delivered to the Director of Elections who shall conduct such election in accordance with Oregon laws.

DATED the 28th day of January, 1988.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

(SEAL)


BY


Gladys McCoy
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY OREGON

BY


Arminda J. Brown
Chief Assistant County Counsel

9848C/sh
012788:2

LEGAL DESCRIPTION OF THE PIONEER PEOPLES UTILITY DISTRICT NO. 2
prepared by Multnomah County. Adopted January 1, 1988 By

Multnomah County Board of Commissioners.

A tract of land in Multnomah County, State of Oregon, described as follows:

Beginning at the Northwest corner of Section 25, Township 3 North, Range 2 West, W. M. in said County; thence West along the North line of said Section 25, 2,030 feet, more or less, to the centerline of N. W. St. Helens Road (also known as U. S. Highway 30); thence in a Southerly direction along said centerline the following courses: South $3^{\circ}00'00''$ West 258 feet to Station 16+51.99; thence on a curve to the left Delta = $11^{\circ}29'00''$, Tan. = 768.13 feet, Length = 1,531.11 feet to Station 81+83.10; thence South $8^{\circ}29'00''$ East, 4,009.21 feet to Station 71+92.31; thence on a curve right Delta = $4^{\circ}38'30''$, T Spiral = 432.25 feet, 400 feet Sps., Length = 864.17 feet to Station 80+56.48; thence South $3^{\circ}50'30''$ East 963.34 feet to Station 90+19.82; thence on a curve right Delta = $9^{\circ}00'00''$, Tan. = 901.86 feet, Length = 1,800 feet to Station 108+19.82; thence South $5^{\circ}09'30''$ West 907.24 feet to Station 117+27.06; thence on a curve right Delta = $6^{\circ}28'00''$, Tan. = 647.35 feet, Length = 1,293.33 feet to Station 130+20.39 Bk. = Station 130+34.84 Ah.; thence S. $11^{\circ}37'30''$ West 2,708.60 feet to Station 157+39.44; thence on a compound curve left TanDelta = $30^{\circ}18'30''$, TanS₁ = 1,163.69 feet, TanS₂ = 1,356.92 feet, Length = 2,473.52 feet to Station 182+12.96 Bk and Station 182+60.04 Ah.; thence South $18^{\circ}41'00''$ East 1,708.93 feet to Station 199+68.97; thence on a curve left TanDelta = $9^{\circ}23'00''$, TanS = 563.66 feet, 500 foot spiral, Length = 1,125.56 feet to Station 210+94.53; thence South $28^{\circ}04'00''$ East 2,291.40 feet to Station 233+85.93; thence on a curve left TanDelta = $7^{\circ}01'30''$, TanS = 601.78 feet, 500 foot spiral, Length = 1,202.50 feet to Station 245+88.43; thence South $35^{\circ}05'30''$ East 1,400.11 feet to Station 259+88.54; thence on a curve left Delta = $3^{\circ}20'30''$, Tan = 334.26 feet, Length = 668.33 feet to Station 266+56.87; thence South $38^{\circ}26'00''$ East 1,201.61 feet to Station 278+58.48; thence on a curve left TanDelta = $6^{\circ}35'29''$, TanS = 529.99 feet, 400 foot Spiral, Length = 1,059.14 feet to Station 289+17.62; thence South $45^{\circ}01'30''$ East 1,036.51 feet to Station 299+54.13; thence on a spiral curve left 500 foot spiral, S = $5^{\circ}00'$, to Station 304+54.13; thence on a curve left TanDelta = $13^{\circ}29'$, Tan = 589.02 feet, Length = 174.17 feet to Station 306+28.30; thence on a spiral curve left 500 foot Spiral, S = $5^{\circ}00'$ to Station 311+28.30 Bk. and Station = 311+30.95 Ah.; thence South $58^{\circ}30'30''$ East 42.48 feet to Station = 311+78.73; thence on a spiral curve right S = $7^{\circ}30'$, Length = 500 feet, to Station 316+73.43; thence on a curve right TanDelta = $18^{\circ}23'30''$, Tan = 559.93 feet, Length = 113.06 feet to Station 317+86.49; thence on a spiral curve right S = $7^{\circ}30'$, Length = 500 feet to Station 322+86.49; thence South $40^{\circ}07'00''$ East 1,332.08 feet to Station 336+18.57; thence on a spiral curve right S = $2^{\circ}00'$, Length = 400 feet to Station 340+18.57; thence on a curve right TanDelta $7^{\circ}43'30''$, Tan = 586.90 feet, Length = 372.50 feet to Station 343+91.07; thence on a spiral curve right S = $2^{\circ}00'$, Length = 400 feet to Station 347+91.07; thence South $32^{\circ}23'30''$ East 251.65 feet to Station 350+42.72; thence on a spiral curve left S = $5^{\circ}36'$, Length = 400 feet to Station 354+42.72; thence on a curve left TanDelta = $13^{\circ}56'$, Tan = 450.38 feet, Length = 97.62 feet to Station 355+40.34; thence on a spiral curve left S = $5^{\circ}36'$, Length = 400 feet to Station 359+40.34; thence North $43^{\circ}40'30''$ East 14 feet to Station WB359+40.34; thence South $46^{\circ}19'30''$ East 55.27 feet to Station 359+95.61; thence on a spiral curve right S = $3^{\circ}36'$, Length = 300 feet to Station 362+95.61; thence on a curve right TanDelta = $8^{\circ}21'$, Tan = 324.36 feet, Length = 47.92 feet to Station 363+43.53; thence on a spiral curve S = $3^{\circ}36'$, Length = 300 feet to Station 366+43.53; thence South $37^{\circ}58'30''$ East 1,329.58 feet to Station 379+73.11; thence on a spiral curve right S = $2^{\circ}48'45''$, Length = 375 feet to Station 383+48.11; thence on a curve right TanDelta = $12^{\circ}23'$, Tan = 602.05 feet, Length = 450.56 feet to Station = 387+98.67; thence on a spiral curve right S = $2^{\circ}48'45''$, Length = 375 feet to

Station 391+73.67; thence South $25^{\circ}35'30''$ East 201.44 feet to Station 393+75.17 Bk.; thence South $64^{\circ}24'30''$ West 14 feet to Station L394+01.22 Ah.; thence on a spiral curve left $S = 10^{\circ}00'$, Length = 500 feet to Station 399+01.22; thence on a curve left $\text{TanDelta} = 21^{\circ}34'46''$, $\text{Tan} = 524.11$, Length = 39.49 feet to Station 399+40.71; thence on a spiral curve left $S = 10^{\circ}00'$, Length = 500 feet to Station 404+40.71; thence South $47^{\circ}10'00''$ East 440.51 feet to Station 408+81.22; thence on a spiral curve right $S = 0^{\circ}37'30''$, Length = 250 feet to Station 411+31.22; thence on a curve right $\text{TanDelta} = 4^{\circ}41'30''$, $\text{Tan} = 594.44$ feet, Length = 687.33 feet to Station 418+18.55; thence on a spiral curve right, $S = 0^{\circ}37'30''$, Length = 250 feet to Station 420+69.55; thence South $42^{\circ}28'30''$ East 528.60 feet to Station 425+98.15; thence on a spiral curve right, $S = 2^{\circ}00'$, Length = 400 feet to Station 429+98.15; thence on a curve right $\text{TanDelta} = 9^{\circ}28'30''$, $\text{Tan} = 674.92$ feet, Length = 547.50 feet to Station 435+45.65; thence on a spiral curve right, $S = 2^{\circ}00'$, Length = 400 feet to Station 439+45.65; thence South $33^{\circ}00'$ East 72.33 feet to Station 440+17.98; thence on a spiral curve left, $S = 4^{\circ}30'$, Length = 300 feet to Station 443+17.98; thence on a curve left $\text{TanDelta} = 14^{\circ}06'$; $\text{Tan} = 386.41$ feet, Length = 170.00 feet to Station 444+87.98; thence on a spiral curve left, $S = 4^{\circ}30'$, Length = 300 feet to Station 447+87.98; thence South $47^{\circ}06'$ East 915.52 feet to the Northeasterly extension of the Southerly right-of-way line of Water Road as dedicated in the plat of HARBORTON, a recorded subdivision in said County; thence South $48^{\circ}27'$ West 331 feet to the City Boundary for the City of Portland; thence in a generally Southwesterly direction following the most Westerly lines of Block 12, 9, and 13, HARBORTON, to the most Westerly corner of Lot 17, of said Block 13; thence Westerly to the Northeasterly corner of Block 14, HARBORTON; thence West 1,115.5 feet along the Northerly line of said Block 14 to the Northwest corner thereof; and which point is also in the North and South center line of Section 33, T2N, R1W., W. M.; thence South along said center line of Section 33, a distance of 2,652 feet, more or less, to the North line of T1N, R1W., W. M.; thence, along the said North line, 2,640 feet to the Northwest corner of Section 4 of said Township and Range; thence South, along the West of said Section 4, 1,760 feet to the Northwest corner of that tract of land conveyed to Donald Joyce, et ux, in Book 1032 on Page 1095 in 1975 in said County Deed Records; thence East, along the North line of said Joyce tract, 880 feet to the Northeast corner of said tract; thence South along the East line of said Joyce tract, 880 feet to the East-West centerline of said Section 4; thence East, along the East-West centerline, 3,080 feet to the Southwest corner of that tract of land conveyed to Margaretta Ramsey, et ux, in Book 2025 on Page 120, recorded 1960 in said County; thence North, along the West line of said Ramsey tract, 2,640 feet to the Northwest corner of said Ramsey tract; thence East, along the North line of said Ramsey tract, 1,320 feet to the Northeast corner of said Ramsey tract and the Northeast corner of said Section 4; thence South, along the East line of said Section 4, 3,540 feet to the Northerly line of that tract of land conveyed to City of Portland in Book 1767 on Page 105, recorded 1955 in said County Records; thence Southwesterly, along said City tract, 2,705 feet to the most Westerly corner of said tract; thence Southeasterly, along the said City tract, 225 feet to the centerline of N. W. Skyline Boulevard; thence Southeasterly, along the said centerline, 750 feet to the Southwesterly extension of the Southerly line of said City tract; thence Northeasterly, along said Southerly, 2,900 feet to the most Easterly corner of said City tract; thence South $24^{\circ}45'$ East, parallel to the Westerly line of the S. Richards D.L.C., 850 feet to the Northerly corner of SKYLINE ACRES a recorded subdivision in said County; thence South $59^{\circ}40'$ West, 214.80 feet to a point; thence South $12^{\circ}25'$ East 374.30 feet to a point; thence Southerly, along a curve to the left having a radius of 119 feet, 30 feet to a point on the Northeasterly extension of the Southeasterly line of Lot 1 of said SKYLINE ACRES; thence South $59^{\circ}34'$ West, along the Southeasterly line of Lots 1, 2, and 3, 1,284.7 feet to the Southwesterly corner of said Lot 3; thence North $30^{\circ}26'$ West, along the Southwesterly line of said Lot 3, 386.7 feet to the

Northeasterly corner of Lot 4 of said subdivision; thence South 59°40' West, along the Northerly line of said Lot 4, 335 feet to the Northwesterly corner of said Lot 4; thence South 30°26' East, along the Southwesterly line of said Lot 4, 387.3 feet to the Northwesterly corner of Lot 7 of said subdivision; thence North 59°34' East, along the Northerly line of said Lot 7, 335 feet to the Northeasterly corner of said Lot 7; thence South 30°26' East, along the Northeasterly line of said Lot 7, 444.4 feet to the Northerly line of old Cornell Road as shown on said subdivision; thence Southwesterly, on a radial line, 20 feet to the centerline of said road; thence Southeasterly, along a curve to the right, 40 feet more or less, to a point of tangent; thence South 14°58' East, along said centerline, 175 feet to a point; thence North 73°53' East 188.5 feet to a point; thence along a curve right, having a radius 100 feet, 135.3 feet; thence South 28°36' East 98 feet to a point; thence, along a curve left having a radius of 35 feet, 55.6 feet to a point; thence North 32°20' East 33.8 feet to a point; thence, along a curve right having a radius of 60 feet, 48.7 feet to a point; thence, along a reverse curve left having a radius of 32 feet, 50 feet to a point; thence, along a reverse curve right having a radius of 819 feet, 62.8 feet to a point; thence North 16°33' East 43.3 feet to a point; thence, along a curve right having a radius of 155 feet, 88.2 feet to a point; thence North 28°55' East 76.2 feet to a point; thence on a curve right having a radius of 229.2 feet, 20 feet, more or less, to the Northwesterly extension of the Northeasterly line of Lot 17 of said subdivision; thence South 30° East, along the Northeasterly line of said Lot 17, 523 feet to the Southeasterly corner of said Lot 17; thence South 60° West, along the Southeasterly line of said Lot 17, 250.02 feet to the Northeasterly corner of that tract of land conveyed to George Sargent, et ux, in Book 1973 on Page 503 recorded 1959 in said County Deed Records; thence South 39°53' East, along the Northeasterly line of said Sargent tract and its extension, 1,267.58 feet to the Southeasterly corner of a tract of land conveyed to Michael Cochran, et ux, in Book 1844 on Page 730 recorded 1985 in said County Deed Records and a point in the Northwesterly line of GLEN HARBOR HTS, a recorded subdivision in said County; thence South 60°45' West, along the Southeasterly line of said Cochran tract, 394.47 feet to the centerline of N. W. Skyline Boulevard, County Road No. 1295-B; thence Southeasterly, along the said centerline, 897 feet, more or less, to centerline of N. W. Germantown Road, County Road No. 1223 (60 feet wide); thence Northeasterly, along said centerline, 412 feet, more or less, to the centerline of N. W. Mountain View Boulevard as dedicated in said GLEN HARBOR HTS.; thence Southeasterly, along said centerline, 245 feet, more or less, to the Westerly line extended Northeasterly of Lot 6, Block 28 of said subdivision; thence Southerly, along said Lot line, 393.50 feet to the most Southerly corner of said Lot 6 and the Northerly line of Lot 10, WILLALATIN PARK, a recorded subdivision in said County; thence South 61°06' West, along the Northerly line of said Lot 10, 25 feet, more or less, to the Northwesterly corner of that tract of land conveyed to City of Portland by Sheriff's Deed in 1929; thence South 37°36' East, along the said City tract, 200 feet to the Southerly line of said Lot 10; thence South 43°42' West, along said Southerly lot line, 22 feet to the Northeasterly corner of Lot 9 of said subdivision; thence South 37°36' East, along the Easterly line of said Lot 9 and Lots 8 and 7 of said subdivision, 654.50 feet to the centerline of N. W. Willalatin Road as dedicated in said subdivision; thence North 32°01' East, along said centerline, 212.0 feet to the Northwesterly extension of the Easterly line of Lots 6 and 5 of said subdivision; thence South 37°36' East, along the said Easterly lot lines, 508 feet to the Northerly line of MARINE VIEW, a recorded subdivision in said County; thence South 61°06' West, along said Northerly subdivision line, 189 feet to the Northwesterly corner of Lot 11 of said subdivision; thence South 28°54' East, along the Westerly lines of said Lot 11

