

# Route Slip



Date 5-13-87

TO:	Name	Division/Section	Initial	Date
1.	Robin Shepherd			
2.				
3.				
4.				
5.				

<input type="checkbox"/>	as requested	<input type="checkbox"/>	investigate	<input type="checkbox"/>	per conversation
<input type="checkbox"/>	approval	<input type="checkbox"/>	justify	<input type="checkbox"/>	prepare reply
<input type="checkbox"/>	comment	<input type="checkbox"/>	necessary action	<input type="checkbox"/>	return with more detail
<input type="checkbox"/>	confer	<input type="checkbox"/>	initial and return	<input type="checkbox"/>	review and circulate
<input type="checkbox"/>	for your information	<input type="checkbox"/>	note and file	<input type="checkbox"/>	signature

Monthly reports to follow in a few days

FROM: *TSP*

Phone No.

Central Stores 51569

See Other Side



Recycled Paper

3/11/87

Robin -

I'm sorry you and the Governor have seen the worst in a couple of state employees. Hop- the future will improve.

I've sent the copies of accounting reports that we discussed over the phone. Please feel free to call me @ 371-8565 if you have any questions at all.

Your health, dental, and other insurance costs for the month of January were paid from the Governor's Office, and thus do not show on the Transition payroll in January. Costs for February will be charged to the Transition payroll and those reports should be out in a few days.

If I can do anything else for you, that will not cause significant additional effort to hand calculate figures of the expense of other, more important retirees, and will not further burden an already overworked staff that is completely overlooked and underappreciated by the legislature, and will not cause me to miss my coffee break, just let me know. After further consideration, forget it.

Seriously, we're here to help. Let me know how.

Have a better day.

Tom Peery

STANDARD INSURANCE COMPANY



home office: Portland, Oregon 97207  
P. O. Box 711  
(503) 248-2700

October 22, 1986

Mr. Ray Dean  
Senior Management Analyst  
Budget & Management Division  
Executive Department  
State of Oregon  
155 Cottage Street, NE  
Salem, Oregon 97310



Dear Ray:

Since talking with you on the phone, I have learned that we have some space available on the 16th floor of Standard Plaza that would be more appropriate for the Governor's transition space.

The space on the 10th floor I mentioned earlier is part of our "growth protection" space and is being used by various project teams. Thus, there is considerable activity and not much privacy.

The 16th floor space is a self-contained office suite which has considerable privacy. The only possible problem is that we are actively seeking to lease this space. If we should lease it prior to May 1, we would have to move the Governor to another location within the building.

We would provide this space for a flat fee of \$300 per month. We have some furniture that we could provide, but probably not all you would need. We would provide one free parking space in our basement and another at our employee parking rate of \$46.75 per month. Telephone installation and regular charges would not be included.

If you are interested in pursuing this possibility, please let me know and I'll arrange for you to view this space.

Cordially,

Rudy B. Miner  
Corporate Secretary

RBM:cd



## STATE OF OREGON

## INTEROFFICE MEMO

TO: Robin Shepherd  
Jon Yunker

DATE: October 21, 1986

FROM: W. Ray Dean, Senior Management Analyst  
Executive Department Budget and Management Division

SUBJECT: Transition Budget Alternatives

The information requested at our meeting with Gerry Thompson on October 7, 1986, has been developed. The financial details of three possible alternatives are attached in the form of budget options which would be probable with certain assumptions.

Option I assumes that donated office space can be found and that this space will include basic office furniture.

Option II assumes that suitable space can be found at the low end of the Portland downtown office building rental scale, which varies from \$12 to \$21 per square foot per year. Required space is estimated at 500 square feet. This option includes furniture rental from Corrections Industries. Industries management is anxious to provide brand new furniture for this purpose at an extremely favorable rental price because of the promotional value and exposure of its new line of furniture. This arrangement is not unique since Corrections Industries provided furniture to the Economic Development Department for Expo '86 on a similar basis.

Option III includes rental costs at the rate of \$21 per square foot annually and furniture rental at the going market price in Portland.

Certain other assumptions are common to all three alternatives:

- It is assumed that the transition period will begin on inauguration day, January 12, 1987, and end by May 1, 1987, as specified in Senate Bill 5547.
- Costs for the month of January are estimated to approximate two-thirds of subsequent months because of the shorter time period. This is true except where lease costs or rental agreements could easily require a full month's payment.
- Since you will continue as a state employe throughout the transition period, your personal salary and other payroll expense are projected at the present level through the end of April 1987.
- Telephone service costs are included for two lines on the state SPAN system in all three alternatives.
- Equipment rental is included at the going market price throughout.
- The amounts shown as "other" expenses are, in fact, funds that will be available for use at the Governor's discretion after other necessary expenses have been paid.

Robin Shepherd  
Jon Yunker

-2-

October 21, 1986

As you can see, these discretionary funds provide between \$4,000 and \$8,000 depending on the alternatives selected. The expense of moving the Governor's personal effects back to his Beaverton home would be a perfectly legitimate expenditure from this source.

Furniture included in the budget alternatives includes:

- One executive desk and chair.
- One credenza.
- Four side chairs with arms.
- One secretarial desk and chair.
- Four side chairs without arms.
- One 48-inch bookcase.

Office equipment included anticipates the need for:

- One hand-held dictating machine.
- One transcribing machine.
- One typewriter.
- One calculator.
- One four-drawer locking file.
- One copy machine, complete with supplies.

At least two first-class facilities have been identified with space available for a short-term tenant with a favorable rent factor. Based on the information we have been able to develop, it would appear that option II should be a realistic estimate of probable costs unless donated office space can be located.

WRD:nm  
2206j

Attachments

PRO-FORMA TRANSITION BUDGET ALTERNATIVES  
For the Period from 01-12-87 to 05-01-87

<u>Option I</u>	<u>01-12-87 01-31-87</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>TOTAL</u>
Salaries	\$ 1,382	\$ 2,073	\$ 2,073	\$ 2,073	\$ 7,601
Other Payroll Expenses	415	622	622	622	2,281
Office Rental	0	0	0	0	0
Telephone (SPAN-2 lines)	28	44	44	44	160
Installation	216	0	0	0	216
Furniture Rental	0	0	0	0	0
Equipment Rental	247	247	247	247	988
Postage and Supplies	100	100	100	100	400
Other	<u>1,520</u>	<u>2,278</u>	<u>2,278</u>	<u>2,278</u>	<u>8,354</u>
TOTAL	\$ 3,908	\$ 5,364	\$ 5,364	\$ 5,364	\$20,000

Option II

Salaries	\$ 1,382	\$ 2,073	\$ 2,073	\$ 2,073	\$ 7,601
Other Payroll Expenses	415	622	622	622	2,281
Office Rental \$12 sq. ft.	500	500	500	500	2,000
Telephone (SPAN-2 lines)	28	44	44	44	160
Installation	216	0	0	0	216
Furniture Rental	142	142	142	142	568
Equipment Rental	247	247	247	247	988
Postage and Supplies	100	100	100	100	400
Other	<u>1,052</u>	<u>1,578</u>	<u>1,578</u>	<u>1,578</u>	<u>5,786</u>
TOTAL	\$ 4,082	\$ 5,306	\$ 5,306	\$ 5,306	\$20,000

