



Multnomah County Oregon

Board of Commissioners & Agenda

connecting citizens with information and services

REVISED 2/10/07

BOARD OF COMMISSIONERS

Ted Wheeler, Chair

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Portland, Or 97214

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FEBRUARY 13 & 15, 2007 BOARD MEETINGS FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	8:45 a.m. Tuesday Executive Session
Pg 2	10:00 a.m. Tuesday Legislative Briefing
Pg 2	10:30 a.m. Tuesday Work Session on East County Justice Facility Project Plan
Pg 2	11:10 a.m. Tuesday Briefing on Law Enforcement and Mutual Aid Agreements
Pg 3	9:30 a.m. Thursday Public Comment
Pg 4	10:10 a.m. Thursday Public Hearing to Consider an Order Granting with Conditions Ballot Measure 37 Claim of Dorothy English
Pg 5	10:40 a.m. Thursday Animal Services Briefing
Pg 5	11:00 a.m. Thursday School-Age Services Task Force Report

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Tuesday, February 13, 2007 - **8:45 AM**
Multnomah Building, Sixth Floor Commissioners Conference Room 635
501 SE Hawthorne Boulevard, Portland

EXECUTIVE SESSION

- E-1 The Multnomah County Board of Commissioners will meet in Executive Session Pursuant to ORS 192.660(2)(e). Only Representatives of the News Media and Designated Staff are allowed to attend. News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Session. No Final Decision will be made in the Session. 75 MINUTES REQUESTED.
-

Tuesday, February 13, 2007 - **10:00 AM**
Multnomah Building, Sixth Floor Commissioners Conference Room 635
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BOARD BRIEFINGS

- B-1 **10:00 AM:** Briefing Update on the Work of the 2007 Legislature as it Pertains to Issues of Interest to Multnomah County. Presented by Gary Conklin and Gina Mattioda. 30 MINUTES REQUESTED.
- B-2 **10:30 AM:** Board Work Session on East County Justice Facility Project Plan. Presented by Doug Butler and Pam Krecklow. 40-60 MINUTES REQUESTED.
- B-3 **11:10 AM:** Briefing on MCSO Law Enforcement and Mutual Aid Agreements. Presented by Sheriff Giusto, Chief Deputy Tim Moore and Christine Kirk. 15 MINUTES REQUESTED.

Thursday, February 15, 2007 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

NON-DEPARTMENTAL

SA-1 RESOLUTION Calling for the United States Congress and the President to Reauthorize the Secure Rural Schools and Community Self-Determination Act of 2000 for 2007

CONSENT CALENDAR - 9:30 AM

NON-DEPARTMENTAL

- C-1 Consenting to Chair's Appointment of Jeff Cogen to the Multnomah County Commission on Children, Families and Community
- C-2 Appointment of Ted Wheeler to Local Public Safety Coordinating Council of Multnomah County

DEPARTMENT OF COMMUNITY SERVICES

- C-3 RESOLUTION Authorizing the Private Sale of a Tax Foreclosed Property to BENJAMIN and IUDITA CLAPA
- C-4 RESOLUTION Authorizing the Private Sale of a Tax Foreclosed Property to BRIAN A SMITH [Tax Account R327739]
- C-5 RESOLUTION Authorizing the Private Sale of a Tax Foreclosed Property to BRIAN A SMITH [Tax Account R327814]

DEPARTMENT OF COUNTY HUMAN SERVICES

- C-6 Amendment 2 to Intergovernmental Expenditure Agreement 4600006028 with the Housing Authority of Portland for the Addition of FEMA 25 Grant Funding Award

REGULAR AGENDA
PUBLIC COMMENT - 9:30 AM

Opportunity for Public Comment on non-agenda matters. Testimony is limited to three minutes per person. Fill out a speaker form available in the Boardroom and turn it into the Board Clerk.

DEPARTMENT OF COMMUNITY SERVICES - 9:30 AM

- R-1 Intergovernmental Expenditure Agreement 4600006501 with the City of Wood Village for Design and Construction of a Storm Drain Improvement Project on NE Village Court
- R-2 Public Hearing and Proposed Adoption of an ORDER Authorizing Legalization of Clara Smith Road from NE Corbett Hill Road No. 1972, Easterly Approximately 0.5 Mile as County Road No. 5024
- R-3 Public Hearing and Consideration of an ORDER Authorizing Legalization of Salzman Road from NE Larch Mountain Road No. 2098, Southerly Approximately 0.8 Mile as County Road No. 5023

DEPARTMENT OF COUNTY HUMAN SERVICES - 9:40 AM

- R-4 RESOLUTION Approving Allocation of Strategic Investment Program Community Housing Funds to Assist in Developing a Low Income Housing Project by Human Solutions, Inc.