and Lot 10, 375.90 feet to the Southwesterly corner of said Lot 10; thence North 61°06' East, along the Southerly line of said Lot 10, 328 feet to the centerline of N. W. Spencer Court as dedicated in said subdivision; thence South 25°46' East, along said centerline, 79 feet to an angle point in said centerline; thence South 1°46' East, along said centerline, 100 feet to a point; thence South 10°35' East, along said centerline, 105 feet to the centerline of N. W. College Drive as dedicated in said subdivision; thence South 66°58' West, along said centerline, 56 feet to the Northerly extension of the East line of Lot 7 of said subdivision; thence South, along said East Lot line, 228.2 feet to the South line of said subdivision and the North line of Section 15, Township 1 North, Range 1 West of said County; thence West along the said North Section line, 8.5 feet to the Northeast corner of that tract of land conveyed to Norman Burger in Book 478 on Page 294 recorded in 1966 in said County Deed Records; thence South 20°10' East, along the East line of Burger tract, 100 feet to the Northeast corner of that tract conveyed to A. Posthaumus in Book 2018 on Page 80, recorded in 1960 in said County Records; thence South 7°13' East, along the East line of said Posthaumus tract, 100 feet to the Northeast corner of that tract conveyed to Doyle Keogh, et ux, in Book 1110 on Page 1034 recorded in 1976 in said County Records; thence South 3°08' East, along the East line of said Keogh tract, 100 feet to the Northeast corner of that tract conveyed to Paul Homlitas, et ux, in Book 1315 on Page 1890, recorded in 1978 in said County Records; thence South, 2°27" East, along the East line of said Homlitas tract, 150 feet to the Southeast corner of said tract; thence South 89°54' West, along the South line of said Homlitas tract, 430 feet to the centerline of N. W. Skyline Boulevard, County Road No. 1295, 60 feet wide; thence South 0°43' East, along said centerline, 259.14 feet to a point; thence South 0°36' East, 267.96 feet to a point; thence South 10°54' West 147.18 feet to a point; thence South 33°10' West 103.62 feet to a point; thence South 59°04' East, leaving said centerline, \$22,34 feet to the most Westerly corner of that tract of land conveyed to the United States of America in Book 1580 on Page 485 recorded in 1953 in said County Records; thence North 30°56' East, along said United States of America tract, 300 feet to the most Northerly corner of said tract; thence South 59°04' East, along said United States of America tract, 190 feet to the centerline of Old Springville Road, County Road No. 39, 40 feet wide; thence Northeasterly, along the centerline of said road, 2,062.27 feet to the North line of said Section 15; thence East, along said North line, 304.26 feet to the Northeast corner of said Section 15; thence South, along the East line of said Section 15, 5,280 feet to the section corner common to Sections 15, 14, 22, and 23, Township 1 North, Range 1 West; thence East, along the South line of said Section 14, 1,320 feet to the Southwest corner of the tract conveyed to Walter Lommel, Trustee in Book 694 on Page 1597, recorded in 1969 in said County Records; thence North, along the West line of said Lommel tract, 1,320 feet to the Northwest corner of said tract; thence East, along the North line of said tract, 1,320 feet to the Northeast corner of said tract; thence South, along the East line of said tract, 1,320 feet to the Southeast corner of said tract and the North quarter corner of said Section 23; thence Southeast, in a straight line, 3,980 feet to the East quarter corner of said Section 23; thence South, along the East line of said Section 23, 2,640 feet to the Southeast corner of said Section 23; thence South along the section line between Sections 23 and 24 of said T1N, R1W, W. M. to the Southwest corner of said Section 24; thence East, along the line common to Sections 24 and 25, T1N, R1W, W. M., to the Northwest corner of a tract of land conveyed to the City of Portland by deed recorded in Book 2211, at Page 592, Multnomah County Deed Records, said corner being 327 feet, more or less, Westerly of the quarter corner in said Section line; thence Southerly along the West line of said City of Portland tract to the South line of the North half of the Northwest quarter of said Section 25, and a point in the North line of a tract of land as described in contract to E. D. Van Dersal, recorded 3-11-60 in Misc. Deed Book 339, at Page 607, said Deed Records; thence Easterly along the North line of said tract to the Northeast corner thereof at an iron rod in

the West line of a 30 foot road, 268.11 feet Westerly of the Northeast corner of a tract of land conveyed to E. D. Van Dersal by deed recorded 6-4-59, in Book 1958, at Page 393, said Deed Records; thence Southeasterly along the West line of said 30 foot road to the North curve line of N. W. Thompson Road; 180 feet Westerly along said North road line from the Southeast corner of said last above-mentioned Van Dersal tract; thence Southerly on a radial line of said road curve to the center line of N. W. Thompson Road; thence Easterly along said road center line to a point 100 feet West of the East line of said last-above Van Dersal tract; thence due North to the North line thereof; thence Easterly to the Southeast corner of the North half of the Northwest quarter of Section 25, T1N, R1W., W. M.; thence Northerly to the North quarter corner of said Section 25; thence East, along the line common to Sections 24 and 25, T1N, R1W., W. M., to the East section corner therein, being also the Northwest corner of Section 30, T1N, R1E, W. M., thence South along the West line of said Section 30 to the Northeasterly line of N. W. Thompson Road in the Southwest quarter of said Section 30; thence Southeasterly along said Northeasterly road line to a point 14.2 feet South of the intersection of said Northeasterly road line with the North line of Lot 41, Addition No. 1 to MOUNTAIN VIEW PARK; thence Easterly along a line parallel to and 14.2 feet South of the North line of said Lot 41, to a point in a line 316.82 feet West of and parallel to the East line of said Lot 41; thence South along said parallel line to the North line of Lot 39, Addition No. 1 to MOUNTAIN VIEW PARK; thence West to the Northwest corner of said Lot 39; thence Southerly along the Westerly line of Lot 39, to the Northeast corner of Lot 37, Addition No. 1 to MOUNTAIN VIEW PARK; thence Easterly along the North line of said Lot 37 to the Northeast corner thereof; thence South along the East line of Lots 37 and 35, Addition No. 1 to MOUNTAIN VIEW PARK to the Southeast corner of said Lot 35; thence West along the South line of said Lot 35 to the Northwest corner of Lot 33, Addition No. 1 to MOUNTAIN VIEW PARK; thence South along the West line of Lots 33 and 31, Addition No. 1 to MOUNTAIN VIEW PARK to a point 29.06 feet South of the Northwest corner of said Lot 31; thence East 736.17 feet to a point which is 29 feet South of the North line of said Lot 31; thence South and parallel to the East line of Lots 31 and 29, Addition No. 1 to MOUNTAIN VIEW PARK, a distance of 267.4 feet to a point; thence South 89°22' West 593.03 feet to a point; thence South 52°25' W. 167.1 feet to the Northeasterly line of N. W. Cornell Road; thence Southeasterly along said Northeasterly road line to the South line of Lot 27, Addition No. 1 to MOUNTAIN VIEW PARK; thence East along said South lot line to the Northwest corner of Lot 25, Addition No. 1 to MOUNTAIN VIEW PARK; thence South 217.23 feet along the West line of said Lot 25 to a point; thence South 46°34' East, 870.29 feet to a point; thence North 164.93 feet to a point; thence East 505.63 feet to the West line of Lot 24, Addition No. 1 to MOUNTAIN VIEW PARK; thence North 297.55 feet to the Northwest corner of Lot 24, Addition No. 1 to MOUNTAIN VIEW PARK; thence East along the North line of Lot 24 of Addition No. 1 to MOUNTAIN VIEW PARK and its Easterly extension to a point 43.7 feet East of the West line of Lot 23, Addition No. 1 to MOUNTAIN VIEW PARK extended Northerly; thence North parallel to the Northerly extension of the West line of said Lot 23 and of the West line of Lot 15, MOUNTAIN VIEW PARK and 43.7 feet East thereof to a point in the North line of said Lot 15; thence East to the Northeast corner of Lot 12, MOUNTAIN VIEW PARK; thence South along the East line of said Lot 12, a distance of 260 feet to a point; thence East parallel to the North line of MOUNTAIN VIEW PARK and 260 feet South thereof to a point in the West line of Lot 7, MOUNTAIN VIEW PARK; thence South 90 feet along said West lot line to a point; thence East parallel to the South line of said Lot 7, a distance of 150 feet; thence South 170 feet to a point in the center line of vacated N. W. Mountain View Park Court; thence East along said center line 83 feet; thence South to the intersection of the East line of Lot 2, MOUNTAIN VIEW PARK with the Southeasterly line of N. W. Mountain View Park Road; thence Southwesterly, Westerly, and Northwesterly along said road line to its intersection with the North line of Lot 3, MOUNTAIN VIEW PARK; thence West to the Northwest corner

of said Lot 3; thence South to the Southwest corner of said Lot 3, being also a point in the North line of Macleay Park; thence West along the North line of Macleay Park and the South line of Addition No. 1 to MOUNTAIN VIEW PARK, crossing N. W. 53rd Drive (County Road No. 1482) twice and to the point of intersection of said South line of Addition No. 1 to MOUNTAIN VIEW PARK with the center line of said N. W. 53rd Drive, which point of intersection is a foot, more or less, from the North and South center line of Section 31, T1N, R1E, W. M.; thence in a Westerly direction following said road center line to its intersection with the center line of N. W. Cornell Road, as now laid out and established (County Road No. 1409); thence Southeasterly along said road center line to a point 733.26 feet North of the East and West center line through Section 31, T1N, R1E, W. M.; thence continuing Southeasterly along said road center line 86.95 feet; thence Westerly parallel to said East and West center section line 87.6 to a point in the West line of that certain tract of land conveyed to Oregon Audubon Society by deed recorded 3-10-30, in Book 61, at Page 405, Multnomah County Deed Records; thence in a Southerly direction through various courses and distances along the West line of said Oregon Audubon Society tract, to the Southwest corner thereof, being a point in the East and West center line through Section 31, T1N, R1E, W. M.; thence North $89^{\circ}28'18''$ West to the center of said Section 31; thence South $9^{\circ}40'$ East along the North and South center line of said Section 31, a distance of 450 feet; thence South $89^{\circ}28'18''$ East, 716.09 feet; thence North $29^{\circ}16'$ East, 169.41 feet; thence North $17^{\circ}24'$ West, 114.9 feet; thence North $0^{\circ}43'$ West 79.0 feet; thence North $11^{\circ}32'$ West, 45.0 feet; thence North $3^{\circ}27'$ East to a point in the South line of N. W. Cornell Road; thence Easterly, along the South line of said N. W. Cornell Road, the following courses: along a curve left having a radius of 316.5 feet, 90 feet to a point opposite Station 51+03.19; thence North $82^{\circ}08'$ East 898.96 feet; thence on a curve left, Delta = $15^{\circ}39'$, Radius = 985.00 feet, 268.87 feet to a point opposite to Station 39+44.12; thence North $66^{\circ}29'$ East 451.75 feet; thence on a curve left, Delta = $8^{\circ}53'$, Radius = 985.00 feet, Length = 152.72 feet; thence North $57^{\circ}36'$ East 197.19 feet; thence on a curve right, Delta = $5^{\circ}58'$, Radius = 1402.5 feet, Length = 146.05 feet; thence North $63^{\circ}34'$ East 126.77 feet; thence on a curve left, Delta = $22^{\circ}07'$, Radius = 1176.0 feet, Length = 453.95 feet; thence North $41^{\circ}27'$ East 463.04 feet; thence on a curve right, Delta = $52^{\circ}00'$, Radius = 328.1 feet, Length = 297.77 feet; thence South $86^{\circ}33'$ East 179.16 feet; thence on a curve left, Delta = $51^{\circ}58'$, Radius = 316.5 feet, Length = 287.06 feet; thence North $28^{\circ}54'$ West 140.07 feet; thence on a curve right, Delta = $98^{\circ}49'$, Radius = 89.4 feet, Length = 154.19 feet; thence North $69^{\circ}55'$ East 374.30 feet; thence on a curve right, Delta = $36^{\circ}53'$, Radius = 490.9 feet, Length = 315.49 feet; thence North $78^{\circ}22'$ East, 325.14 feet to the Southerly extension of the West line of N. W. 30th Avenue; thence North, along the West line of said N. W. 30th Avenue, 205 feet to the Westerly extension of the North line of Lot 19, Block 3, WILLAMETTE HEIGHTS, a recorded subdivision in said County; thence East, along said Westerly extension and the North lines of Lots 3, 6, 7, 10, 11, 14, 15, 18 and 19 of said Block, 3,458.35 feet to a point in the North line of said Lot 3; thence South, per pendicular to said North Lot line, 6 feet to a point; thence East, parallel to the said North Lot line and the North line of Lot 2 of said Block, 65.15 feet to a point 8 feet West of the East line of said Lot 2; thence North, per pendicular to the North line of said Lot 2, 6 feet to the North line of said Lot 2; thence East, along said North Lot line, 8 feet to the East line of said Block 3; thence North, along said East Block line and its Northerly extension, 160.03 feet to the North line of N. W. Quimby Street; thence East, along the North line of said N. W. Quimby Street, 45 feet to the centerline of N. W. 29th Avenue; thence North, along the said

centerline, 100 feet to a point; thence East, along the Westerly extension of the North line of Lots 14, 15, 18, and 19, of Block "A" of said subdivision, 230 feet to the Northwest corner of Lot 11 of said Block "A"; thence South, along the West line of said Lot 11, 7 feet to a point; thence East, parallel to the North line of said Lot 11, 50 feet to the East line of said Lot 11; thence North, along the East line of said Lot 11, 7 feet to the Northeast corner of said Lot 11 and the Northwest corner of Lot 10 of said Block "A"; thence East, along the North line of Lots 2, 6, 7, and 10 of said Block "A" and the Easterly extension, 280 feet to the centerline of N. W. 28th Avenue; thence South, along said centerline, 100 feet to the North line N. W. Quimby Street; thence West, along the North line of said street, 148 feet to the Northwesterly extension of the Southwesterly line of the tract conveyed to Frances Adams in Book 2129 on Page 549, recorded in 1962 in said County Records, being a part of Block "A" of FORDHAM HEIGHTS, a recorded subdivision in said County; thence South $48^{\circ}44'$ East, along the said Adams tract Southwesterly line and extensions, 232 feet to the West line of Lot 17, Block 29, GOLDSMITHS ADDITION, a recorded subdivision in said County; thence South, along said West Lot line, 12 feet to the Southwest corner of said Lot 17 and the Northwest corner of Lot 18; thence East, along the North line of Lot 18 and Lot 15, 100 feet to the Northeast corner of said Lot 15; thence South, along the East line of said Lot 15, 100 feet to the Southeast corner of said Lot 15; thence Southeasterly, in a straight line, 63 feet to the Northwest corner of Block 28 of said subdivision; thence East, along the North line of said Block 28, 135 feet to the Northeast corner of Parcel 2 as described in Book 1662, on Page 2024, recorded in 1983 in said County Records; thence South $00^{\circ}06'37''$ East, along the East line of said Parcel 2, 74.93 feet to the North line of Parcel 1 of said deed; thence East, along said North line, 85 feet to the West line of that tract conveyed to O. J. Groce in Book 1156 on Page 307, recorded in 1928 in said County Records; thence South, along said West line, 25 feet to the Northwest corner of that tract conveyed to Adalbert Bettman, et ux in Book 528 on Page 368, recorded in 1940 in said County; thence East, along the North line of said Bettman tract, 130 feet to the centerline of vacated N. W. 27th Avenue; thence South, along said centerline, 100 feet to the North line of N. W. Overton Street; thence West, along the North line of said Street, 9.8 feet to a point; thence on a non-tangent curve left, having a radius of 40 feet, 62.83 feet to the Southerly extension of the East line of N. W. 27th Avenue; thence South, along said East line extended, 30 feet to the North line of Block 26 of said GOLDSMITHS ADDITION; thence East, along said North line, 75 feet to the Northwest corner of the East one-half of Lot 16 of said Block 26; thence South, along the West line of said East one-half, 100 feet to the North line of Lot 15 of said Block 26; thence East, along the North line of said Lot 15, 25 feet to the Northeast corner of said Lot 15; thence South, along the East line of said Lot 15, 100 feet to the Southeast corner of said Lot 15; thence Southeasterly in a straight line, 70 feet to the Northwest corner of Block 27 of said subdivision; thence East, along the North line of said Block 27, 109.50 feet to the northwest corner of that tract conveyed to Jean Glazer in Book 824 on Page 753 recorded in 1971 in said County Records; thence South, along the West line of said Glazer tract, 100 feet to the North line of that tract described in Book 2038 on Page 534 recorded in 1960 in said County Records; thence East, along the North line of said tract, 143.5 feet to the Northwest corner of that tract conveyed to Howard Glazer, et ux, in Book 351 on Page 255 recorded in 1965 in said County Records; thence South, along the West line of said Glazer tract, 100 feet to the North line of N. W. Marshall Street; thence East, along the North line of said Street, 86.5 feet to the centerline of N. W. 26th Avenue;