Option III

Salaries	\$ 1,382	\$ 2,073	\$ 2,073	\$ 2,073	\$ 7,601
Other Payroll Expenses	415	622	622	622	2,281
Office Rental \$21 sq. ft.	875	875	875	875	3,500
Telephone (SPAN-2 lines)	28	44	44	44	160
Installation	216	0	0	0	216
Furniture Rental	198	198	198	198	792
Equipment Rental	247	247	247	247	988
Postage and Supplies	100	100	100	100	400
Other	<u>741</u>	<u>1,107</u>	<u>1,107</u>	<u>1,107</u>	<u>4,062</u>
TOTAL	\$ 4,202	\$ 5,266	\$ 5,266	\$ 5,266	\$20,000



June 25, 1987

Mr. Jon Yunker  
Director, Office of Budget  
and Management  
Executive Department  
155 Cottage Street, N.E.  
Salem, Oregon 97310

Dear Jon:

Enclosed is the Personnel Action which took me from the Governor's Office to the Executive Department in January. Governor Atiyeh will officially end his transition June 30, 1987. I will need to be terminated from state service at that time.

Thanks for your assistance in all of this.

Sincerely,

Robin Shepherd



June 24, 1987

Mr. Fred Miller  
Director  
Executive Department  
State of Oregon  
155 Cottage Street, N.E.  
Salem, Oregon 97310

Dear Fred:

This letter will serve as official notification that I have decided to end my transition from the Governor's Office on June 30, 1987. That date will end 28 years and 6 months of an official, formal public relationship.

As of this date, approximately \$2,000 remains of the outgoing transition budget of \$20,000. This money will revert back for use as you deem appropriate in the State budget. Similarly, in 1979, \$6,000 was returned to the State from my "Governor-Elect General Fund Appropriation" of \$20,000.

The transition telephone number of 229-5959 will be removed effective June 30, 1987 and will be replaced by my business telephone number of 222-2244. My address will remain 519 SW Park, Suite 208, Portland, Oregon 97205.

The courtesy of the Legislature and the Executive Department in providing monies for both my transition into the Governor's Office, in 1978, and my transition out of the Governor's Office, in 1987, is deeply appreciated.

Sincerely,

Victor Atiyeh

cc: Senate President John Kitzhaber  
House Speaker Vera Katz  
Senate Republican Leader Tony Meeker  
House Republican Leader Larry Campbell  
Oregon State Capitol Press Corps

June 24, 1987

Mr. Fred Miller  
Director  
Executive Department  
State of Oregon  
155 Cottage Street, N.E.  
Salem, Oregon 97310

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Sincerely,



Victor Atiyeh

cc: Senate President John Kitzhaber  
House Speaker Vera Katz  
Senate Republican Leader Tony Meeker  
House Republican Leader Larry Campbell  
Oregon State Capitol Press Corps

Non-agenda item requiring rules suspension.

Governor-elect Transition Budget Supplemental Request:

Personal Services

7 Positions for eight weeks	
Transition Coordinator	\$ 6,900
Press Aide	5,400
Senior Policy Analyst	5,400
Office Manager	3,900
3 Admin. Support Staff	8,400
OPE @10%	3,000
Subtotal	\$33,000

Services and Supplies

Office Supplies and Postage	\$ 2,500
Prof. and Consulting fees	3,000
2 NGA Gov. Elect Workshop	1,500
Subtotal	\$ 7,000

Total Expenditures	\$40,000
Available from appropriation	\$20,000
Requested supplement from an Emergency Fund allocation	\$20,000

**OREGON  
CORRECTIONS  
INDUSTRIES**

ORDER DATE 1/8/87	ORDER NO. 1772	DESTINATION / DEPT. / ADDRESS / "NO P.O. BOXES" 519 SW PARK SUITE 208 PORTLAND, OREGON	
CUSTOMER NAME GOVERNOR (OLD)	CUSTOMER NO.	CUSTOMER P.O. LOANER	SHIPPING DATE 1/12/87
SOLD TO / BILLING ADDRESS Jim Michaelson 8-3884 or 8-2449		SHIP VIA <input type="checkbox"/> IND. <input type="checkbox"/> WC. <input type="checkbox"/> CC. <input type="checkbox"/> UPS. <input type="checkbox"/>	

QTY.	ITEM NO.	ITEM NAME	COLOR	FINISH	SIZE	AM'T SHIPPED	AM'T BACK ORDERED	PRICE	EXTENSION
1	ED 3164 W	EXECUTIVE DESK		WAL-N		1	0	\$325.00	N/C
2	BC 3648 W	BOOKCASE		WAL-N		2	0	\$199.99	N/C
		Hot !! 1/12 between 9:00am and 12:00							

**THIS IS NOT AN INVOICE PLEASE DO NOT PAY**

SUB-TOTAL							N/C		
CONTACT PERSON <u>VICTOR ATIYEH</u> PHONE <u>378-3111 (ROBIN) / 229-5959 BEFORE 9:00 12:00</u>							FREIGHT		N/C
REFERENCE OUR ORDER NO. ON ALL COMMUNICATION							TOTAL		N/C
DRIVER 	DATE 1-12-87	INITIAL EACH ITEM IN Q'TY SHIPPED COLUMN	RECEIVED BY (COMPLETE SIGNATURE) 				DATE		

P370 231825178, 10500, 063087, 081887, 0 CALCULATION OF CURRENT PAYOFF 370  
 SHEPHERD, ROBIN H

INCOME TYPE	RATE	UNITS	AMOUNT	TAX /RET	AMOUNT	DEDUCTIONS	AMOUNT
TOTAL-R T	2073.00	176.00	2073.00	FIT	95.08	SLXX001 STD	
VAC PAY T	11.96	53.00	633.88	SIT	54.00		
TOTAL-R T	2073.00	352.00-	4146.00-	FICA	45.32		
				ERETS	71.16		
				SRETS	38.03		

GROSS 633.88 TX/RT 194.40 DED .00 NET/ACH 439.48 / .00

Salary:	January	\$1413.41
	February	→2825.11
	March	2825.11
	April	2825.11
	May	2825.11
	June	2825.11

2073  
3000

~~12,713.85~~  
~~\$15,538.96~~  
15,538.96

Parking	January	\$ 40.00
	February	80.00
	March	80.00
	April	80.00
	May	80.00
	June	80.00

\$ 440.00

Copier/ Phone	January	\$ .00
	February	30.00
	March	30.00
	April	30.00
	May	30.00
	June	30.00

\$ 150.00

Bullier	May	\$ 250.00
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\$ 250.00

Equipment	January	\$ 332.75
	May	69.70

\$ 402.45

Telephone	4/14	\$ 171.65
	5/5	133.03
	5/28	130.41

\$ 435.09

Misc	Stati	\$ 1515.84
	Trans	25.00
	Envel	198.40
	K.box	25.20
	M.bur	107.07
	Cards	48.70
	Video	31.00

\$ 1951.21

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19,167.71

\$ 832.29

VICTOR ATIYEH  
GOVERNOR



OFFICE OF THE GOVERNOR  
STATE CAPITOL  
SALEM 97310

	VOUCHERED THIS MONTH	VOUCHERED TO DATE	ENCUMBRANCES	APPROPRIATION OR LIMITATION	UNOBLIGATED BALANCE	- - - MONTHLY AVERAGE - - - TO DATE	TO SPEND
<b>16-00-00</b>							
.200 TEMPORARY APPOINTMENTS	2,073.00	9,705.41			9,705.41-	421.97	9,705.41-
.100 RETIREMENT CONTRIBUTIONS	357.08	1,671.78			1,671.78-	72.69	1,671.78-
.200 SOCIAL SECURITY	148.22	693.94			693.94-	30.17	693.94-
.300 PERSONNEL DIV ASSESSMENT	10.25	51.25			51.25-	2.23	51.25-
.400 EMPLOY REL BD ASSESSMENT	.75	3.75			3.75-	.16	3.75-
.500 WORKERS ACCIDENT INS	8.23	38.53			38.53-	1.68	38.53-
.550 WORKERS COMP ASSESSMENTS	2.40	11.52			11.52-	.50	11.52-
.700 MASS TRANSIT TAXES	12.44	58.24			58.24-	2.53	58.24-
.820 LIFE INSURANCE	13.37	53.48			53.48-	2.33	53.48-
.850 ST MEDIC INS CONTRIBUTION	168.92	675.68			675.68-	29.38	675.68-
.860 STATE DENTAL INS CONTRIB	30.21	120.84			120.84-	5.25	120.84-
.000 OFFICE EXPENSES				20,000.00	20,000.00		20,000.00
.100 POSTAGE		94.80			94.80-	4.12	94.80-
.200 COMMUNICATION SERVICES	25.00	100.00			100.00-	4.35	100.00-
.349 PRINTING-MISC		223.40			223.40-	9.71	223.40-
.350 DUPLICATING SERVICE	5.00	20.00			20.00-	.87	20.00-
.375 PUBLICITY & PUBLICATIONS		31.00			31.00-	1.35	31.00-
.700 CONTROL ACCOUNTING	7.50	49.50			49.50-	2.15	49.50-
.750 PAYROLL PREPARATION	2.50	8.75			8.75-	.38	8.75-
.100 RENTAL OF BUILDINGS & LND		250.00			250.00-	10.87	250.00-
.102 RENT-OTHER SPACE	80.00	360.00			360.00-	15.65	360.00-
.200 RENTAL OF OFFICE EQUIPMT	55.00	351.00			351.00-	15.26	351.00-
.100 OFFICE SUPPLIES	14.70	51.45			51.45-	2.24	51.45-
.912 BUSINESS CARDS		48.70			48.70-	2.12	48.70-
.200 PACKAGING MATERIALS		132.27			132.27-	5.75	132.27-
PERSONAL SERVICES	2,824.87	13,084.42			13,084.42-	568.89	13,084.42-
SERVICES AND SUPPLIES	189.70	1,720.87		20,000.00	18,279.13	74.82	18,279.13
*** PROGRAM TOTAL	3,014.57	14,805.29		20,000.00	5,194.71	643.71	5,194.71



ACCOUNTING MONTH OF MAY 1987

PG	AC	UN	FUND	BI	ACCOUNT CLASS	VOUCHER NUMBER	TC	DATE	DESCRIPTION	PROJECT NUMBER	REFERENCE NUMBER	AMOUNT	
16	00	00	958	7	911.200	105705	40	05-31-87	PAYROLL- MAY PAY JUN			2,073.00	
16	00	00	958	7	912.100	105705	40	05-31-87	PAYROLL- MAY PAY JUN			357.08	
16	00	00	958	7	912.200	105705	40	05-31-87	PAYROLL- MAY PAY JUN			148.22	
16	00	00	958	7	912.300	105705	40	05-31-87	PAYROLL- MAY PAY JUN			10.25	
16	00	00	958	7	912.400	105705	40	05-31-87	PAYROLL- MAY PAY JUN			.75	
16	00	00	958	7	912.500	105705	40	05-31-87	PAYROLL- MAY PAY JUN			8.23	
16	00	00	958	7	912.550	105705	40	05-31-87	PAYROLL- MAY PAY JUN			2.40	
16	00	00	958	7	912.700	105705	40	05-31-87	PAYROLL- MAY PAY JUN			12.44	
16	00	00	958	7	912.820	105705	40	05-31-87	PAYROLL- MAY PAY JUN			13.37	
16	00	00	958	7	912.850	105705	40	05-31-87	PAYROLL- MAY PAY JUN			168.92	
16	00	00	958	7	912.860	105705	40	05-31-87	PAYROLL- MAY PAY JUN			30.21	
16	00	00	958	7	922.200	009092	40	05-06-87	ATIYEH INTERNATIONAL		009092	25.00	
16	00	00	958	7	922.350	009092	40	05-06-87	ATIYEH INTERNATIONAL		009092	5.00	
16	00	00	958	7	922.700	009353	40	05-29-87	EXECUTIVE DEPARTMENT		009353	7.50	
16	00	00	958	7	922.750	009353	40	05-29-87	EXECUTIVE DEPARTMENT		009353	2.50	
16	00	00	958	7	923.102	009093	40	05-06-87	CITY CENTER PARKING		009093	80.00	
16	00	00	958	7	923.200	009235	40	05-19-87	AARON BUSINESS EQUIP		009235	55.00	
16	00	00	958	7	933.100	009235	40	05-19-87	AARON BUSINESS EQUIP		009235	14.70	
											PROGRAM TOTAL	3,014.57	***
											DIVISION TOTAL	78,702.95	*****
											AGENCY TOTAL	9,022,191.37	*****

DISTRIBUTION OF PAYROLL COSTS BY COST CENTER/FUND/BI FOR PERIOD ENDING MAY 1987

C-CENTER	EMPLOYEE NAME	EARNINGS		912100	912200	912300	912400	912500	912550	912700	912820	912850	912860	OTHER	OPE
		ACCT #	AMT.	PERS	FICA	PER.DIV	ERB	WC-INS	WC-ASS	M-TRAN	LIF/DIS	HEALTH	DENTAL	AMT	ACCT #
99-16-00-00	SHEPHERD, ROBIN H	911.200	2073.00	357.08	148.22	10.25	.75	8.23	2.40	12.44	13.37	168.92	30.21	.00	
24.87	TOTAL OPE AMOUNT		751.87												
24.87	***** DIVISION TOTAL		2073.00	357.08	148.22	10.25	.75	8.23	2.40	12.44	13.37	168.92	30.21	.00	