thence South, along the centerline of said N. W. 26th Avenue, 160 feet to the Northwest corner of that tract conveyed to Jeanne Peyralans, et al in Book 909 on Page 1068 recorded in 1973 in said County Records; thence East, along the North line of said tract, 120 feet to the Northeast corner of said tract; thence South, along the East line of said tract, 160 feet to the South line of N. W. Lovejoy Street; thence East, along the South line of said Street, 360 feet to the West line of N. W. 25th Avenue; thence South, along the West line and its Southerly extension, 491 feet to the South line of N. W. Westover Road; thence Southeasterly along the said South line, 881.51 feet to the Northeast corner of that tract of land conveyed to Paul Sack, et al, in Book 1864 on Page 418 recorded in 1985 in said County Records; thence South $61^{\circ}27'45''$ West, along the Northerly line of said Sack tract, 444.14 feet to the most Northerly Northwesterly corner of said tract; thence South $2^{\circ}23'50''$ East, along the West line of said Sack tract, 7.60 feet to the Easterly line of that tract of land conveyed to Michael Brown, et ux in Book 1969 on Page 1788 recorded in 1986 in said County Records; thence Southerly, along a non-tangent curve right having a radius of 70 feet, 50.09 feet to a point on the East line of said Brown tract; thence South $9^{\circ}03'11''$ West, along the East line of said Brown tract, 124.07 feet to a point; thence South $2^{\circ}52'10''$ East 59.50 feet to the South line extended East of N. W. Bermuda Street; thence South $87^{\circ}06'10''$ West, along the South line of said Street, 240.70 feet to the West line of that tract conveyed to William Robertson in Book 242 on Page 192 recorded 1897 in said County Records; thence South 3° East, along the West line of said Robertson tract, 266.38 feet to the centerline of W. Burnside Street; thence North $87^{\circ}06'10''$ East, along the centerline of said W. Burnside Street, 222 feet to an angle point; thence South $67^{\circ}36'$ East, along said centerline, 528 feet to an angle point; thence South $78^{\circ}39'$ East, along said centerline, 773 feet to an angle point; thence South $85^{\circ}45'$ East, along said centerline, 2,713 feet to an angle point; thence North $88^{\circ}45'$ East, along the said centerline, 1,302 feet to the centerline of N. W. 11th Avenue; thence North $1^{\circ}15'$ West, along the centerline of said N. W. 11th Avenue, 320 feet to the centerline of N. W. Davis Street; thence North $88^{\circ}45'$ East, along the centerline of N. W. Davis Street, 810 feet to the centerline of N. W. Broadway; thence South $1^{\circ}15'$ East, along the centerline of N. W. Broadway, 340 feet to the centerline of W. Burnside; thence North $88^{\circ}45'$ East, along the centerline of W. Burnside, 2962 feet to the East Harbor line of the Willamette River as established by the Department of Army on February 23, 1968; thence North $16^{\circ}25'10''$ East, along said Harbor line, 249 feet to a point; thence North $5^{\circ}37'22''$ West, along said Harbor line, 1,110.30 feet to a point; thence North $40^{\circ}58'49''$ West, along said Harbor line, 1,755.11 feet to a point; thence North $30^{\circ}35'47''$ West, along said Harbor line, 1,310.45 feet to a point; thence North $34^{\circ}14'32''$ West, along said Harbor line, 1,208.47 feet to a point; thence North $50^{\circ}15'14''$ West, along said Harbor line, 1,856.64 feet to the most Westerly corner of that tract of land conveyed to Oregon State Highway Comm. in Book 563 on Page 912 recorded in 1967 in said County Records; thence Northeasterly along the Northwesterly line of said tract and the lines extension, 400 feet to the Northerly line of N. River Street; thence Northwesterly, along said Northerly line, 47 feet to the centerline of vacated N. Buker Avenue; thence Northeasterly along said centerline, 240 feet to the Northeasterly line of N. Loring Street; thence Southeasterly along the said Street line, 230 feet to the Northwesterly line of N. Nesmith Avenue; thence Northeasterly along said Street line, 260 feet to the Northeasterly line of N. Railroad Street; thence Northwesterly, along said Street line, 85 feet to the South line of N. Russell Street; thence Northeasterly, in a straight line, 38 feet to the intersection of the North line of N. Russell Street and the West line of N. Brendle Avenue; thence North, along the West line of N. Brendle Avenue, 300 feet to the North line of N. Knott Street, 30 feet wide; thence East, along said Street line, 574 feet to the West line of N. Interstate Avenue, 80 feet wide; thence North, along said West Street line, 300 feet to the Westerly

extension of the South line of N. Graham Street; thence East, along said South Street line, 407.50 feet to the East line of N. Mississippi Avenue; thence North, along said East Street line, 330 feet to the South line of N. Stanton Street; thence East, along said South Street line, 196 feet to the centerline of the Minnesota Freeway; thence North, along the said Freeway centerline, 24,184 feet to the centerline of the North Portland Harbor; thence East, along the said Harbor centerline, 9,572.82 feet to the Northerly extension of the East line of John Switzer D. L. C. in Section 2, Township 1 North, Range 1 East; thence North, along the East D. L. C. line extended, 3,000 feet, more or less, to the North line of said Multnomah County; thence Westerly, and Northerly, along said North County line, 61,600 feet to the East-West centerline of Section 23, Township 3 North, Range 1 West; thence East, along the said Section centerline, 5,000 feet, more or less, to the East line of Section 22, Township 3 North, Range 1 West; thence South, along said East Section line, 2,640 feet to the Northeast corner of Section 27, Township 3 North, Range 1 West; thence West, along the North lines of Sections 27, 28, 29, 30, Township 3 North, Range 1 West and Section 25, Township 3 North, Range 2 West, 23,140 feet to the point of beginning.

EXCEPT the following described tracts of land in Sections 26 and 27, Township 2 North, Range 1 West, W. M., Multnomah County, State of Oregon described as follows:

Beginning at a 5/8 inch iron rod which bears North 34°09'51" West, 1,639.08 feet from the south quarter corner of Section 26, running thence west 370.00 feet to a point; thence on a 30.00 foot radius curve to the right 47.07 feet along the arc (chord bears North 45°00' West 42.43 feet); thence North 693.89 feet to a 5/8 inch iron rod on the south line of that tract of land conveyed to Gilmore Steel Corporation as recorded in Book 586 at Page 1355 of the Multnomah County Deed Records; thence South 89°58'12" East 400.00 feet to a 1 1/2 inch iron pipe on said South line; thence South 723.68 feet to the point of beginning.

ALSO EXCEPT a parcel of land located in Section 26, Township 2 North, Range 1 West of the Willamette Meridian in the County of Multnomah and State of Oregon, described as follows:

Beginning at the northeast corner of that tract of land deeded to Gilmore Steel Company by deed recorded October 13, 1967, in Book 586, page 1355, Multnomah County Deed Records, also being the initial point of RIVERGATE INDUSTRIAL DISTRICT Blocks 1 to 8, a subdivision in said County; thence North 78°23'11" West 1,720.88 to the northeast corner of that tract of land deeded to Port of Portland by deed recorded October 30, 1973, in Book 956, page 1045, Multnomah County Deed Records; thence South 21°55'19" West along the east line of said Port of Portland tract 192.39 feet to the True point of Beginning; thence continuing along said line South 21°55'19" West 214.45 feet to the southeast corner of said tract; thence North 78°23'11" West along the south line of said tract 500.86 feet to the southwest corner of tract and the low water line of the Willamette River; thence North 14°53'42" East along said water line 211.33 feet; thence South 78°23'11" East 527.13 feet to the True point of Beginning.

ALSO EXCEPTING a tract of land located in Section 26 and 27, Township 2 North, Range 1 West, W. M.;

Commencing at the southwesterly corner of said Section 26; thence South 88°23'47" East (Deed East), a distance of 1205.42 feet to the east line of Ashgrove Lime and Portland Cement Co., extended as recorded in Book 2161, page 237, Multnomah County Deed Records; thence North 01°36'13" East (Deed North), a distance of 1675.09 feet to the true point of beginning; thence along a 16° curve

to the left, a distance of 473.47 feet; thence long chord of which bears North 36°16'27" West (Deed North 37°54'40" West), a distance of 439.73 feet; thence North 74°09'07" West (Deed North 75°45'20" West), a distance of 1359.35 feet to the Ordinary High Water Line of the Right Bank of the Willamette River; thence North 09°59'25" East (Deed North 08°23'12" East), a distance of 300 feet along said Ordinary High Water Line; thence North 06°09'59" West, a distance of 87.70 feet; thence North 09°08'50" East, a distance of 303.51 feet; thence North 23°52'08" East, a distance of 992.10 feet; thence North 26°52'42" East, a distance of 110.38 feet; thence North 31°22'10" East, a distance of 237.90 feet; thence leaving Ordinary High Water Line South 76°46'58" East, a distance of 487.92 feet; thence North 23°31'32" East, a distance of 219.45 feet to the Southwest corner of Book 1576, page 614, recorded January 29, 1982, Multnomah County Deed Records; thence in a Southeasterly direction, the following courses: South 78°23'11" East, 1335.79 feet; thence South 63°24'14" East 230.42 feet; thence South 36°30'07" East, 174.24 feet; thence South 25°03'42" East, 195.89 feet; thence South 14°42'43" East, 192.38 feet to a point, 7.5 feet West of the West line of Tract "C" RIVERGATE INDUSTRIAL DISTRICT; thence South, on a line parallel to and 7.5 feet west of said Westerly line of said Tract "C"; 1,415.72 feet to the South line of Gilmore Steel Company tract, Book 586, page 1355, recorded October 13, 1967; thence Westerly along said South line, North 88°23'47" West, 1,332.46 feet to the Northerly extension of the East line of a tract of land conveyed to Ashgrove Lime and Portland Cement Company by deed recorded April 3, 1963 in Book 2161, page 237; thence South 01°36'13" West, 399.84 feet to the point of beginning.

BALLOT TITLE

CAPTION:

Formation of Pioneer People's Utility District #1;
Authorization for Levy

QUESTION:

Shall Pioneer People's Utility District #1 be formed
with authority to impose a special levy of \$50,000 for
engineer's report?

PURPOSE:

Measure provides for creation of Pioneer People's
Utility District #1, governed by five elected directors and
authorizes imposition of a special levy of \$50,000 for an
engineer's report on revenue bonds for acquisition or
construction of an electric utility system. District will have
authority to condemn existing electric utility properties and
to issue voter approved bonds.

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BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Calling an)
Election for Formation of Pioneer) ORDER CALLING
People's Utility District #1.) AN ELECTION

WHEREAS, a petition for formation of Pioneer People's Utility District #1 (PUD #1) was filed with the Director of Elections on September 18, 1987; and

WHEREAS, the Director of Elections certified that the petition contained sufficient valid signatures on September 28, 1987; and

WHEREAS, the boundaries of the PUD #1 were established by the Board of County Commissioners on January 7, 1988 pursuant to ORS 261.161. (A general description of the boundaries is attached hereto as Exhibit 1); and

WHEREAS, ORS 261.171(1) requires the Board of County Commissioners to submit the question of formation of Pioneer PUD #1 to the electors within the affected territory at the earliest practical date; and

WHEREAS, ORS 261.171 requires that a tax levy for an engineer's report be voted on by the electors of the district at the time of the formation election; and

WHEREAS, the petition for formation of Pioneer PUD #1 sets the amount necessary for the engineer's report at \$50,000; and

WHEREAS, ORS 261.190 requires that five directors be elected to manage and transact the business of the district at the time of the formation election; and

WHEREAS, the County Counsel, at the direction of the Board of County Commissioners, has prepared a ballot title. (A copy of the ballot title is attached hereto as Exhibit 2); and

WHEREAS, the next practical election date is May 17, 1988;

NOW, THEREFORE, BE IT ORDERED that:

1. An election is called for May 17, 1988 on the issues of formation of Pioneer PUD #1, authorization of a

special levy of \$50,000 and election of five directors to manage and transact the business of the district, and

2. The attached Ballot Title will be used in the election subject to statutory challenge of the wording and content, and

3. A copy of this Order shall be forthwith delivered to the Director of Elections who shall conduct such election in accordance with Oregon laws.

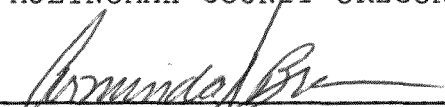
DATED the _____ day of _____, 1988.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

By _____
Gladys McCoy
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY OREGON

By 
Arminda J. Brown
Chief Assistant County Counsel

9848C/sh
012588:1

DATE SUBMITTED 1/25/88

(For Clerk's Use)

Meeting Date 1/26/88
Agenda No. B-16 + 17

Unanimous Consent

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Order Calling Election: P.U.D. Formation
Pioneer P.U.D.'s 1 & 2

Informal Only* _____
(Date)

Formal Only 1/28/88
(Date)

DEPARTMENT Dept. of General Services DIVISION County Counsel

CONTACT Arminda J. Brown TELEPHONE 248-3138

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Arminda J. Brown

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

Order calling election for formation of Pioneer P.U.D.'s 1 & 2 and for authorization of special levy. Elections of the five district directors will be held at the same time. Time-line is for May 17, 1988 primary. #88-9 #88-10

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

Other _____

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Gladys McCoy

BUDGET / PERSONNEL /

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

OTHER _____
(Purchasing, Facilities Management, etc.)

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Calling an)	
Election for Formation of Pioneer)	ORDER CALLING
People's Utility District #2.)	AN ELECTION
		#88-10

WHEREAS, a petition for formation of Pioneer People's Utility District #2 (PUD #2) was filed with the Director of Elections on September 18, 1987; and

WHEREAS, the Director of Elections certified that the petition contained sufficient valid signatures on September 28, 1987; and

WHEREAS, the boundaries of the PUD #2 were established by the Board of County Commissioners on January 7, 1988 pursuant to ORS 261.161. (A general description of the boundaries is attached hereto as Exhibit 1); and

WHEREAS, ORS 261.171(1) requires the Board of County Commissioners to submit the question of formation of Pioneer PUD #2 to the electors within the affected territory at the earliest practical date; and

WHEREAS, ORS 261.171 requires that a tax levy for an engineer's report be voted on by the electors of the district at the time of the formation election; and

WHEREAS, the petition for formation of Pioneer PUD #2 sets the amount necessary for the engineer's report at \$75,000; and

WHEREAS, ORS 261.190 requires that five directors be elected to manage and transact the business of the district at the time of the formation election; and

WHEREAS, the next practical election date is May 17, 1988;

NOW, THEREFORE, BE IT ORDERED that:

1. An election is called for May 17, 1988 on the issues of formation of Pioneer PUD #2, authorization of a special levy of \$75,000 and election of five directors to manage and transact the business of the district, and

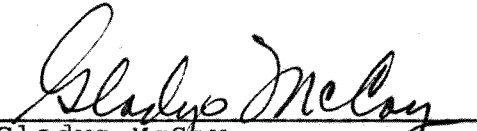
2. A copy of this Order shall be forthwith delivered to the Director of Elections who shall conduct such election in accordance with Oregon laws.