OUTGOING GOVERNOR TRANSITION FUND

	VOUCHERED THIS MONTH	VOUCHERED TO DATE	ENCUMBRANCES	APPROPRIATION OR LIMITATION	UNOBLIGATED BALANCE	- - - MONTHLY AVERAGE TO DATE	- - - TO SPEND
<b>00-00-00 OUTGOING GOVERNOR TRANSITION FUND</b>							
.050 TEMPORARY APPOINTMENTS	2,073.00	7,632.41			7,632.41-	346.93	3,816.21-
.501 PERSONNEL DIVISION ASSESS	10.25	41.00			41.00-	1.86	20.50-
.502 EMPLOYMENT RELATIONS BOAR	.75	3.00			3.00-	.14	1.50-
.503 WORKERS COMPENSATION INSU	8.23 ✓	30.30			30.30-	1.38	15.15-
.504 PUBLIC EMPLOYES' RETIREME	357.08	1,314.70	Unemp. Wk Comp.		1,314.70-	59.76	657.35-
.505 SOCIAL SECURITY TAXES	148.22 ✓	545.72			545.72-	24.81	272.86-
.507 MEDICAL INSURANCE	168.92	506.76			506.76-	23.03	253.38-
.508 DENTAL INSURANCE	30.21	90.63			90.63-	4.12	45.32-
.509 LIFE INSURANCE	13.37	40.11			40.11-	1.82	20.06-
.510 WORKERS COMPENSATION ASSE	2.64	9.12			9.12-	.41	4.56-
.511 MASS TRANSIT TAXES	12.44	45.80			45.80-	2.08	22.90-
.500 OFFICE EXPENSES	5.00	665.95		20,000.00	19,334.05	30.27	9,667.03
.700 TELECOMMUNICATIONS	25.00	75.00			75.00-	3.41	37.50-
.000 STATE GOVT SVCE CHARGES	25.00	48.25			48.25-	2.19	24.13-
.000 PUBLICITY AND PUBLICATION		31.00			31.00-	1.41	15.50-
.501 FACILITIES RENT/TAXES	250.00	530.00			530.00-	24.09	265.00-
.000 OTHER SERVICES AND SUPPLI		180.97			180.97-	8.23	90.49-
SALARY EXPENSES	2,073.00	7,632.41			7,632.41-	346.93	3,816.21-
OTHER PAYROLL EXPENSES	752.11	2,627.14			2,627.14-	119.42	1,313.57-
SERVICES AND SUPPLIES	305.00	1,531.17		20,000.00	18,468.83	69.60	9,234.42
***** FUND TOTAL	3,130.11	11,790.72		20,000.00	8,209.28	535.94	4,104.64

0-00 T

$8\ 209 \div$   
 $3\ 130 \cdot =$   
 $2.62 \ T$

ROBIN

OVER 2 MONTHS'  
 COSTS LEFT  
 TTT

ACCOUNTING MONTH OF APR 1987

PG	AC	UN	FUND	BI	ACCOUNT CLASS	VOUCHER NUMBER	TC	DATE	DESCRIPTION	PROJECT NUMBER	REFERENCE NUMBER	AMOUNT	
16	00	00	958	7	911.200	105704	40	04-30-87	PAYROLL- APR PAY MAY			2,073.00	
16	00	00	958	7	912.100	105704	40	04-30-87	PAYROLL- APR PAY MAY			357.08	
16	00	00	958	7	912.200	105704	40	04-30-87	PAYROLL- APR PAY MAY			148.22	
16	00	00	958	7	912.300	105704	40	04-30-87	PAYROLL- APR PAY MAY			10.25	
16	00	00	958	7	912.400	105704	40	04-30-87	PAYROLL- APR PAY MAY			.75	
16	00	00	958	7	912.500	105704	40	04-30-87	PAYROLL- APR PAY MAY			8.23	
16	00	00	958	7	912.550	105704	40	04-30-87	PAYROLL- APR PAY MAY			2.64	
16	00	00	958	7	912.700	105704	40	04-30-87	PAYROLL- APR PAY MAY			12.44	
16	00	00	958	7	912.820	105704	40	04-30-87	PAYROLL- APR PAY MAY			13.37	
16	00	00	958	7	912.850	105704	40	04-30-87	PAYROLL- APR PAY MAY			168.92	
16	00	00	958	7	912.860	105704	40	04-30-87	PAYROLL- APR PAY MAY			30.21	
16	00	00	958	7	922.200	008785	40	04-10-87	ATIYEH INTERNATIONAL		008785	25.00	
16	00	00	958	7	922.350	008785	40	04-10-87	ATIYEH INTERNATIONAL		008785	5.00	
16	00	00	958	7	922.700	008881	40	04-20-87	EXECUTIVE DEPARTMENT		008881	22.50	
16	00	00	958	7	922.750	008946	40	04-24-87	EXECUTIVE DEPARTMENT		008946	2.50	
16	00	00	958	7	923.100	009084	40	04-30-87	BULLIER & BULLIER		009084	250.00	
											PROGRAM TOTAL	3,130.11	****
											DIVISION TOTAL	224,535.12	*****
											AGENCY TOTAL	18,248,802.61	*****

FINAL ,APRI

DISTRIBUTION OF PAYROLL COSTS BY FUND/COST CENTER/BI FOR PERIOD ENDING 30, 1987

FUND CENTER	EMPLOYEE NAME	EARNINGS		912100 PERS	912200 FICA	912300 PER.DIV	912400 ERB	912500 MC-INS	912550 MC-ASS	912700 M-TRAN	912820 LIF/DIS	912850 HEALTH	912860 DENTAL	OTHER AMT	OPE ACCT #
		ACCT #	AMT.												
7 99-16-00-00	SHEPHERD, ROBIN H	911.200	2073.00	357.08	148.22	10.25	.75	8.23	2.64	12.44	13.37	168.92	30.21	.00	
2825.11	TOTAL OPE AMOUNT		752.11												
2825.11	***** FUND TOTAL		2073.00	357.08	148.22	10.25	.75	8.23	2.64	12.44	13.37	168.92	30.21	.00	



## *Executive Department*

155 COTTAGE STREET NE., SALEM, OREGON 97310

October 17, 1986

TO: Agency Heads  
SUBJECT: Status of 1987 Session Legislation

Many of you have received completed bill drafts from the Legislative Counsel Committee for legislative concepts Governor Atiyeh approved for agency pre-session filing. During a gubernatorial transition year, the Governor-elect also reviews legislative concepts and gives final approval to agencies to pre-session file legislation.

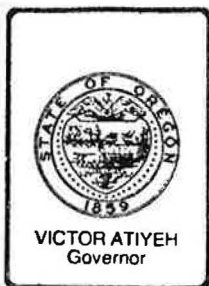
The earliest date to pre-session file in the House is November 18, 1986. The Senate will accept pre-session filing on or after November 10. The final deadline for all pre-session filing is 5:00 p.m. December 15. Given these dates and the need for the Governor-elect to approve all agency legislation, you should work with the Legislative Counsel Committee and quickly complete your bill drafts. Remember to send two copies of final Legislative Counsel bill drafts to the Executive Department. These must contain the reference number of the original agency concept.

Shortly after the election, the Executive Department will meet with the Governor-elect transition team and develop the review procedure for agency proposed legislation. At that time, you will receive additional instructions. In the meantime, if you have any questions about this process, please call Geoff Guilfooy at 378-3118.

Sincerely,

Jon Yunker  
Director

JY:sf  
2105j



## *Executive Department*

155 COTTAGE STREET NE., SALEM, OREGON 97310

November 10, 1986

**TO:** Agency Heads

**SUBJECT:** House and Senate Instructions for Pre-session Filing Legislation in the 1987 Session

The following, from the Legislative Counsel Committee (LC), is the pre-session filing procedure for introducing legislative measures. Remember, however, that the Governor-elect will review and approve all agency proposed legislation prior to pre-session filing. This information should also be shared with agency staff involved in the bill drafting process. The procedure differs from the 1985 legislative session in that no LC number or concept, unaccompanied by a draft, will be accepted by the House and Senate offices.