DATED the 28th day of January, 1988.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

(SEAL)

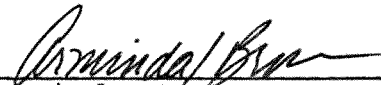
By


Gladys McCoy
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY OREGON

By


Arminda J. Brown
Chief Assistant County Counsel

9850C/sh
012788:2

In the Matter of Calling an)
Election for Formation of Pioneer) ORDER CALLING
People's Utility District #2.) AN ELECTION

WHEREAS, the Director of Elections certified that the petition contained sufficient valid signatures on September 28, 1987; and

WHEREAS, ORS 261.171(1) requires the Board of County Commissioners to submit the question of formation of Pioneer PUD #2 to the electors within the affected territory at the earliest practical date; and

WHEREAS, the petition for formation of Pioneer PUD #2 sets the amount necessary for the engineer's report at \$75,000; and

WHEREAS, the County Counsel, at the direction of the Board of County Commissioners, has prepared a ballot title. (A copy of the ballot title is attached hereto as Exhibit 2); and

NOW, THEREFORE, BE IT ORDERED that:

1. An election is called for May 17, 1988 on the issues of formation of Pioneer PUD #2, authorization of a

special levy of \$75,000 and election of five directors to manage and transact the business of the district, and

2. The attached Ballot Title will be used in the election subject to statutory challenge of the wording and content, and

3. A copy of this Order shall be forthwith delivered to the Director of Elections who shall conduct such election in accordance with Oregon laws.


DATED the _____ day of _____, 1988.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

By _____
Gladys McCoy
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY OREGON

By 
Arminda J. Brown
Chief Assistant County Counsel

9850C/sh
012588:1

PROPOSED LEGAL DESCRIPTION OF BOUNDARIES OF THE PIONEER PEOPLES
UTILITY DISTRICT #2 - PREPARED BY MULTNOMAH COUNTY 12/24/87

Adopted January 7, 1988 by Multnomah County Board of Commissioners

The entire boundaries of the district shall lie within Multnomah County, within the city of Portland, and within the existing service area of Portland General Electric Company (PGE). Beginning at the intersection of the centerline of E. Burnside St. and the east harbor line of the Willamette River; thence westerly along the centerline of E. Burnside St. to the centerline of the Willamette River; thence southerly along the centerline of the westernmost channels of the Willamette River to the intersection with the Multnomah-Clackamas County line; thence generally easterly and northerly along the Multnomah-Clackamas County line to the east right-of-way of SE 32nd Ave.; thence northerly along the east right-of-way line of SE 32nd Ave. to the north right-of-way line of SE Tacoma St.; thence westerly and northerly along the north right-of-way line of SE Tacoma St. to a point 50.00 feet east of the east right-of-way line for the Southern Pacific railroad tracks that cross SE Tacoma St. east of SE 26th Pl.; thence northerly along a line 50.00 feet east of the east right-of-way line for the Southern Pacific railroad tracks to the centerline of SE Bybee Blvd.; thence easterly and northerly along the centerline of SE Bybee Blvd. to the centerline of SE Tolman St.; thence northeasterly along the centerline of SE Tolman St. to the centerline of SE 28th Ave.; thence northerly along the centerline of SE 28th Ave. to the centerline of SE Woodstock Blvd.; thence easterly along the centerline of SE Woodstock Blvd. to the centerline of SE 36th Ave.; thence southerly to the south right-of-way line of SE Woodstock Blvd.; thence easterly along the south right-of-way line of SE Woodstock Blvd. to the east right-of-way line of SE 52nd Ave.; thence northerly along the east right-of-way line of SE 52nd Ave. to the northerly right-of-way line of SE Foster Rd.; thence northwesterly along the northerly line of SE Foster Rd. to the east right-of-way line of SE 50th Ave.; thence northerly along the east right-of-way line of SE 50th Ave. to the north right-of-way line of SE Hawthorne Blvd.; thence westerly along the north right-of-way line of SE Hawthorne Blvd. to the east right-of-way line of SE 49th Ave.; thence northerly along the east right-of-way line of SE 49th Ave. to the north right-of-way line of SE Stark St.; thence westerly along the north right-of-way line of SE Stark St. to the east right-of-way line of SE 32nd Ave.; thence northerly along the east right-of-way line of SE 32nd Ave. to the centerline of SE Ankeny St.; thence easterly along the centerline of SE Ankeny St. to the east right-of-way line of SE 32nd Ave.; thence northerly along the east right-of-way line of SE 32nd Ave. and NE 32nd Ave. to the east right-of-way line of NE 33rd Ave.; thence northerly along the east right-of-way line of NE 33rd Ave. to the centerline of Interstate 84 (U.S. Highway 30, "Banfield Freeway"); thence southwesterly along the centerline of said Interstate 84 to the extended centerline of NE Flanders St.; thence westerly along the extended centerline of NE Flanders St. to the east harbor line of the Willamette River; thence southerly along the east harbor line of the Willamette River to the point of beginning.

From the intersection of the east right-of-way line of NE 33rd Ave. and the centerline of Interstate 84 (US Highway 30, "Banfield Freeway") to the intersection of the extended centerline of NE Flanders St. and the east harbor line of the Willamette River, the boundary shall be along the existing line dividing service territory between PGE and Pacific Power & Light Co. (PP&L), including no area presently served by PP&L.

BALLOT TITLE

CAPTION:

Formation of Pioneer People's Utility District #2;
Authorization for Levy

QUESTION:

Shall Pioneer People's Utility District #1 be formed
with authority to impose a special levy of \$75,000 for
engineer's report?

PURPOSE:

Measure provides for creation of Pioneer People's
Utility District #2, governed by five elected directors and
authorizes imposition of a special levy of \$75,000 for an
engineer's report on revenue bonds for acquisition or
construction of an electric utility system. District will have
authority to condemn existing electric utility properties and
to issue voter approved bonds.

9851C/sh
012588:1

PRESS LIST

DATE 1-26-88

THE FOLLOWING WERE CALLED THIS DATE REGARDING:

- a) Meeting _____
- b) Executive Meeting _____
- c) Other Unannounced Consent Prov. I & II

Signed Lyneell Stanton

KOIN Channel 6
KGW Channel 8
KATU Channel 2
KPTV Channel 12
KEX 1190 A.M.
KSGO 1520 A.M.
KXL 750 A.M.
KGW 62 A.M.

243-6614 Assignment Desk ✓
226-5111 Assignment Desk ✓
231-4260 Assignment Desk ✓
222-9921 News Desk ✓ NO Answer.
222-1929 Newsroom/Message ✓
656-1441 News Desk (~~Call Back~~) ✓
231-0750 Newsroom/Message ✓
226-5095 News Desk ✓

K-103 FM
KXYQ - 105
OREGONIAN
GRESHAM OUTLOOK
SKANNER

643-5103 Newsroom ✓
226-6731 ✓ Called (write Call Back)
221-8566 Harry Bodine ✓
665-2181 Dave Pinson Called ✓
287-3562 ✓ (write Call Back)

SUPPLEMENTAL AGENDA

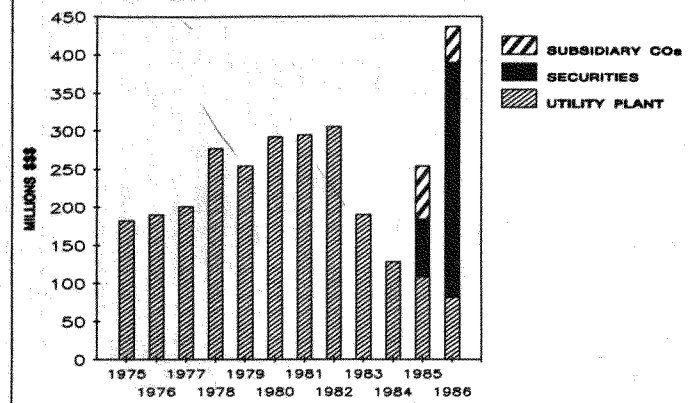
THURSDAY, JANUARY 28, 1987

The following matters will be heard by Unanimous Consent:

- R-16 Order in the matter of Calling an Election for Formation of Pioneer People's Utility District #1
- R-17 Order in the matter of Calling an Election for Formation of Pioneer People's Utility District #2

CHART 10

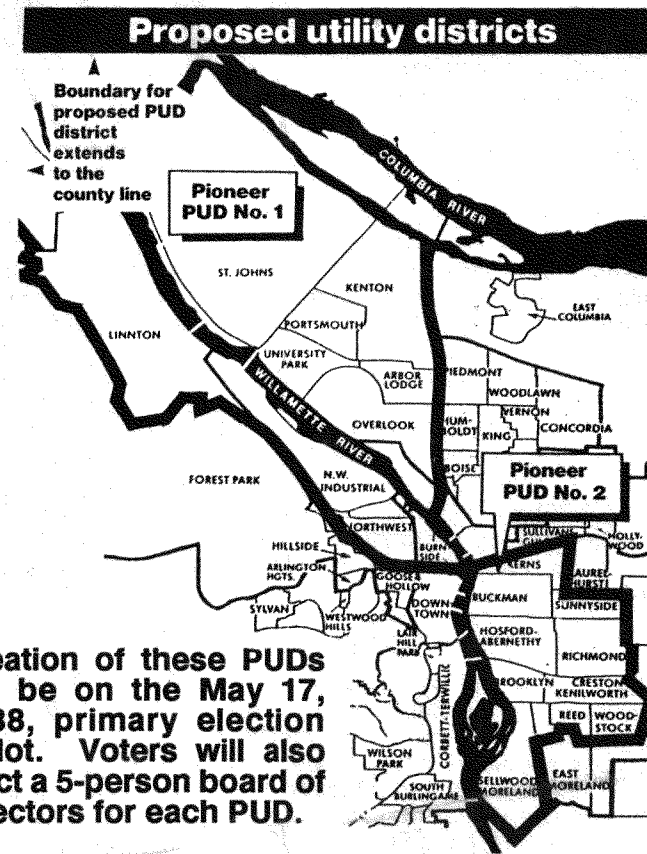
PGE SPENDS ON SECURITIES, SUBSIDIARIES SHIFT FROM BUILDING UTILITY PLANT TO INVESTING IN OTHER BUSINESSES



pay? PUDs don't have bloated executive ranks. They put their money into maintenance crews and system improvements to provide better service.

COST OF PGE'S RISKY BUSINESSES

PGE is now using its profits from electricity ratepayers to invest heavily in non-utility businesses, including real estate developments and venture capital schemes in California, Idaho, and Washington. Chart 10 shows that PGE also holds over \$250 million in stock of other companies, tying PGE's financial fortunes to the volatile stock market.



Creation of these PUDs will be on the May 17, 1988, primary election ballot. Voters will also elect a 5-person board of directors for each PUD.

USE YOUR PUBLIC AFFAIRS TAX CREDIT BEFORE IT'S TOO LATE

You can give up to \$50 to a ballot measure or candidate for public office in 1987 and get it all back as an Oregon state income tax credit, if your annual taxable income is at least \$2,400. Couples filing joint returns can give up to \$100 and get it all back, if their annual taxable income is \$4,800 or more.

Time is running out to use this public affairs tax credit for 1987. You can't use the 1987 credit after December 31. But after that, you can use the 1988 credit. Why not use both?

Yes! I want to give PGE some competition by spreading the word about PUDs. Here is my contribution of \$_____ which qualifies for a 1987 Oregon state income tax credit (if dated before January 1, 1988) or for a 1988 Oregon state income tax credit (if dated January 1, 1988, or later). I can confirm this by calling the Oregon Department of Revenue in Salem at 1-371-2244 during regular business hours.

☐ I want a receipt other than my cancelled check.

☐ I want to volunteer to help the campaign.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

AMOUNT ENCLOSED: \$_____ PHONE: _____

SEND TO:

Pioneer PUD Campaign

1935 N.E. Clackamas Street
Portland, Oregon 97232

(503) 281-2201 239-7179 238-1742

THE POWER TO CHOOSE

THE PORTLAND PIONEER

Newsletter of the Pioneer People's Utility District Campaign

December 1987

No. 3

PUBLIC POWER IN PORTLAND = LOWER ELECTRIC BILLS

VOTERS IN MAY 1988 ELECTION CAN CREATE PUDs TO COMPETE WITH PGE

Thousands of Portland residents have signed petitions to place measures on the May 1988 primary election ballot to create two public utility districts (PUDs) to provide electric service instead of Portland General Electric Company (PGE). Voters in North and Northwest Portland will vote on forming Pioneer PUD No. 1; voters in Southeast Portland can create Pioneer PUD No. 2 (see map on page 4).

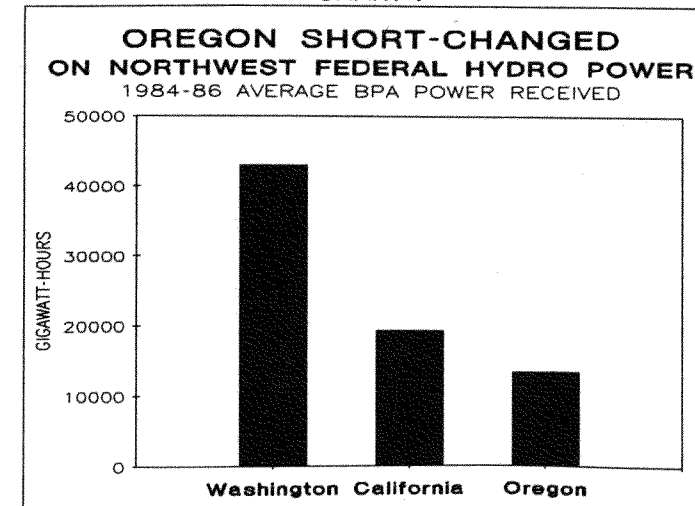
A 5-person board of directors for each PUD will also be elected. These boards of local citizens must then supervise detailed feasibility studies to determine exactly how much the PUDs would reduce our electric bills and develop specific plans for providing low-cost service. The PUDs need voter approval again before issuing revenue bonds (repaid from rate revenues, not taxes) to purchase PGE's distribution system and start providing low-cost power.

The feasibility studies will be financed by a one-time assessment equal to about \$1.00 on property assessed at \$50,000. The same home, once served by a PUD, would save over \$100 on electric bills every year. We think the investment is worth it, and so does the Citizens Utility Board (CUB), the Multnomah County Democratic Party, the Oregon State Grange, and many other citizens groups. Here's why.

OREGON IS SHORT-CHANGED ON LOW-COST FEDERAL HYDROELECTRIC POWER

Electric rates in the state of Washington are much lower than here. The reason is simple: About 80% of the people and business in Washington are served by **public power**—PUDs, municipal utilities, and rural electric cooperatives owned by the people, not by private utility stockholders. In Oregon, **public power** serves only 20% of the people and businesses. The other 80% get their power from private utilities, owned by stockholders and operated for profit.

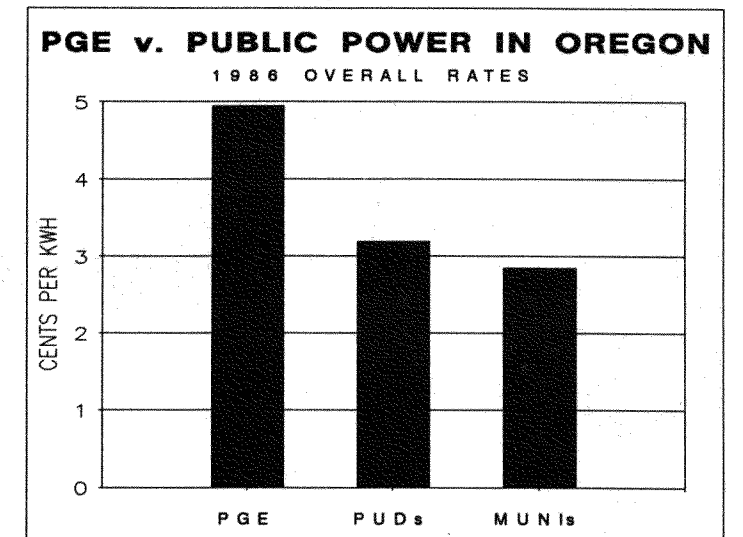
CHART 1



Under federal law, only **public power** utilities can buy power from the federal Bonneville Power Administration (BPA) at the lowest price. BPA sells the power generated by 30 federal hydroelectric dams and other power projects in the Pacific Northwest. As Chart 1 shows, most of this low-cost power now goes to Washington, which receives 3 times more federal power than Oregon. Because so little of Oregon is now served by **public power**, BPA has no choice but to sell more Pacific Northwest power to California than to Oregon.