1. The Legislative Counsel Committee will produce for each final agency draft requested the three required copies for introduction. If LC did not prepare the draft, the agency is responsible for supplying the copies. Agency personnel can pick up drafts in the LC office between 8:00 a.m. and noon or 1:00 p.m. and 5:00 p.m. weekdays after the agency receives its one copy of the final draft.
2. The earliest date for filing in the House is November 18, 1986. The Senate will accept pre-session filing on or after November 10. The final deadline for all agency pre-session filing is 5:00 p.m., December 15.
3. The agency can obtain a supply of bill backs from the Senate (yellow) and from the House (blue) at the office of the Secretary of the Senate (Room 232) and the Chief Clerk of the House (Room H271). These forms differ slightly but either the back or an accompanying form must be signed by the agency administrator certifying the proposed measure is an agency measure, duly approved by the Governor. The agency will also be asked to supply for each measure the name and phone number of a contact person who can answer questions about the measure.
4. Present the completed forms, along with three copies of the measure, to the Secretary of the Senate (Room 232) or the Chief Clerk of the House (Room H271). The agency may choose in which house to file. Measure numbers will be assigned by the Secretary or Clerk at that time. Agency staff can record those numbers or will be given a receipted form on which the numbers are recorded.

Agency Heads

-2-

November 10, 1986

5. After the numbers are assigned, the measures are sent to LC, whether or not drafted by LC, for processing in preparation for printing. During the processing, occasionally questions arise which LC will refer to the agency contact named on the form filed with the measure.
6. After LC completes processing, Oregon Legislature Information System (OLIS) will do the computer processing and forward a copy to the State Printer. Measures will be printed as appropriate but no distribution of printed measures will occur before the Legislature convenes.

If you have any questions about these procedures, please call Geoff Guilfooy at 378-3118.

Sincerely,

Jon Yunker  
Director

JY:s1f  
2294j



APPOINTED AGENCY HEADS  
BY PROGRAM AREA

<u>Program Area/Department</u>	<u>Type of Appointment</u>	<u>Director/Admin. Appointee</u>	<u>Range No.</u>	<u>Annual Salary</u>	<u>Salary Range (Min./Max)</u>
Economic Development and Consumer Services -					
Department of Agriculture	G, S, P	Leonard Kunzman	M36	57,084	\$3727-4757
Department of Commerce	G, S, P	Fred Heard	M36	57,084	\$3727-4757
Banking Division	No Staff				
Financial Institutions Division	D, A	Paul Aronson	M34	51,816	\$3381-4318
Builders Board	B	Kenneth Keudell	M28	38,652	\$2521-3221
Corporations Division	D, A, P	Jane Edwards	M34	51,816	\$3381-4318
Engineering Examiners Board	B	Edward Graham	M24	31,752	\$2073-2646
Building Codes Division	D, A, P	Ronald Clark	M34	51,816	\$3381-4318
Fire Marshall Division	D, A, P	Olin Greene	M34	51,816	\$3381-4318
Fire Standards and Accreditation Board	No Staff				
Housing Division	D, A, P	Maynard Hammer	M34	51,816	\$3381-4318
Insurance Division	D, A, P	Josephine Driscoll	M34	51,816	\$3381-4318
Real Estate Division	D, A, P	Morella Larson	M34	51,816	\$3381-4318
Board of Maritime Pilots	B	Virginia Barton	M22	28,848	\$1880-2404
Board of Tax Services Examiners	D	Joyce Thorbeck	M24	31,752	\$2073-2646
Electrical Board	No Staff				
Accountancy Board	B	Mary Alice Hammond	M24	31,752	\$2073-2646

Architect Examiners Board	B	Eleanor Gundran	M24	31,752	\$2073-2646
Combined Baords	D, A, P	Susan Wilson	M26	35,016	\$2287-2918
Landscape Architect Board					
Landscape Contractors Advisory Board					
Television and Radio Service Advisory Board					
Barbers and Hairdressers Board					
Economic Development Department	G, S, P	Thomas Kennedy	M36	57,084	\$3727-4757
State Fair and Exposition Center	G, S, P	Dwight Butt	M34	51,816	\$3381-4318
Liquor Control Commission	B, P	William Thomas	M34	51,816	\$3381-4318
Public Utility Commissioner	G, S, R, F (Exp.1/88)	Gene Maudlin	M38	62,988	\$4112-5249
Racing Commission	B	Steve Barham	M27	36,816	\$2404-3068
Oregon Resource and Technology Development Corporation	B, P	John Beaulieu	37*	62,952	\$4110-5246
Department of Veterans' Affairs	G, S	Jon Mangis	M36	57,084	\$3727-4757
Workers' Compensation Department	G, S, P, F, 1 (Exp.10/87)	Jerry Brown	M36	57,084	\$3727-4757
Workers' Compensation Board (3 person Board)	G, S, R, F (Exp. 10/86)	Evelyn Ferris, Chr.	M36	57,084	\$3727-4757
State Lottery	G, S, P	James Davey	37*	61,116	\$5093
SAIF	B	Gary Raid		90,000	\$7500
<u>Education -</u>					
Oregon Arts Commission	B	Leslie Alexander	M28	38,652	\$2521-3221

Educational Coordinating Commission	B	Terry Olson	M35	54,360	\$3539-4530
Department of Higher Education	B	William Davis		92,040	\$92,040
State Library	B	Wesley Doaks	M32	46,968	\$3068-3914
Commission on Public Broadcasting	B	Maynard Orme	36*	57,084	\$3727-4757
State Scholarship Commission	B	Jeffrey Lee	M32	46,968	\$3068-3914
Teacher Standards and Practices Commission	B	Richard Jones	M32	46,968	\$3068-3914

Human Resources -

Commission for the Blind	B	Charles Young	M32	46,968	\$3068-3914
Commission for the Handicapped	B	Judy Brown	M24	31,752	\$2073-2646
State Health Planning and Development Agency	G, P	Richard Grant	M34	51,816	\$3381-4318

Health-Related Licensing Boards

State Board of Chiropractic Examiners	B	Betty Tower	M19	24,876	\$1622-2073
State Board of Clinical Social Workers	B	Deanna Montgomery	M19	24,876	\$1622-2073
Oregon Board of Dentistry	B	Ed McGlone	M28	38,652	\$2521-3221
Denturist/Hearing Aid Dealer Program		Faye Taylor	M19	24,876	\$1622-2073
State Board of Massage Technicians	B	Peggy Smith	M19	24,876	\$1622-2073
State Mortuary and Cemetery Board	B	Lucinda Potter	M22	29,280	\$1880-2440
Board of Naturopathic Examiners	B	Kathleen Turner	M19	24,876	\$1622-2073
Board of Examiners of Nursing Home Administrators of the State of Oregon	B	Barbara Orazio	M19	24,876	\$1622-2073
Occupational Therapy Licensing Board	B	Peggy Smith	M19	24,876	\$1622-2073