We would never sell our Columbia River water to California. Why, then, do we forfeit huge amounts of hydroelectric power and end up paying the high price of PGE? This Pacific Northwest hydroelectric power belongs to us. We can use it right here in Oregon by creating PUDs.

CHART 2



PUBLIC POWER RATES ARE MUCH LOWER THAN PGE'S

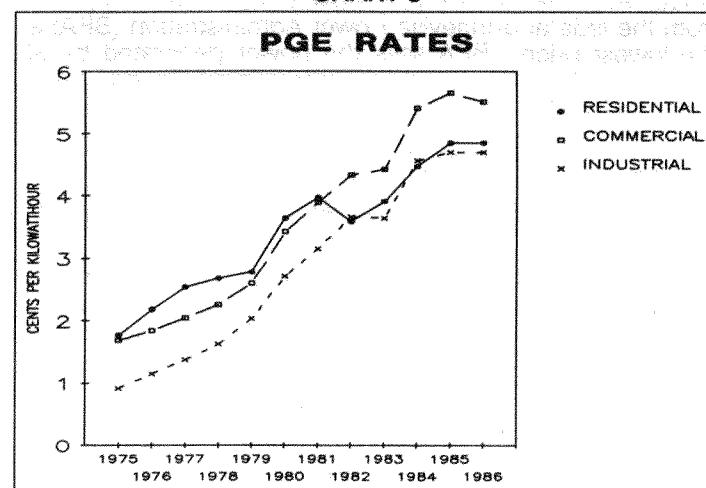
Public power utilities have much lower rates for all customers—residential, commercial, and industrial. Chart 2 shows that the rates of the six small PUDs in Oregon are 35% below PGE's, even though their average size (in quantity of power sold) is only 1/30th of PGE. The Pioneer PUDs would be the largest PUDs in Oregon, each serving about 60,000 people (about 1/10th the size of PGE.)

Chart 2 also shows that the 11 municipal utilities owned and operated by Oregon cities and towns, including Eugene, Springfield, Forest Grove, McMinnville, and Canby, also have much lower rates. On average, these utilities are only 1/40th the size of PGE. Nevertheless, their overall rates are 42% below PGE's. The 22 PUDs in the state of Washington also have rates 44% lower than PGE's.

PUBLIC POWER: IT'S OURS. LET'S USE IT.

PGE in the early 1970s had the lowest electricity rates of any private utility in the Pacific Northwest. Now PGE's rates are the highest. Chart 3 shows that PGE's rates have tripled since 1975. PGE has increased its revenue more per kilowatt-hour (kWh) sold than any other utility in the region, as illustrated by Chart 4.

CHART 3



Why do public power utilities have lower rates? Their basic economic advantages over PGE include lower cost power from BPA, use of tax-exempt bond financing, no federal income taxes, no dividends to stockholders, no sales of valuable assets to California utilities, and no siphoning of money to use in unrelated businesses, such as real estate development or venture capital speculation (PGE's new ventures). These advantages are so large that PUDs charge much lower rates, even while paying interest and principal on bonds, property taxes, and special fees to cities.

POWER SUPPLY: COST

Public power costs less than PGE. PGE's rates have risen primarily because PGE has wasted so much money trying to build power plants. PGE spent over \$130 million on the Pebble Springs nuclear project—abandoned in 1982. PGE spent \$120 million on the Skagit nuclear project—abandoned in 1983. And PGE spent over \$300 million on the WPPSS 3 nuclear project, which PGE then traded to BPA in

PIONEER PUD NEIGHBORHOODS

Pioneer PUD No. 1

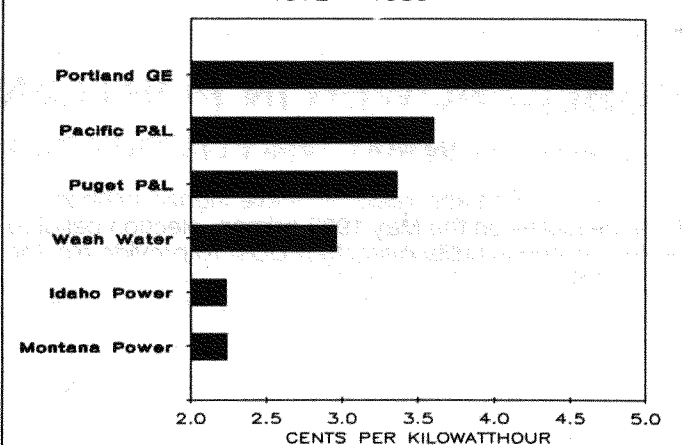
Arbor Lodge
Burnside
Kenton
Linnton
Lower Albina (north)
Northwest
Northwest Industry
Overlook
Portsmouth
Sauvie Island
St. Johns
University Park

Pioneer PUD No. 2

Brooklyn
Buckman
Central Eastside
Industrial District
Creston-Kenilworth
Hosford-Abernethy
Kerns
Reed
Richmond
Sellwood-Moreland
Sunnyside
Woodstock (north)

CHART 4

NORTHWEST UTILITY REVENUE INCREASES 1972 - 1985



1985. PGE also spent \$500 million to build the Boardman coal-fired power plant in eastern Oregon, which has run less than 20% of the time since it began operating in 1980. For a small part (20%) of the Colstrip 3 & 4 coal-fired power plants in Montana, PGE paid nearly \$400 million.

Public power utilities, on the other hand, have first call on the low-cost power generated by the 30 federal hydroelectric projects located in the Pacific Northwest. This power, sold by BPA, now costs 2.3 cents per kWh, while PGE's power costs 50% more. Chart 5 shows BPA's estimate that, after adjusting for general inflation, the cost of its power available to public power utilities will actually decline over the next 20 years, while the price of BPA power available to private utilities (such as PGE) will go up.

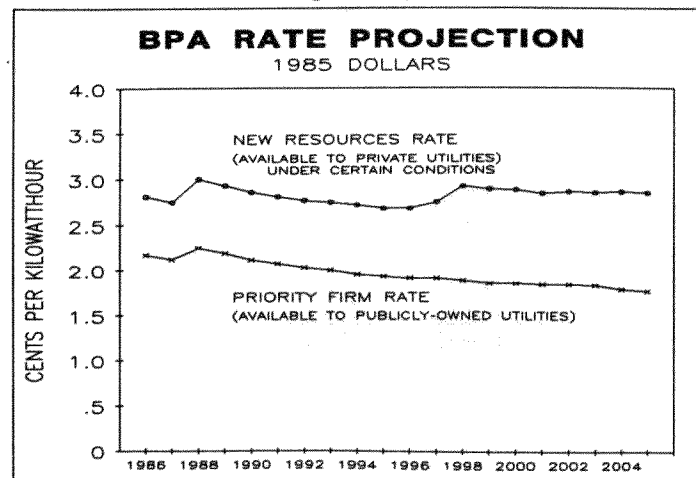
Unlike BPA, PGE has refused to provide any forecast of its future rates.

POWER SUPPLY: RELIABILITY

BPA power is reliable power. It comes primarily from 30 hydroelectric projects throughout the region, generating enough power to serve the needs of each Pioneer PUD more than 50 times over.

But PGE's power supply is uncertain, because PGE relies on only a few, risky generating plants. And, without consulting Oregon ratepayers, PGE in the past 2 years has decided

CHART 5



to become a major long-term supplier of power to California, signing 30-year contracts to send 200 megawatts of power to California utilities, nearly 20% of PGE's total generation. As Chart 6 shows, PGE has sold itself into a firm power deficit, even if we assume that the Trojan nuclear power plant will operate forever (a highly questionable assumption). Maintaining a sufficient power supply for its Portland customers may require PGE to obtain expensive new resources.

PGE already generates less than 40% of the power it sells, buying the rest of the power from BPA (30%) and from other utilities under contracts that all expire in 15 years or less. More than half of the power PGE actually generates comes from the Trojan nuclear plant (Chart 7). If there were an accident at Trojan or at any similar reactor anywhere in the world, Trojan may have to cease operation. PGE gets about 10% of its power from its own hydroelectric dams, and this power is quite low cost. But any Oregon PUD or municipal utility can take PGE's dams by condemnation, so PGE cannot rely on a continued supply of this power. PGE's only reliable long-term source of power is its coal-fired power plants. This power is very expensive, costing over 5 cents per kWh.

COST OF SYSTEM IMPROVEMENTS

When it is necessary to invest in system improvements or expansion, PUDs can do so at a lower cost than PGE. To raise money, PGE sells stocks and bonds. The average cost of these securities is now about 16% (after taking income tax consequences into account). PUDs can issue tax-exempt bonds that carry lower interest rates. Financial experts state that, if the Pioneer PUDs were in existence now, they could issue bonds at a cost of less than 8.5%. All of the debt service on such bonds would be paid from rate revenue, not from any taxes.

COST OF PGE'S FEDERAL TAXES

Private utilities must pay federal income taxes on their profits. As Chart 8 shows, PGE's federal income taxes have risen dramatically and now average about \$100 million per year. PGE charges these taxes to ratepayers, raising rates about 15% in the process.

COST OF PGE'S EXECUTIVE SUITE

Although it is among the largest utilities in the Pacific Northwest, PGE's general overhead costs per customer are

CHART 6

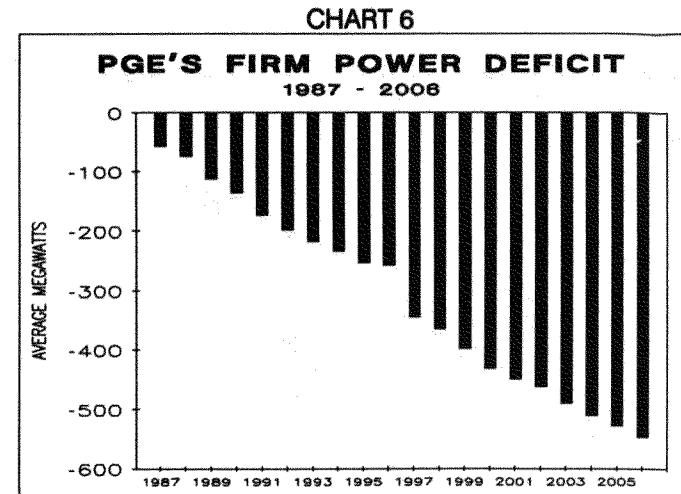


CHART 7

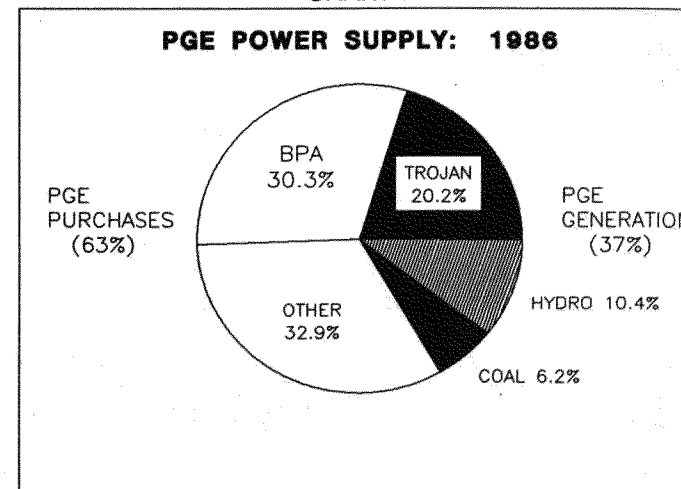
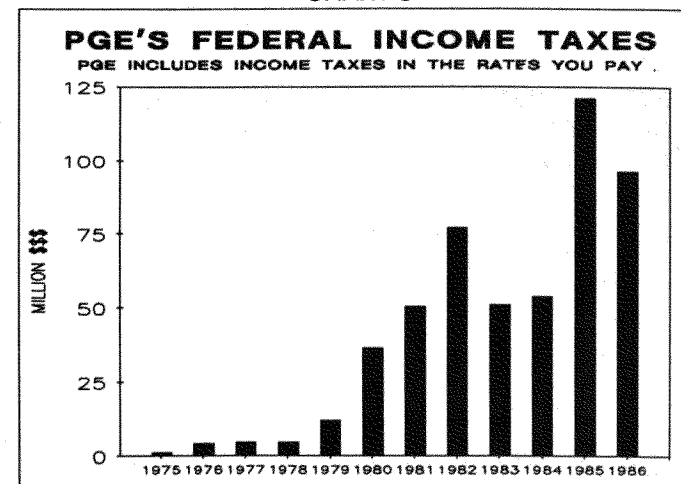
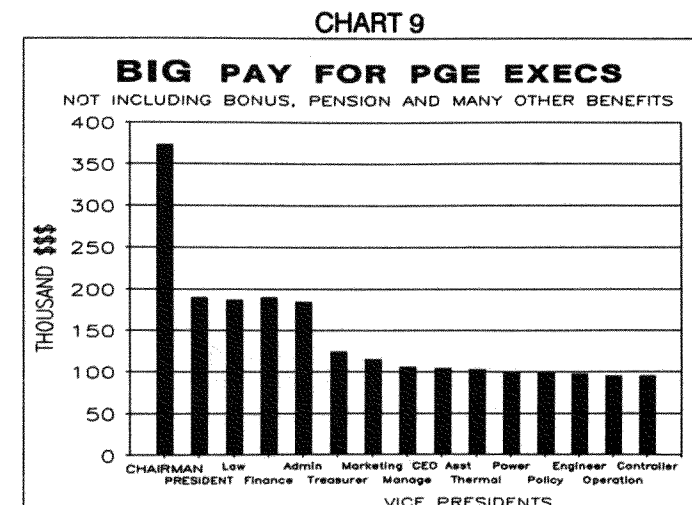


CHART 8



very high—about \$130 annually per customer. The average PUD in Oregon or Washington spends less than \$80 per customer per year in general overhead.

One reason PGE's overhead is so costly is that PGE has 15 executives who are paid an average of \$150,000 per year, not including bonuses, pension funding, and other benefits (Chart 9). What are all these executives doing to earn this





MULTNOMAH COUNTY OREGON

28-29
5159

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

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

January 28, 1988

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

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held January 28, 1988, the following action was taken:

Request of the Director of Human Services for)
approval of Budget Modification DHS #34 making an)
appropriation transfer in the amount of \$50,000)
from General Contingency Fund to Auditor's Office)
Professional Services (\$25,000) to pay for an)
audit of Public Guardian accounts, and to Justice)
Services Administration, Professional Services)
(\$25,000) to fund attorney services where con-)
flicts of interest with Public Guardian clients)
may exist R-18)

Commissioner McCoy stated the reason for requesting Unanimous Consent was the lateness of receiving information, and that she felt there was an urgency to dealing with the problem.