Oregon Board of Optometry	B	Bonnie Wilson	M19	24,876	\$1622-2073
State Board of Pharmacy	B	Ruth Vandever	M30	42,588	\$2776-3549
Physical Therapist Licensing Board	B	Lynne Chase	M19	24,876	\$1622-2073
State Board of Psychologist Examiners	B	Bonnie Wilson	M19	24,876	\$1622-2073
Board of Radiologic Technology	B	Jo Harding	M19	24,876	\$1622-2073
Sanitaricians Registration Board	B	Deanna Montgomery	M19	24,876	\$1622-2073
State Board of Examiners for Speech Pathology and Audiology	B	Duane Anderson	M28	38,652	\$2521-3221
Oregon State Veterinary Medical Examining Board	B	Anjala Ehelebe	M19	24,876	\$1622-2073
Department of Human Resources					
Office of the Director	G, S, P, F (Exp. 1/87)	Leo Hegstrom	M38	62,988	\$4112-5249
Adult and Family Services Division	D, P, A	Keith Putman	M36	57,084	\$3727-4757
Children's Services Division	D, P, A	Jewel Goddard	M36	57,084	\$3727-4757
Corrections Division	D, P, A	Tom Toombs	M36	57,084	\$3727-4757
Employment Division	D, P, A	Raymond Thorne	M36	57,084	\$3727-4757
Health Division	D, P, A	Kristine Gebbie	M34	51,816	\$3381-4318
Mental Health Division	D, P, A	Joe Murray	M36	57,084	\$3727-4757
Senior Services Division	D, P, A	Richard Ladd	M35	54,360	\$3549-4530
Vocational Rehabilitation Division	D, P, A	Joi Southwell	M34	51,816	\$3381-4318
Juvenile Services Commission	B	Jeffrey Milligan	M29	40,572	\$2446-3381
Long Term Care Ombudsman	G, S, R, F, 1, 2, (Exp. 1/90)	Karen O'Connell	M25	33,312	\$2174-2776

Board of Medical Examiners for the State of Oregon	B	John Ulwelling	M31	44,724	\$2918-3727
Employment Appeals Board (3 person Board)	G, S, P	Ross Morgan, Chr.			Based on percentage of Circuit Court Judges salary.
Oregon State Board of Nursing	B	Dorothy Davy	M30	42,588	\$2776-3549
State Board of Parole (5 person Board)	G, S, R, F (Exp. 6/87)	Hazel Hays, Chr.	M33	46,968	\$3068-3914

Natural Resources -

Columbia River Gorge Commission	B	Jeffrey Breckel	10*	16,620	\$1385
Emergency Fire Cost Committee	B, P	Leo Wilson - P/T	M24	31,752	\$2073-2646
Department of Energy	G, S, P	Lynn Frank	M36	57,084	\$3727-4757
Department of Environmental Quality	B, P	Fred Hansen	M36	57,084	\$3727-4757
Department of Fish and Wildlife	B	Randy Fisher	M36	57,084	\$3727-4757
Forestry Department	B, P	James Brown	M36	57,084	\$3727-4757
Department of Geology and Mineral Industries	B	Donald Hull	M34	51,816	\$3381-4318
Department of Land Conservation and Development	B, P	James Ross	M36	57,084	\$3727-4757
Land Use Board of Appeals	G, S, R	John Bagg	M34	51,816	\$3381-4318
Division of State Lands	B, P	Ed Zajonc	M34	51,816	\$3381-4318
Marine Board	B, P	Paul Donheffer	M28	38,652	\$2521-3221
Water Resources Department	G, S, P	William Young	M36	57,084	\$3727-4757

Public Safety -

Oregon Criminal Justice Council	B	Kathleen Bogen	M28	38,652	\$2521-3221
Military Department	G, R	Richard Miller	M34	51,816	\$3381-4318
Department of State Police	G, S, R	Emil Brandaw	36*	58,188	\$3799-4849
Board on Police Standards and Training	B, P	Richard Robert	M32	46,968	\$3608-3914
Traffic Safety Commission	G	Gil Bellamy	M28	38,652	\$2521-3221

Transportation -

Department of Transportation	B, S, P	Fred Miller	M38	62,988	\$4112-5249
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Administration and Support Services -

Executive Department	G, S, P	Jon Yunker	M38	62,988	\$4112-5249
Commission on Black Affairs	B	Kathleen Saadat	M22	28,848	\$1880-2404
Capitol Planning Commission	B	Greg Wolf	M26	35,016	\$2287-2918
Employment Relations Board (3 person Board)	G, S, R, F (Exp. 6/89)	Daniel Ellis, Chr.	M36	57,084	\$3727-4757
Department of General Services	G, S, P	Jane Huston	M36	57,084	\$3727-4757
Oregon Government Ethics Commission	B, P	Betty Reynolds	M30	42,588	\$2776-3549
Commission on Hispanic Affairs	B		M24	31,752	\$2073-2646
Public Employees' Retirement System	B, P	Patricia Wiegert	M35	54,360	\$3549-4530
Department of Revenue	G, S, P, F (Exp. 1/88)	Richard Munn	M36	57,084	\$3727-4757
Commission for Women	B	Christie Jochim	M24	31,752	\$2073-2646

1. From among persons recommended.
2. Removed for just cause upon recommendation of Committee.

CODES

G = Governor appointed  
S = Senate Confirmation  
R = Board, Commission, or Council  
appointment

P = Serves at pleasure (by Statute)  
R = Removed for cause (by Statute)  
D = Director appointed

A = Appointed with Governor Approval  
C = Appointed with Commission approval  
F = Fixed Term

Updated  
October 26, 1984

GOVERNOR'S BUDGET REVIEW SCHEDULE

Tues., October 16

8:30-10:30 (Unscheduled)  
10:30-11:30 PUC

Wed., October 17

8:10-9 Workers' Comp  
9-10 Ed. Coord. Commission  
10-11 Veterans

Thurs., October 18

8-8:30 Police Standards & Training  
8:30-9:30 Chief Justice  
9:30-10:30 Energy  
10:30-11:15 OLCC  
3:30-4:15 State Lands  
4:15-4:45 LUBA

Tues., October 23

1-1:45 Ethics  
1:45-2:30 PERS  
2:30-3 Psych. Board  
3-3:30 District Attorneys and Deputies  
3:30-4:15 Parole Board  
4:15-5 Geology and Minerals

Fri., Oct. 26

8-9 Executive Dept.  
9-10 Water Resources



Mon., October 29

8-9 DEQ ✓  
9-9:30 ERB ✓  
9:30-10:30 Military ✓  
10:30-11:30 Juvenile Services -  
1-2 Health Planning & Development -  
2:15-3 Fish & Wildlife ✓  
3-3:30 Insurance Division, Commerce ✓  
3:30-4:15 Columbia Gorge Commission -  
4:15-5 Blind Commission -

Tues., October 30

11-Noon Agriculture ✓  
2-3 Transportation - *advised* ✓ *not* *Parish* *Public Transit* ✓  
3-4 Traffic Safety *modified?* ✓  
4-5 LCDC ✓

Wed., October 31

8-9:30 Commerce ✓  
10-10:30 Futures Research  
10:30-11 Commission on Hispanic Affairs -  
11-11:30 Commission for Women -  
11:30-Noon Commission on Black Affairs -  
1-2 Bureau of Labor & Industries ✓  
2-3 Arts Commission -  
3-4 Scholarship Commission ✓  
4-5 Justice ✓

Thurs., November 1

8-3 Department of Human Resources -  
3-4 Forestry ✓  
4-5 State Library ✓

Fri., November 2

8-Noon Department of Human Resources -  
1-2:30 General Services -  
2:30-3:30 EDD ✓  
3:30-4:15 Public Broadcasting ✓  
4:15-5 Historical Society -

Mon., Nov. 5

8-10 Education ✓  
10-11 State Police ✓  
11-11:30 Racing Commission  
11:30-12 Handicapped Commission  
1-3:45 Higher Ed ✓  
4-5 Revenue ✓

*is = below*

Wednesday, Nov. 7

8-5 Review of Nov. revenue estimate & final decisions  
on agency budgets & revenue package

Thursday, Nov. 8

8-5 Review of Nov. revenue estimate & final decisions  
on agency budgets & revenue package

Friday, Nov. 9

8-11 Review of Nov. revenue estimate & final decisions  
on agency budgets & revenue package

# # #

MONDAY - Nov. 5

1-3 HIGHER ED.