Duane Zussy, Human Services Director, explained this measure would provide a plan of action to assure that interests of public persons under the authority of the County Public Guardian's Office are protected. He advised the Department has been working closely with the Probate Court, Chair's Office, District Attorney, and the County Auditor to pursue the best way to protect those he just described, and to determine the magnitude of the problem. He said the first indication received by the Department was from a letter from Judge Bill Riggs, Chief Probate Judge, in which he identified 23 conservator cases that had been before the Court, in which timely appearances were not made, and 13 other matters in which statutory requirements were not made by the Public Guardian, Paul Nizdil. The Judge listed requirements to be met by the County, and if not met, the Court would take remedial action. At that time, Mr. Nizdil was suspended; and Jeff Brannon was appointed Acting Public

Guardian, and asked to review the matter. Following the review, Mr. Nizdil was terminated, and Mr. Brannon was directed to respond to the Judge's concerns. Rhea Kessler, Deputy County Counsel at the time, was appointed as an advisor to the Department to determine what needed to be done to strengthen internal controls and develop procedures to prevent the same incidents from occurring in the future. In the efforts of Mr. Brannon and Ms. Kessler, matters came to the attention of the Department involving possible irregularities with certain conservatorships. At that time, all records involving these matters were brought to the attention of the Chair, County Counsel, District Attorney, County's independent Auditor, and to Judge Riggs. Since that time, consultation has been held with all affected parties, and a plan of action to assure that all affected conservatorships are protected. Implementation of the plan will involve services of an independent attorney, experienced in Probate Law, who will handle all affected Guardianship parties, prepare a report, and send all billings to Probate Court for payment by the County. A complete independent audit will be performed to determine what conservatorships have been affected, and will be available to all parties involved. Funding for the audit and the attorney services is requested in the above-entitled budget modification which will not exceed \$50,000. He cautioned this is an estimate of cost, and there may be a possibility that the Department will return for additional funding. Insurance carriers who protect the County have been notified of potential claims, and the District Attorney has received all records pertaining to the matter. He stated questions of the Department should be directed to the District Attorney, who has advised the Department not to comment further. He stated the focus of the matter is to make sure there is an independent audit and that an independent attorney pursue the matter; and to assure the protected persons are made whole.

Commissioner McCoy explained the action needed today is to provide funding to move the matter forward in order to determine the magnitude of the problem. She reported there may be some funds available to cover these expenses, and if so the money will be put in the Contingency Fund.

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

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By


Jane McGarvin
Clerk of the Board

jm

cc: Budget
Finance
County Counsel

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR January 28, 1988

(Date)

DEPARTMENT Human ServicesDIVISION DirectorCONTACT Duane ZussyTELEPHONE 3782*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane ZussySUGGESTEDAGENDA TITLE (to assist in preparing a description for the printed agenda)

Requests \$50,000 from General Fund Contingency to pay for additional Public Guardian costs.

(Estimated Time Needed on the Agenda)

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

☐ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This requests funds from Contingency to be transferred to:

1. The Auditor's Office to fund a contract with an outside auditor to conduct an audit of Public Guardian accounts.
2. DJS Administration to fund attorney services where conflicts of interest with Public Guardian clients may exist.

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

None.

*To Budget
2/1/88*

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

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

(Date)

After this modification

\$ _____

Originated By

Date

Department Director

Date

Finance/Budget

Date

Employee Relations

Date

Board Approval

Date

TRANSACTION EB []

GM [] TRANSACTION DATE.

ACCOUNTING PERIOD

BUDGET FY_____

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Sub- Total	Description
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[illegible]TOTAL EXPENDITURE CHANGE

- 0 -

TOTAL EXPENDITURE CHANGE

REVENUE

TRANSACTION RB []

GM [] TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY_____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Sub-Total	Description
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[illegible]

TOTAL REVENUE CHANGE

TOTAL REVENUE CHANGE

Intro:

1. Duane Zussy received letter with concerns from Judge Riggs.
2. Suspension/termination - Nizdil - then Public Guardian.
3.
 - a. Appointment of Acting Guardian
 - b. Appointment of Kessler as independant advisor to Dept. to determine needs for strengthening internal controls.
4. Identification of possible irregularities in certain Guardianships.
5. Immediate notification of:

Chair
District Attorney
County Auditor
Probate Court

6. Subsequent consultation with affected parties - Exec., Judicial and Audit-led to a plan of action aimed at assuring a complete independent review of all potentially compromised guardianships with prompt remedial action to fully protect the interests of all wards.

7. To implement this plan, we propose that:

A. An independent special guardian (who will be an attorney with extensive experience in guardianship and probate law) is to be appointed to handle all guardianship files wherein a conflict of interest has been identified. This attorney will operate independently and will submit his/her billings through the Probate Court for payment by the County.

B. An independent audit is to be performed to determine the extent to which any conservatorships may have been affected. This audit will be arranged and directed by the County's Independently elected Auditor, Anne Kelly Feeney. We intend that the final audit report be made available to all concerned.

C. To provide necessary funds to accomplish these steps, we are asking the Board of County Commissioners to approve budget modifications today which transfer funds in an amount not to exceed \$25,000 from contingency reserve into the Probate Fees line item of the DJS budget to pay the costs of the independent guardian and a like amount into the Professional Services line item of the Auditor's budget to pay the cost of the required audit. It should be noted that these are initial estimates and we may have to come back to ask for supplemental funds to assure that the job gets done right.

8. We have informed the appropriate insurance carriers of the potential for claims to be filed in these matters.

9. We have handed over to the District Attorney's Office all pertinent materials and information regarding this matter and are cooperating fully with his office in this regard. Any questions with regard to this aspect of the matter should be directed to that office.

9. The entire focus of the plan of action we are proposing to you today is to promptly assure that the interests of all protected persons under the jurisdiction of the Public Guardian's Office are fully protected.

#1680G



CIRCUIT COURT OF OREGON
FOURTH JUDICIAL DISTRICT
MULTNOMAH COUNTY COURTHOUSE
1021 S.W. 4TH AVENUE
PORTLAND, OREGON 97204

September 23, 1987

R. WILLIAM RIGGS
JUDGE

COURTROOM 512
(503) 248-3250

Honorable Gladys McCoy, Chairperson
Multnomah County Board of Commissioners
Room 134 Multnomah County Courthouse
1021 S.W. 4th Avenue
Portland, Oregon 97204

Re: Public Guardian and Conservator
Procedures before the Probate Court

Dear Ms. McCoy:

With great reluctance I am sending you a copy of a letter which I have sent to Mr. Paul Nizdil, who is currently serving as the Multnomah County Public Guardian and Conservator. It is not normally our practice to bring such matters to your attention, however past informal efforts at resolving these issues seem to have been to no avail.

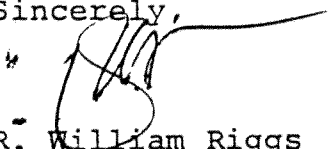
As you know, there are statutory requirements for certain procedures and reports in conservatorship/guardianship proceedings. You may have noticed a recent Oregonian article that very thoroughly discussed this area of the law and was critical of procedures followed in many counties.

The probate court wishes to be certain that the procedures followed in Multnomah County are consistent with statutory requirements. We cannot carve out an exception for the public guardian and conservator even though we recognize that present funding levels and workloads impact heavily on the public guardian's ability to provide the necessary procedures and reports. I am hoping that Mr. Nizdil will respond to the enclosed letter and that we will be able to informally work out a way in which we can insure that his office will comply with the law. If

Honorable Gladys McCoy, Chairperson
September 23, 1987
Page Two

not, I would ask for an opportunity to meet with you to discuss the matter further. If there is any additional information that you require, please do not hesitate to contact me or my senior Probate Assistant, Mr. James McGoodwin, who is completely familiar with every aspect of this problem. His telephone number here in the courthouse is 248-3538.

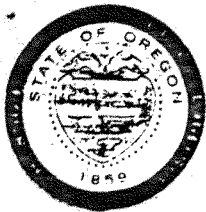
Sincerely,



R. William Riggs
Chief Probate Judge

RWR/jim

cc: James McGoodwin
Honorable Polly Casterline
Honorable Caroline Miller
Honorable Gretchen Kafoury
Honorable Pauline Anderson



CIRCUIT COURT OF OREGON
FOURTH JUDICIAL DISTRICT
MULTNOMAH COUNTY COURTHOUSE
1021 S.W. 4TH AVENUE
PORTLAND, OREGON 97204

September 23, 1987

R. WILLIAM RIGGS
JUDGE

COURTROOM 512
(503) 248-3250

Mr. Paul Nizdil
Multnomah County Guardian
and Conservator
426 S.W. Stark - 5th Floor
Portland, Oregon 97204

Dear Mr. Nizdil:

On September 21, the probate court conducted its monthly citation hearing. There were twenty-three public guardian and conservator cases before the court on citation. No one appeared from your office to give the court any explanation for the deficiencies and delays that were the subject matter of the citation process.

I recognize that your office is extremely busy. So is ours. It is not possible for the court to treat your office any different than we treat the private practitioners who are required to be present and explain delays or problems that have been identified and which are the subject matter of the citation process. On thirteen of the matters before the court on September 21, your office had failed to file the guardian's report required by statute. Annual accountings were not filed in two of the matters and your office failed to file inventories in eight other matters. We received absolutely no communication from your office about any of these matters prior to the citation date.

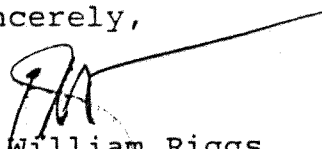
Please be advised that this court will consider contempt sanctions if these matters are not satisfactorily resolved within the next ten days. I would also ask that you schedule a time with me for a conference so that we may determine what future course of action will be necessary to obtain compliance by the public guardian and conservator

Paul Nizdil
September 23, 1987
Page Two

for the statutorily mandated procedures which are not presently being followed.

Please contact Mr. James McGoodwin to arrange a time for such a conference. His telephone number is 248-3538.

Sincerely,



R. William Riggs
Chief Probate Judge

RWR/jim

cc: Honorable Gladys McCoy
James McGoodwin
Honorable Polly Casterline
Honorable Caroline Miller
Honorable Gretchen Kafoury
Honorable Pauline Anderson

REPORT OF MULTNOMAH COUNTY "THINK TANK" COMMITTEE

A Concept for a
Justice Services/Human Services Triage Project

January 25, 1988

Introduction

On January 19, 1988, a group of professionals from Multnomah County's criminal justice and human service systems began an intensive, four-day "think tank" to develop models and/or program(s) that would begin to implement the concept of a more effectively integrated human and justice services system called the public safety continuum.

Participants were:

Denise Chuckovich, Human Services
Maggie Gareau, Human Services
Howard Klink, Human Services
Harley Leiber, Community Corrections
Frederick Lenzser, District Attorney's Office
Grant Nelson, County Chair's Office
Kathy Page, Corrections Health
Wayne Salvo, Probation Services
Steve Tillinghast, Sheriff's Office
Bart Whalen, Sheriff's Office
Bill Wood, Sheriff's Office (Corrections)

1988 JAN 25 11 04 AM
MULTNOMAH COUNTY
OREGON

The Committee's Charge. The think tank was an outgrowth of a retreat by the Board of County Commissioners in the fall of 1987, during which the concept of a public safety "continuum" was discussed. The think tank sessions were called by Donald E. Clark, former County Executive and Sheriff, who had been asked by County Chair Gladys McCoy to

stimulate discussion and amplification of the continuum concept within County government.

In his charge to the participants, Clark said the City, County and State are each involved in a "search for answers" to the significant public safety problems that face the community. The Board, he said, was committed to providing leadership within the community and to addressing the root causes of social deviancy with innovative solutions.

Clark asked the committee to develop a model or program that would integrate the criminal justice and human service delivery systems. He urged them to seek approaches that would "break the cycle" of criminal conduct that stems from alcohol and drug abuse and the abuse of children.

A root cause of criminal behavior, Clark suggested, is dysfunction within the family, abetted by alcohol and drug abuse by parents and siblings. He urged the committee to find new ways to deal with individuals across the full age spectrum -- from adults to young children to the unborn -- as well as the family unit itself.

The Development of a Pilot Project

In carrying out its charge, the committee agreed that the goal of its effort was to identify specific ways in which the human services and justice services system should operate to make more efficient use of limited resources.

Criteria. Toward that general goal, the following criteria were identified. A model should be developed that targets:

- Those who will have a significant impact on the jail population;

- Those who perpetuate criminal behavior generation to generation;
- Those whom the community views as presenting a crime problem;
- Those who will benefit the most from and be amenable to community treatment; and
- Those who will benefit the most from services; and
- Those who, with appropriate treatment, will eventually use fewer system resources.

Generally, the committee concurred that the focus should be on "specialty clients" for whom intervention and treatment/sanction would produce the greatest results. Particularly, emphasis would be placed on those individuals who cycle in and out of jail and those who create significant resource demands upon the system.

The committee's overall objectives were to develop a concrete program that could be instituted now and which would: a) reduce the pressure on the jail system, leaving bed space open to the most dangerous and high risk offenders, b) have the potential long-term benefit of interrupting the criminal progression of a client and family, and c) better integrate the human service and criminal justice systems.

The Concept. A concept of intensive case management of a finite group of medium-risk clients was developed. The concept represents an additional "track" -- or alternative avenue of treatment and sanctions -- which would be available to police agencies, the courts and corrections officials. It would provide a strong link between criminal

justice programs and social services. The program would focus not just on the offender, but also on the family or home environment surrounding the offender.

General criteria proposed for intake were:

- 1) Class C felon or less;
- 2) Non-violent, not a threat to self or others, no weapon involved; and
- 3) Evidence of current substance abuse or mental illness, or a history of substance abuse or mental illness.

These criteria were selected with the idea of reaching those offenders who represent a significant portion of the current jail population, but are not high risk, and who are described by one or more of the following: a) have a long history of substance abuse, b) can be moved out of a jail setting without presenting a significant risk to the community, and c) are highly likely to resurface in the criminal justice system without treatment.

It was felt that those who would enter this intensive case management system typically would be individuals charged with crimes such as possession of a controlled substance, forgery, theft, prostitution, unauthorized use of a motor vehicle, or lesser offenses.

Concept Description. Figure 1 depicts how the system would function and interrelate with the current justice system. It is recognized that considerable additional development must be undertaken before such a program could be initiated. The operational concept can be described as follows:

Police contact with an offender would initiate the process. Based upon established criteria, police officials would have one of three alternatives: 1) cite and release the

AMBULANCE OPTIONS

OPTION 5

Divide Multnomah County into two ASA areas roughly equal in call volume, indigent population, and geographical barriers to service.

EMS Police Board would prepare the ASA plan for approval by the Board of County Commissioners.

BCC, upon approval, would refer the plan to the Oregon Health Division (EMS section) for its approval.

Process would be chosen by the RFP process. Any one provider would be bid on both ASA area RFPs.

A single physician supervisor for the EMS should be part of the plan by the EMS Board.

RFPs should reflect, among other items, past performance as to the volume of calls and responses, quality of response, no load rate, costs including public subsidies.

Both private ambulance companies and the fire districts could apply.

Pros:

1. Opens bidding process to private and public entities thus not excluding private business.

2. Lowers public costs if private company awarded the bid.

3. Costs of public and private companies stated in RFP, including subsidies.

4. Abides by the court ruling.

5. Eliminated tax dollars by removing role of DHS

6. Provides control and efficiency with single physician supervisor.

7. Improves RFP by including past performances.

Cons:

1. Hard to determine the subsidies for fire districts.

2. Subsidies add to costs and put fire districts at a disadvantage in bidding.

3. Fire districts at disadvantage by requiring past performance record.

County loses its control if private company wins bid.