3-3:20 RACING COMSN. ✓

3:20-3:45 HANDICAPPED COMSN. ✓

4-5 REVENUE

TUESDAY - Nov. 6

8-9:15 EDUCATION ✓

9:15-10 COMMERCE ✓

GENERAL FUND  
List of Items not Recommended  
in Agency Budgets

	<u>Dollars in Millions</u>
<b>ECONOMIC DEVELOPMENT AND CONSUMER SERVICES</b>	
Economic Development Department	
- Portland Convention Center -- state's share of construction costs	\$ 15.0
- Superconducting Super Collider -- analysis of one site	1.0
- Community Grants Program -- matching funds at the local level	1.8
 <b>EDUCATION</b>	
Oregon Arts Commission	
- Enhancement programs for urban areas	2.2
Department of Education	
- Basic School Support Fund (base increase of 4.5 percent reduced to 2.6 percent due to declining enrollments and CPI estimates)	17.8
- Community colleges districts -- Emergency Board enhanced base operations (grants-in-aid)	3.1
- Portland School District program for disadvantaged	2.1
Department of Higher Education	
- Forest Research Lab -- 50/50 match of General Fund to Harvest Tax	1.6
- Education and General -- underfunding for 300 vacant positions	13.5
- Faculty base pay increase resulting from 1985-87 pay plan	9.7
- Centers of Excellence	8.8
- Faculty salary increases	47.7
- Library automation	5.0

Dollars in  
Millions

HUMAN RESOURCES

Department of Human Resources -- division-wide

- Consumer Price Index adjustment for providers (three percent per year) \$ 25.6
- Youth initiative 13.0
- Adult and Family Services Division
  - Two-parent welfare program 14.8
  - Aid for homeless individuals 2.1
- Corrections Division
  - Expansion of prison capacity by 889 beds by adding 440 cells at Eastern Oregon Correctional Institution (789 inmates) and a 100-bed dormitory at Oregon State Correctional Institution 18.8
  - Construction for beds displaced by J-Building remodeling project 7.3
  - Expansion of local minimum custody restitution centers by 300 beds 4.8
  - Continuation of misdemeanor probation function in Field Services and Measure 10 2.9
- Mental Health Division
  - Expansion of alcohol and drug treatment programs for clients of other human resource agencies 1.9
  - Expansion of community mental health services (critical mass) 1.6
  - Further downsizing of Fairview Training Center 2.3
  - Institution staffing issues 3.0

Juvenile Services Commission

- Increase county grants (shifts savings from Children's Services Division MacLaren downsizing) 1.3
- County grants for prevention and early intervention 1.0

NATURAL RESOURCES

Water Resources Department

- Assistant Watermasters -- funding for field staff assistants 1.0

Dollars in  
Millions

PUBLIC SAFETY

Department of Justice

- Increase narcotics enforcement \$ 1.1

Department of State Police

- Increase number of patrol troopers and supporting personnel by 47 positions 4.7

- Increase narcotics investigation 2.9

NOTE: Federal anti-drug budget outlay shows \$2.2 million/year for enforcement in Oregon

- Purchase Automated Fingerprint Identification System and add specialist positions 5.5

ADMINISTRATION AND SUPPORT SERVICES

Department of General Services

- Construction of Emergency Operations Center/State Police District Office 2.0

Department of Revenue

- Mini-computer installation 1.4

MISCELLANEOUS

Prudent Person Reserve/Ending Balance 70.0

Emergency Fund 15.0

Salary Adjustment 30.7

Pay Equity 20.0

TOTAL \$384.0

ED:BAM  
11-7-86  
7138k

---CONFIDENTIAL---

GENERAL FUND STATUS REPORT  
AGENCY REQUEST AND ANALYST RECOMMENDATIONS COMPARED TO RESOURCES  
AS OF 11-06-86

NOV 20 1986  
Governor Artyeh

	1987-89 AGENCY BASE REQUESTED	1987-89 AGENCY TOTAL REQUESTED	1987-89 ANALYST PART III PRELIM REC(2)
BEGINNING BALANCE 7/1/87(1)	144,142,927	144,142,927	144,142,927
ESTIMATED REVENUES(2)	3,385,190,000	3,385,190,000	3,385,190,000
TOTAL RESOURCES	3,529,332,927	3,529,332,927	3,529,332,927
TOTAL EXPENDITURES	3,341,725,148	4,052,528,910	3,261,578,270
ENDING BALANCE 6/30/89	187,607,779	(523,195,983)	267,754,657

(1) COMPUTED AS FOLLOWS:

1985-87 AVAILABLE RESOURCES PER 9/1/86 FORECAST	3,481,350,117
1985-87 EST EXPENDITURES PER AGENCY REQUESTS	3,337,207,190
	-----
	144,142,927

(2) BASED ON 9/1/86 GENERAL FUND REVENUE FORECAST.

(2) ANALYST PRELIMINARY RECOMMENDATIONS DO NOT INCLUDE ANY AMOUNTS FOR SALARY AND FRINGE BENEFIT ADJUSTMENTS (\$96.8 MILLION APPROVED IN 1985-87), THE EMERGENCY FUND (\$25.0 MILLION APPROVED IN 1985-87), OR FOR A PRUDENT PERSON RESERVE/ENDING BALANCE (SHOULD EQUAL 2% OF AVAILABLE RESOURCES OR \$70.5 MILLION).



STATE OF OREGON

INTEROFFICE MEMO

378-3108

Bob Odell

TO: Governor-Elect's Transition Team

DATE: November 7, 1986

FROM: Jon Yunker, Director  
Executive Department

SUBJECT: Aiding and Abetting Transition

To accommodate the needs of those who will be assisting the Governor-Elect in preparing for office, answers to the following questions would be most helpful:

- How many persons will be on the fiscal/budget part of the team -- located in the Executive Department offices?
- How many parking spaces will be needed? Is the team aware of alternative travel possibilities?
- Is one person going to be designated to act as coordinator to deal with matters of supply, budget, arrangements, and other routine administrative concerns?
- Is there any special equipment required by the team?
- Is it correct to assume that the transition Office Manager will generally handle team expenditures in conjunction with the Executive Department Accounting Division? (One person managing the logistical end of transition -- equipment, space, utilities, transportation, budget for team, etc?)

JY:lew  
2282j

1987-89 BIENNIUM BUDGET PREPARATION SCHEDULE

NOV 20 1985  
Governor Atiyah

July 1, 1985 to March 31, 1986	Executive Department budget analyst review of agency programs
Aug. 1, 1985 to Feb. 10, 1986	Preparation of Budget Instruction Manual
Dec. 12, 1985	Governor's budget preparation briefing with agency senior staff
Feb. 10, 1986	Governor's written instructions to agencies regarding legislative concepts
Feb. 15, 1986	Executive Department identification of major policies for Governor
March 2, 1986	State agency training on budget instructions
March 10, 1986	Agency legislative concepts due to Executive Department
March 11 to Sept. 1, 1986	Review of legislative concepts and Executive Department recommendations by Governor, and assignment of rating
Aug. 8, 1986	Selected budgets due to Executive Department
Aug. 29, 1986	Remaining budgets due to Executive Department
Sept. 1, 1986	Final day for submitting legislative concepts to Legislative Counsel for bill drafting
Sept. 1 to Oct. 24, 1986	Executive Department preparation of: <ul style="list-style-type: none"><li>- Special analyses of programs</li><li>- Policy memos identifying significant issues</li><li>- Budget Reports and recommendations (Part III's)</li><li>- Appropriation bills</li><li>- Governor's printed budget information (Part I's and Part II's)</li></ul>
Sept. 15, 1986	Computation of agency budget request totals by the Automated Budget Information Systems (ABIS)
Sept. 22, 1986	Revision of tentative budget
Nov. 3, 1986	Completed analysis of agency appeal letters
Nov. 4, 1986	Election
Nov. 5, 1986	Governor's transition team begins agency budget reviews
Nov. 10 to Dec. 12, 1986	Agency budget appeals



Dec. 15, 1986 Final date for pre-session filing appropriation bills and agency introduced legislation

Dec. 23, 1986 Completion of Governor's summary budget recommendation document

Jan. 12, 1987 Legislative session convenes

Copies of Governor's summary budget recommendation given to Legislature

Jan. 19, 1987 Completion of final Governor's recommended budget document

Feb. 1, 1987 Copies of final Governor's recommended budget document given to Legislature

ED:BAM  
9-2-86  
1782j

# 1987



## Step-by-Step Instructions

**Step 1—How To Complete Form W-4.**—First, fill in the information asked for on lines 1 through 3 of the form. Then, if you think you might be exempt from withholding, read the instructions for Step 2 below. Otherwise, skip to Step 3 on page 2. If you want to have more money withheld from your pay, see Step 4 on page 2.

After your new Form W-4 takes effect, you should check to see if you are having the proper amount withheld. To do this, you may want to get **Publication 919**, Is My Withholding Correct? For more details on withholding, get **Publication 505**, Tax Withholding and Estimated Tax, and **Publication 553**, Highlights of 1986 Tax Law Changes. You can get these publications by calling 1-800-424-FORM (3676).

**Note: If Your Allowances Change.**—If the number of withholding allowances you are entitled to claim decreases to fewer than the number you claim on this Form W-4, you must file a new W-4 within 10 days.

**Step 2—Are You Exempt From Withholding?**—You are exempt from withholding ONLY if:

1. Last year you did not have any Federal income tax liability; AND
2. This year you expect to have no Federal income tax liability.

**Important Change in the Law.**—If you can be claimed as a dependent on another person's tax return (for example, on your parent's return), you may not be exempt. You **cannot** claim exempt status if you have any nonwage income, such as interest on savings, and expect your wages plus this nonwage income to add up to more than \$500.

If you are exempt, go to line 6 of Form W-4 and complete the appropriate boxes. Your exempt status will remain in effect until February 15 of the next year. If you still qualify for exempt status next year, complete and file a new form by that date.

(Continued on page 2)

# Instructions for Form W-4

## Employee's Withholding Allowance Certificate

### Why Must I Complete a New Form W-4?

The Tax Reform Act of 1986 made many changes to the tax law that could affect your taxes for 1987. Therefore, the amount of tax that is now withheld from your pay may no longer be correct. So that your employer will not withhold too much or too little tax from your pay, give your employer a new Form W-4.

### When Must I File the Form?

Give your employer a new Form W-4 **as soon as possible**. While the law requires you to file a new form before October 1, 1987, you are urged to file early to avoid incorrect withholding.

### What Happens If I Do Not Complete the Form?

The amount of tax withheld from your pay may not be close to the amount of tax you will owe when you file your tax return. If you do not give your employer a new Form W-4, your employer will have to ignore any previous form you have filed, and the amount withheld will probably not be correct for your tax situation.

### How Do I Complete the Form?

The following instructions tell you how to complete the Form W-4 on this page. Use the worksheet on page 3 to figure the number of withholding allowances you can claim on Form W-4.

**Please Note:** Most employees will have to complete ONLY lines A through E of the worksheet. But if you have a spouse who is also employed, or you have more than one job at the same time, or you have nonwage income, complete the rest of the worksheet. You should also complete the worksheet if you have itemized deductions, tax credits, adjustments to income, or the age or blindness deduction.

### Should I Claim the Special Withholding Allowance?

Claim this allowance if you have only one job at a time and you don't have a working spouse. Take this allowance so that you won't have too much tax withheld from your pay. See line B of the worksheet on page 3.

	\$39,000	\$49,000	\$59,000	\$69,000	\$79,000	\$89,000	\$99,000	\$109,000	\$119,000	\$129,000
	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
<b>M</b> Multiply the amount on line K by the number on line L and enter the total amount here . . . . .	<b>M \$</b>									
<b>N</b> Add lines F, I, J, and M. Enter the total amount here . . . . .	<b>N \$</b>									
<b>O</b> Divide the amount on line N by \$1,900. Round to the nearest whole number (see instructions on page 2) . . . . .	<b>O</b> _____									
<b>P</b> Add lines E and O and enter the total number here . . . . .	<b>P</b> _____									
<b>Q</b> <b>Nonwage Income?</b> —Enter the estimated amount, if any, of all your nonwage income . . . . .	<b>Q \$</b>									
<b>R</b> <b>Working Spouse? More Than One Job?</b> —Too little tax may be withheld if either of these situations applies. See page 4 for line R instructions and tables to figure the amount to enter on this line . . . . .	<b>R \$</b>									
<b>S</b> Add amounts on lines Q and R and enter the total amount here . . . . .	<b>S \$</b>									
<b>T</b> Divide the amount on line S by \$1,900. Round to the nearest whole number (see instructions for line O) . . . . .	<b>T</b> _____									
<b>U</b> <b>Total Withholding Allowances.</b> —Subtract the number on line T from the number on line P. Enter the result here and on Form W-4, line 4.* If the result is zero or less, enter zero and see instructions for line U on page 2 . . . . .	<b>U</b> _____									

\* If you have more than one job or if your spouse works, you may claim all of your allowances on one job or you may claim some on each job, but you may **NOT** claim the same allowances more than once. Your withholding will usually be more accurate if you claim **all** allowances on the Form W-4 for the job with the largest wages and claim zero on all other Forms W-4.