P. L. Carter

JUSTICE SERVICES/HUMAN SERVICES TRIAGE PROJECT

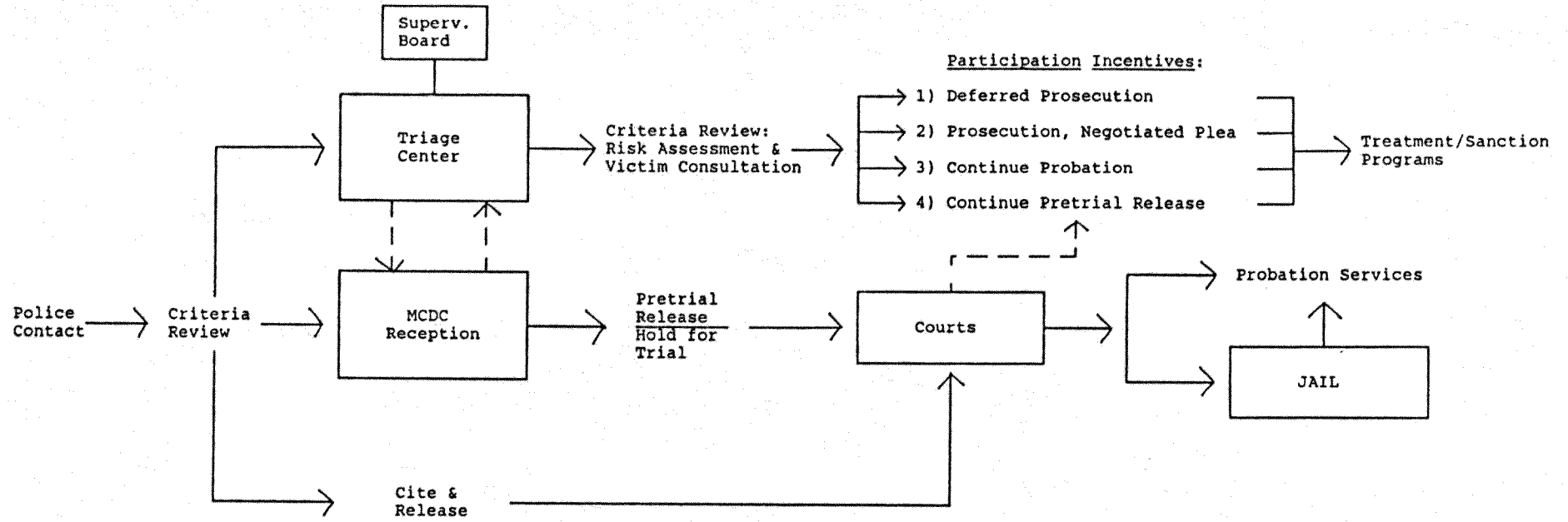


FIGURE 1

offender, 2) book the offender into the Multnomah County Detention Center or 3) take the offender to a Triage Center. The first two alternatives represent the current options while the Triage Center represents the alternative avenue for treatment/sanctions.

At the Triage Center, intake and assessment staff would immediately perform risk, medical and psychological assessments on the offender. If the offender did not meet criteria for the program, he/she would be referred back to MCDC or released. If the offender met criteria, he/she would be assigned a case manager.

The case manager's initial responsibility would be to develop the treatment/sanction plan and make one of several recommendations to the District Attorney's office and the court: 1) defer prosecution in return for the offender's agreement to engage in an intensive treatment/sanction regimen, 2) proceed on to prosecution with the option to plea negotiate in return for engaging in treatment/sanction programs, and 3) for those in violation of conditions of probation or pretrial release, continue probation and pretrial release and enact a treatment/sanction program. It was recognized that access to a Public Defender or private counsel may be necessary in arriving at this determination.

Once a treatment/sanction program was specified, the case manager would intensively monitor the client's progress as well as the family environment surrounding the client. To increase the incentive for completion of treatment, a system of tourniquet sentencing might be imposed with custody and non-custody sanctions. Under tourniquet sentencing, the offender is given an immediate, but minor, sanction followed by progressively increased sanctions any time he/she fails to precisely follow the prescribed treatment regimen.

Typical Case. An offender who would be better served by the proposed model can be profiled as follows (this profile based on an actual case):

Ms. K. is a 23-year-old female, mother of one. This defendant has a history of drug and/or alcohol abuse, a history of mental and emotional problems, which include suicide attempts. Defendant loses control and is very easily influenced when she is abusing drugs/alcohol.

Defendant is presently on probation for prostitution. She remains stable for 3-4 months then goes on binges lasting 1-2 months. Defendant is in need of a source to monitor and prescribe medications.

Ms. K. is picked up by city police on a prostitution charge. Under the current system, she would be arrested, booked and probably lodged in the jail for a short period. The cycle has been repeated numerous times with this offender.

Under the proposed model, Ms. K. is identified as someone who would benefit from treatment. She is taken to the Triage Center following police contact and is conceivably offered deferred prosecution on a negotiated plea in exchange for an agreement to participate in a treatment/sanction program. She would be assessed by an intake team and assigned to a case manager who would then purchase an appropriate package of services.

Those services might include: alcohol and drug treatment, family assessment, parenting skills and early intervention services for her child. Anger control, job readiness training and emergency housing could be available if needed.

If Ms. K. complied fully with her treatment requirements, the case manager would monitor her care for up to six months, and then make appropriate referrals for continuing treatment. If she did not meet treatment requirements, tourniquet sentencing would be applied or the offer of deferred prosecution revoked.

Potential Treatment Approaches. The committee believes that effective treatment alternatives must be available and coordinated to make such a program effective. The committee

particularly emphasized the following treatment approaches (listed in alphabetical order):

Adolescent Alcohol Screening: To provide early intervention where there is evidence of substance abuse and a linkage to teen clinics, youth service centers and other services. This would be a family intervention element of the program.

Alcohol/Drug Screening, Assessment and Treatment: To help deal with one of the most significant causes of criminal behavior by treating chemical dependency and its relationship to the offender's conduct and family relationships.

Anger Control: To teach alternatives to physical or verbal assaults and abuse, and to promote self-control and productive handling of anger.

Comprehensive Health Services: To provide basic medical/dental health services and increase the focus on prevention. Emphasis would be on primary care and prevention of communicable diseases, including AIDS, hepatitis and tuberculosis.

Developmentally Disabled Treatment: To provide services to those who do not meet current statutory criteria for treatment and, therefore, cannot be accepted into the County developmentally disabled program.

Family Assessment and Referral: To assess the family environment and seek to prevent substance abuse, domestic violence, child abuse/molestation, neglect or other conditions that might contribute to future generations of criminal behavior. Financial and other needs that help create a more stable family environment also might be addressed.

Housing: To address housing needs: emergency housing, residential treatment programs (special needs/transitional), supervised housing and permanent housing.

Job Readiness Training: To address significant job skills deficits and chronic unemployment found in many offenders by providing training in job search techniques and basic skills development.

Life Skills Training: To teach basic skills in personal financing, use of credit, food and nutrition, household management and other key

functions of daily life to help stabilize the individual and his/her family.

Mental Health Treatment for Non-priority Clients: To provide services to those who do not meet current statutory criteria for treatment and, therefore, cannot be accepted into the community mental health system.

Parenting Skills Training: To teach parenting skills and improve the environment of the child. Skills would include: understanding child development, anger control, alternatives to physical discipline, health and nutrition, nurturing, physical care, single parenting, etc.

Pre-natal Care: To provide basic health care to expectant mothers, with emphasis on drug treatment, childbirth education, health and nutrition, health monitoring, etc.

Victim Compensation: To promote restitution to victims as part of the treatment/sanction plan.

Early Intervention Services for Children 0-7: To intervene in the lives of children of offenders where there are danger signals or documented abuse, and to improve parents' skills in health care, nutrition, and child growth and development.

Staffing and Operations. The Triage Center would be staffed least initially on a one-shift-per-day basis. The committee felt that a swing shift operation would best coincide with the time when the great majority of bookings occur. Annual caseload would be 180 to 270 individuals, representing an average case management ratio of 1:15. Case managers would handle individual cases for a maximum of six months. At that point, cases would be turned over to probation counselors, community mental health workers, community health nurses, Sheriff's deputies or other programs or agencies.

An appropriate staffing level would include one supervisor, four intake/assessment staff, six case managers and two clerical positions. It was felt that staff, especially

intake/assessment personnel, should be professionals with a broad spectrum of skills and experience.

It also was felt that the program would operate best in a separate facility, away from the Downtown Detention Center, and with ancillary services -- such as housing -- available. To procure services for the client, case managers would purchase services, possibly through use of vouchers. In addition, a variety of federal, state, city and private resources might be utilized to supplement the County's budget commitment.

As a pilot program, the committee felt it would function best if it served a precinct area, or other defined geographical area. Two areas were felt to have the best potential for a pilot program: Inner Northeast and Downtown. In any event, considerable discussion with neighborhood and community leaders should occur prior to the establishment of the program in a given area.

A Supervisory Board, comprised of senior-level management personnel from both human service and justice programs, would oversee operations, set criteria for the program and evaluate its effectiveness.

The annual budget requirement for the described pilot project is roughly estimated to be \$550,000 for staffing and operations (exclusive of initial capital costs), plus \$450,000 to \$675,000 to purchase treatment.

The Committee felt strongly that a site be found away from the Downtown Detention Center, and within the geographical areas to be served, to house the program.

Other Needs. It is recognized that a treatment/sanction program such as this cannot function in isolation.

Development of compatible resources and coordination with other public and private programs is essential.

Among other things, the committee felt that:

- Before such a program could be started, city and state officials -- along with other key County officials -- would need to be involved in detailed planning of the pilot project and its operational protocols.
- A full spectrum of public and private treatment alternatives must be available in the community for clients of any special diversion program. An analysis of available treatment and possible gaps in treatment alternatives was felt to be needed.
- Some changes in state statute, local ordinance or system procedures might be necessary to permit the program to function ideally.
- A uniform shared information system is invaluable for effective triage and treatment assessment.
- Whether or not this concept is embraced and a pilot project undertaken, increased coordination and dialog should occur at the "field level" among human service and public safety personnel. Institutionalizing and formalizing agency meetings, the committee believes, has merit independent of this specific concept.

Study Limitations. In carrying out its charge, the committee recognized that it lacked potentially-useful data and was somewhat limited because it lacked input from key justice system participants, such as city police, the courts and Public Defender's office.

In addition, the limited time available to the committee to produce its product necessitates considerable further analysis and refinement of the proposal.

Nevertheless, the committee feels that its product represents an important first step in finding alternative ways to provide intensive case management and treatment for offenders and their families, and in so doing to relieve pressure on our jails and overall criminal justice system. It does not believe that this concept, by itself, is a solution to the overall problem, but merely a beginning.

Recommendations

The committee believes that its concept is workable and that a pilot project should be undertaken after further study and development. Further, the committee recognizes the role of the Justice Coordinating Council in providing overall system coordination.

Therefore, the committee recommends:

- 1) That the Board of County Commissioners accept this committee's report and refer it to the JCC for its review and endorsement.
- 2) That this committee be permitted to continue to refine and/or modify its concept, under the aegis of the JCC, with additional input from at least the following:
 - District and Circuit courts;
 - Metropolitan Public Defender's Office;
 - City agencies and other officials;
 - Oregon Department of Corrections;
 - social service agencies; and
 - neighborhood organizations.

- 3) That, based on the resulting input and analysis, a specific proposal containing programmatic and budgetary detail be developed by March 1, 1988, for potential inclusion in the County's 1988-89 budget.
- 4) And that this committee, or its equivalent, be directed on an ongoing basis to develop new system and program concepts that would enable further integration of the human and justice service programs, to be brought forward for consideration by the JCC and the Board of County Commissioners.

Respectfully Submitted,

Denise Chuckovich
Maggie Gareau
Howard Klink
Harley Leiber
Frederick Lenzser
Grant Nelson
Kathy Page
Wayne Salvo
Steve Tillinghast
Bart Whalen
Bill Wood

January 25, 1988
DSS:ds6

JUSTICE SERVICES IN MULTNOMAH COUNTY

A Concept for a Continuum of Services

Donald E. Clark
January 26, 1988

Introduction

The Board of County Commissioners is seeking a new set of strategies and models to address the dramatically increasing problems of social deviancy, family dysfunction and substance abuse. This paper is a discussion of the problems facing the County and its citizens, and outlines possible solutions within the Board's concept of a continuum of criminal justice and human services.

At the Chair's request, the author interviewed over 50 people who are among the principal participants in the criminal justice and human service systems throughout the community. The assignment was to evaluate the status of justice services in the County, address the issues of leadership and coordination, describe the concept of a continuum and recommend a direction for the County to proceed.

This paper concludes that:

- o The criminal justice system is not working -- it is fragmented, expensive, overcrowded, not adequately linked with human services and does not reduce crime;
- o Criminal and deviant behavior would be significantly reduced by effective intervention and treatment of alcohol abuse, drug abuse and child abuse/molestation;

- o The County should provide a clear mandate to the Director of Justice Services to identify the problems and develop effective system-wide solutions; and
- o Experimentation and testing of new approaches and models will be necessary.

The System is Not Working

Those I have spoken with agree on one fundamental matter: the criminal justice system is not working. It is not working nationally; it is not working in Multnomah County.

The system simply does not produce the desired results. It is expensive, confusing, fragmented and is generally conceded to be ineffective in protecting the public safety or delivering justice. In fact, it is not a "system" at all: it is a series of parts at many levels of government which are not well coordinated and which often function at cross purposes. Ultimately, there is no one in charge and no one held accountable for results.

In summary, I found:

- o The public sees crime as the number one issue facing the community. Survey after survey reveals a public fear for their safety and security. At the same time, the public seems doubtful of government's ability to solve the problems and skeptical of specific "solutions" that are proposed. Within government, there is enormous frustration about what should be done -- and many different ideas about how to fix the system and at what level of government.

In Portland, Multnomah County and at the State of Oregon, elected leaders are working hard on the problems -- although often independently -- and appear to be interested in

finding and implementing solutions that work. A climate for change appears to be present at the state and local level.

- o Crime appears to be increasing, jails are overcrowded and case managers are overwhelmed. In spite of the public outcry and all attempts to combat crime to date, it does not appear that the criminal justice system has been effective at reducing criminal or deviant behavior in our society. All indications are that the problems are worsening.
- o The criminal justice system continues to suffer from internal fragmentation, conflicts, redundancy and lack of coordination. Parts of the "system" are operated at the local level, parts at the State level. Decisions or actions made at one level of government often affect another, but communication and cooperation frequently is inadequate.
- o Much of the responsibility for the system belongs to the State of Oregon, but many problems have fallen to local governments to solve. Non-uniform sentencing practices and inadequate state penal facilities, for instance, result in serious overcrowding in local jails and pressure to build more local jail beds. Cities and counties typically do not have the funds to build more space and voters have generally been reluctant to approve jail measures. Even if they do, it can represent an inappropriate shift of burden from state government to local government.
- o Gaps in the system appear to be opening, not closing. There is no effective safety net; jails tend to be the collecting point for most of society's socially deviant as well as criminal populations. Federal resources systematically have been reduced or eliminated, and policies -- such as the national trend toward deinstitutionalizing the chronically mentally ill -- have strained both the criminal justice and human service systems. Programs such as Community

Corrections, designed to give relief to penal institutions and provide more local alternatives, have not been given sufficient resources.

- o Important data and case records, which could be used to better manage the system and its client populations, is either collected redundantly, underutilized or not collected at all. Information collected by one agency frequently is not made available to another, particularly if one agency is outside the justice system and the other is within. Only in the County Corrections Health program is client data assembled from both the criminal justice and human service systems. Even then, an inmate's health records usually do not follow them to the state penitentiary.
- o The costs for police, prosecution, courts, corrections, probation and other criminal justice services are substantial -- and growing. The staggering cost of new jails and prisons (ranging from \$25,000 per bed for minimum security to \$100,000 and more for maximum security) -- not to mention the operating expenses of such custodial facilities -- has led to many difficult cost/benefit debates and a search for alternatives.
- o Deinstitutionalization established a trend to incarcerate more people in prisons and jails. Historically, about one per cent of our population has been removed from the community and placed in an institutional setting. In 1950, the largest percentage of these individuals were housed in mental institutions. In recent years those populations have been deinstitutionalized, and many end up in criminal justice settings. The United States has what The Oregonian recently called a "booming per capita prison population" -- higher than all but two industrialized nations. We also have more crime than most Western nations.

Alcohol, Drugs and the Cycle of Abuse

In recent years, alcohol and substance abuse has been growing and has had a significant impact on the system. A voluntary survey of those entering the County's corrections facilities confirms that at least four out of five are incarcerated for offenses related to drugs or alcohol. The sheer number of offenders has overwhelmed police agencies, courts and jails.

The Chair's statement on alcohol and drugs summarizes the social condition:

Drugs are increasingly present and socially accepted as recreational tools in all age groups, including children in elementary school. The long-term consequences from such a megatrend are alarming. Already substantial numbers of children, some as young as 10 years, are permanently outside of parental or state control and living on the street 'hustling' to gain their supply of chemicals.

It is likely that many of the new drugs will have greater addictive qualities, pose new acute health/life hazards, and have dangerous behavioral and health side effects. As new products come on line and as the competition for sales increase we can expect to see prices drop which will lead to increased dosage and subsequent increased medical emergencies. The consequences of such a dynamic are apparent.

In general, I found:

- o The greatest single factor involved with criminal activity is drug and alcohol abuse. Crimes related to substance abuse vastly outnumber all others. As noted earlier, more than 80 per cent of those jailed locally are there for crimes associated with the abuse of alcohol or other drugs. A State Corrections report published last August said that two of five felony probationers had documented drug abuse histories to and including addiction, while three of four misdemeanor probationers had moderate to "major/addiction" alcohol abuse.

- o There is an unmistakable connection between the justice system and the social service system. Those who pass through one system very likely encounter the other as well. Those engaged in criminal conduct are highly likely to come from dysfunctional family backgrounds, or suffer from debilitating conditions such as chronic mental illness. In fact, 15 to 40 per cent of those entering County corrections programs appear to have mental conditions warranting treatment. Yet, the systems remain largely separate -- organized and operated in the traditional vertical organizational structure with each program or service viewed as an isolated and distinct element.
- o Substance abuse seems closely linked with other forms of abuse, particularly child abuse and molestation. In fact, these are among the the most frequent common denominators seen in clients of both the criminal justice and human service systems. Clients have either been subjected to it themselves, subject others to it or both.
- o Chemical dependency -- a root cause of unacceptable deviant behavior -- is a 'family disease' that is passed from one generation to the next. The next wave ready to overwhelm the justice system are the teenagers who now live on the streets or are about to leave what are often abusive home environments. Behind them are even younger children who are experiencing the trauma, abuse and molestation that will lead them to become candidates for street life. And behind them are the unborn who may be born addicted or otherwise damaged by the abuse of the chemically-dependent mother, who herself is an end product of the same cycle.

What is being described is a dysfunction within the family that ultimately leads to criminal behavior among offspring as well as another generation of abuse. The justice system cannot cope with the impact of this repeat cycle of family dysfunction and abuse.

Quincy, Massachusetts, uses an approach for alcohol-related offenders that may be a useful model for the County. Offenders are carefully evaluated and then placed in an intensive, highly-structured 30-week treatment program. Probation is conditioned on participation and completion of the program.

If a violation occurs, the court uses "tourniquet sentencing" -- imposing a short jail term and increasing the term with each violation. The violator returns to the same treatment program, often starting over.

Susan F. Mandiberg, Associate Professor at Northwestern School of Law, reported in a 1985 paper:

The reason for the Quincy approach is clear: revocation of probation and long-term incarceration would punish the offender, but it would do nothing to end the drinking. This being so, it would do nothing to prevent future criminal involvement.

In a preliminary evaluation, the Quincy court reported that 75.2% of those referred completed the program, with less than a 5% rearrest rate. The state's average recidivism rate for a similar group over the same time period was about 15-17%.

The objective is to enable the offender to become able to take care of their own needs and sustain themselves in a manner acceptable to society.

Seeking a New Direction

The criminal justice system simply is not achieving what taxpayers want and deserve: efficient and effective programs that deal not only with the immediate issues of crime, victimization and misconduct, but the long-term problems of social deviancy, substance abuse and family dysfunction.

It is clear that the system needs reform and that traditional solutions do not successfully address the problems. The reforms

must deal directly with two basic issues: 1) the causes of undesirable social deviancy and 2) the problems of fragmentation and lack of coordination within the system.

At the Board's retreat last fall, there was general agreement that those entering the criminal justice system who could be treated more cost effectively -- or simply more effectively -- in another system, should be diverted. In addition, there was agreement that there are models that have worked effectively to integrate policing and corrections with human services. The Board seems prepared to advance these concepts.

It is doubtful that significant system-wide changes can be accomplished without the political will to do so and the leadership of someone charged with proposing new directions. The Board of County Commissioners is seeking to provide that leadership and is attempting to rectify some of these problems.

As a first step, the Board has recognized the need for countywide coordination and leadership. The Board has invested in the Director of Justice Services the responsibility to be the primary coordinator and innovator of justice programs within the County.

The Director of Justice Services occupies a unique and critically-important position. Not only does the Director advise the Board on significant policy matters and provide a communications link within the system, but also should be given a clear mandate to be an architect of change within the system.

Moreover, to be effective, the Director must be able to work successfully with the many players in the criminal justice and human service community in order to build goodwill and bring the parties together in support of a new agenda.

Secondly, the Board has recognized chemical dependency in our society for what it is: a dangerous epidemic that not only is

overwhelming our systems and institutions, but results from and is a major cause of family dysfunction. Breakdowns in the criminal justice system are at least partially accounted for by this unprecedented social disorder. The Board's concern is heightened by the realization that traditional approaches, programs and strategies are not working.

It is increasingly evident that criminal justice sanctions are not effective deterrents. The system itself is primarily reactive; it does not effectively deal with the causes and effects of deviant behavior. In addition, justice programs are not effectively linked or coordinated with human service programs.

In her policy statement on alcohol and drugs, the Chair called for "new policies and strategies" to address the problem. She said that research, theory construction, new strategy development and consensus building should begin immediately. Significantly, the Board seems prepared to commit the County to testing some innovative new solutions.

The paradox is that it is easy to be against crime and disorder, but difficult to do something about it. It is even more difficult to question traditional and simple approaches that are often publicly popular. Leadership is never without risk and when dealing with the emotions of fear and vengeance, an extra measure of political courage is required. With issues this complex and difficult, the risk of trying new approaches and failing is ever present. Even if innovation works, the results may be difficult to demonstrate during one's term of office.

In spite of these negatives, the Board is determined to set a new direction while recognizing that many solutions can only be accomplished at the state level. At the same time, both the state and city are working on significant public safety and corrections agendas. The time appears ripe for Multnomah County

also to exert itself, seek changes, test solutions and provide models for others to follow.

The philosophy that appears to be emerging from the Board is that a comprehensive or holistic approach must be pursued to address the community's crime problems. The Board believes that the County should be dealing with the root problems, such as alcohol and drug dependency, as well as the criminal behavior itself. It has correctly recognized that solutions to the root problems do not lie with justice programs alone -- a more comprehensive approach must be identified that involves close cooperation with the human service system.

The Board has articulated the concept of a "continuum" of services. While the concept of a continuum is imprecisely defined at present, the notion of viewing the problems (and solutions) as continuous and circular -- rather than linear -- has some utility. It recognizes the complexities and interrelationships that occur in dealing with deviant behavior. It also helps to redirect our thinking: we tend to think of our systems and operate them as separate and isolated rather than interconnected and dependant, as they actually are.

There are four public systems that relate to criminal conduct: criminal justice, social service, mental health and alcohol/drug. Each is largely separate from the other. Moreover, the sub-components (e.g., jails, parole and probation, courts, District Attorney) also tend to be organized and operated separately. Within each there is generally good vertical communication and control. The weakest communication and coordination is that which is horizontal -- or program to program.

If a full continuum is desired -- with strategic focus on social problems that lead to deviant behavior as well as punitive measures -- more lateral coordination is needed. The continuum would therefore, in its simplest form, better link the justice

system with the human service system to more effectively manage the client populations that interact with both.

A continuum also may suggest that priority be given to providing a "continuity" of attention to the individual or family in trouble. Continuity would be the key element in tracking the family or individual and providing appropriate services -- and sanctions -- until they are no longer at risk.

It may help to think of the continuum as a concept of total management. Based on the belief that preventive programs are as important as curative and deterrent programs, this concept would increase the focus on the causes of social deviancy and therefore on the individual or family. In so doing, the system could get at the sources, or root problems, causing the criminal conduct or misbehavior.

Several approaches might be tested. It may be worthwhile to consider using intensive case management, as has been done in the County previously. It also may be productive to examine the notion of collapsing the system -- or parts of it -- into multi-disciplined programs that target high risk populations. In that event, the system would not consist of separate and isolated parts, but would be a comprehensive whole for the client to interact with. The notion of pooling resources otherwise earmarked for separate programs in justice and human service areas also may have merit. This might be particularly feasible in a multi-disciplined management model.

It also may be fruitful to consider how to create internal incentives. In Project Health, for instance, we explored the notion of giving clients a fiscal incentive -- a smaller monthly fee -- to select the cheaper health plan. We also built incentives to encourage both clients and providers to utilize preventive health care services. Because Project Health's benefits were "prepaid," there was an incentive for providers to

keep the client healthy to avoid expensive acute care facilities and services.

In the context of justice services, one way to provide an incentive for cost efficiency is to require a program to purchase treatment or services (e.g., jail or mental commitment) needed by a client from its own budget. An incentive is thereby created to use preventive or alternative approaches that are less costly.

Ultimately, the lesson to be learned from the amount of crime we see in our community is that we must stem the tide. Preventive efforts are the only real long-range hope. We will never "solve" the problem of crime and delinquency until we retard the flow of new clients into the system. This is the same lesson we learned in public health at the turn of the century. By addressing the causes of communicable disease (with sewage treatment, immunizations, public health standards, etc.) rather than treating the effects (dysentery, hepatitis, cholera, polio, etc.), we not only made ourselves healthier but we avoided expensive acute care. Similarly, we found that it is better and cheaper in the long run to eliminate pollution at the source than to try to clean it up.

A Laboratory for Change

To achieve these objectives, new thinking -- and possibly a whole new approach -- is needed. The battle against crime is one that must be fought across the full spectrum of public responsibility.

Multnomah County can and should become a laboratory for change. The County has an enviable track record in developing new approaches. Among the good examples of County experimentation and innovation are Project Health, the DHS multi-disciplinary teams of the 1970s, MCCA's early work with multi-service centers and youth service bureaus, the Sheriff's Office team policing concept and its suspect-specific investigative techniques.

Some programs, such as the Juvenile Court's successful intensive case management project, may provide especially helpful models. This was a federally-funded program in the 1970s that targeted youth who had a very high likelihood of becoming adult offenders. Case managers closely supervised all activities of the young person to the point of having "checking accounts" that allowed them to directly purchase needed services or items. By all accounts, it was considered a success. However, when federal resources disappeared, the County's mandate to perform other juvenile services resulted in the program being eliminated.

The primary responsibility for identifying and initiating needed changes in the justice system should be given to the Director of Justice Service in the form of a clear mandate. The Director should be responsible for working closely with key players in both the criminal justice and human service systems to develop a long-range approach that implements a continuum of services.

The County has embarked on a good starting point by forming a "think tank" of professionals from the various relevant disciplines to develop new approaches. This group was charged with developing at least one model program that will address the problems and test some important innovations.

Their efforts have been valuable. The committee has prepared a recommendation for a pilot project which seeks to divert offenders from the criminal justice system through a triage process. Medium-risk offenders -- particularly those with a high likelihood for repeat offenses and a history of substance abuse -- would be brought into an intensive case management program in lieu of prosecution or jail. The notion is that a treatment regimen for the individual and his/her family is the prime way to interrupt the progressive cycle of criminal conduct that mostly likely would otherwise occur.

The committee is correctly targeting those offenders who will

benefit the most from community treatment and who would, without treatment continue to plague the system. Furthermore, the committee recognized the importance of targeting those individuals who would tend to perpetuate criminal conduct "generation to generation."

I believe that this concept has great merit and I encourage the Board to pursue its further development. The committee has recognized that the cycle must be broken. Moreover, it has identified a set of services that should be available to clients of this alternative system, including: alcohol/drug screening and treatment, anger control, family assessments, early intervention for youth 0-7, mental health treatment and housing.

Clearly, the committee has taken the first step in what is our ultimate task: to redirect our thinking and to attempt to provide approaches, such as intensive case management, that will result in an effective continuity of care. In the process, we may make some sweeping changes in the way we provide both human services and justice services.

A Model and Criteria for Change

There are a number of continuums to be examined. At the minimum, they include: 1) the range of programs used to deal with deviant behavior, 2) the various root causes of such behavior and 3) the range of individuals that come into contact with the system.

In seeking new solutions, attention should be given not only to the continuum from preventative to curative programs, but also the continuum of age -- from the unborn to the adult. In addition, we should recognize the relationship of substance abuse, child abuse and molestation to the cycle of criminal conduct in our society.

Consider the following continuums were age, substance abuse and

JAILS

29
5159

January 28, 1988

Discussion regarding Resolution in the Matter of)
Prohibiting the use of General Fund Revenues in)
the Acquisition, Construction and Operation of)
Minimum Security Jail)

Commissioner Kafoury submitted a draft copy of the revised Resolution; and requested Commissioners to submit any suggestions or changes to her office. The matter will be submitted for next week's agenda. She reminded the Board she and Commissioner Anderson will not be at the Board meeting on Tuesday.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Prohibiting the use of)
General Fund Revenues In the Acquisition,)
Construction and Operation of A Minimum)
Security Jail) RESOLUTION

WHEREAS, the voters have approved a three year serial levy to finance establishment and operation of a minimum security jail in Multnomah County, and

WHEREAS, the serial levy is one part of the Board's overall plan to deal with the crisis in the criminal justice system, the Board also having a strong commitment to preventive programs and to securing state financial support for the costs of incarcerating persons requiring that action; and

WHEREAS, the serial levy will raise 4.7 million dollars each year for three years, and

WHEREAS, acquisition and construction costs for the new facility must be controlled in order to promote efficient use of the funds approved by the voters;

NOW, THEREFORE, BE IT RESOLVED that no existing or future General Fund revenues shall be used for the acquisition, construction or operation of the new minimum security jail. And, furthermore, the County will seek to have the State of Oregon assume responsibility for the continued operation of the facility, after the serial levy funds approved by the voters in 1987 have been expended.

DATED this _____ day of _____, 1988.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

(SEAL)

By _____
Gladys McCoy
Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY OREGON

CC: JONES, BARBARA X5222 101/606
From: MILLER, CAROLINE X5217
Subject: Draft Resolution-Jail Date: 01/28/88

Distribution:

BAUGH, VIRGINIA X5219
CC: BUCCIARELLI, JEAN X6216
CC: FARRELL, DELMA X3308
CC: LORAIN, SUSAN X5213

Gretchen,

I'm squeamish about fiscal decisions made two years in advance of the issue hitting the BCC. I hate to see us taking stands without knowing a) what the future will hold, b) has no enforcement value. To get at our intent to avoid general fund dollars without the "shall" concept, which implies we are determining conduct of future Boards, can we get to the same thing with?:

NOW, THEREFORE, BE IT RESOLVED that -----

----- The County will seek to have the
State of Oregon assume responsibility for the continued operation of etc.

(Approaching the state is something WE can do now.) Carrie