NON-DEPARTMENTAL - 9:50 AM

- R-5 RESOLUTION Confirming the Interim Designation for Multnomah County Commissioner District 1 in the Event of a Vacancy
- R-6 RESOLUTION Establishing a Task Force on Vital Aging
- R-7 PUBLIC HEARING to Consider an ORDER Granting with Conditions the Ballot Measure 37 Claim of Dorothy English to Not Apply Certain Regulations in Lieu of Payment of Compensation to Allow the Creation of Legal Parcels at 13100 NW McNamee Road, Portland

BOARD COMMENT

Opportunity (as time allows) for Commissioners to provide informational comments to Board and public on non-agenda items of interest or to discuss legislative issues.

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BOARD BRIEFINGS

- B-4 **10:40 AM:** Briefing on Animal Services Response to Budget Note Asking for Policy Options Regarding Multnomah County's Pet Licensing Fees. Presented by Mike Oswald. 20 MINUTES REQUESTED.
- B-5 **11:00 AM:** School-Age Services Task Force Report. Presented by Chair Ted Wheeler, Bill Scott, Krista Larson, Dr. Terry Kneisler, Lisa Turpel and Pam Curtis. 45 MINUTES REQUESTED.



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MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date: 02/13/07
Agenda Item #: E-1
Est. Start Time: 8:45 AM
Date Submitted: 02/01/07

Agenda Title: Executive Session Pursuant to ORS 192.660(2)(e)

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

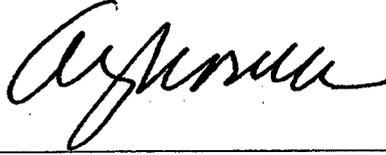
Requested Meeting Date: February 13, 2007 **Amount of Time Needed:** 75 minutes
Department: Non-Departmental **Division:** County Attorney
Contact(s): Agnes Sowle
Phone: 503 988-3138 **Ext.** 83138 **I/O Address:** 503/500
Presenter(s): County Attorney Agnes Sowle and Invited Others

General Information

1. **What action are you requesting from the Board?**
 No final decision will be made in the Executive Session.
2. **Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**
 Only representatives of the news media and designated staff are allowed to attend. Representatives of the news media and all other attendees are specifically directed not to disclose information that is the subject of the Executive Session.
3. **Explain the fiscal impact (current year and ongoing).**
4. **Explain any legal and/or policy issues involved.**
 ORS 192.660(2)(e)
5. **Explain any citizen and/or other government participation that has or will take place.**

Required Signature

**Elected Official or
Department/
Agency Director:**



A handwritten signature in cursive script, appearing to read "A. Jensen", is written over a horizontal line.

Date: 02/01/07

DRAFT

CONFIDENTIAL

February 13, 2007

To: Ted Wheeler

From: Bill Farver

Re: Lease with Option to Purchase on Lincoln Building

BACKGROUND

As part of Facilities' Consolidation and Disposition Strategy the Mead, McCoy, and Commonwealth Buildings were all determined to be excellent candidates for disposition due to their substantial lease/debt liability, high maintenance and operating costs, and their poor utilization of space. Because the lease for the Commonwealth Building was expiring, it was given first priority. An RFI process was initiated and it was determined that Unico's Lincoln Building was the best and lowest cost alternative. A lease was approved and the occupants of the Commonwealth Building were moved into the Lincoln Building in 2005.

With additional space still available in the Lincoln Building, Unico approached the County about leasing the remaining 120,000 sq ft of vacant space in the building at approximately the same discount to market as the original lease. Given the existing replacement needs which remained in the Mead and McCoy Buildings, the County entered lease discussions with Unico.

Unico would not accept the Mead occupants and, at the conclusion of those lease discussions, the Board was not ready to approve the lease for the McCoy occupants. In debriefing with Doug Butler, we concluded that we needed to try and bring an arrangement to the Board that would ideally meet the following criteria:

- purchase rather than lease
- provide opportunities for synergy among department services and more of a "one-stop shopping" approach for clients
- provide opportunities to improve client services
- continue to look for opportunities to move from Tier III to Tier I buildings as outlined in the approved Facilities Strategic Plan
- look for a long term solution
- stay within current budgets, if possible

With that in mind, Facilities resumed discussions with the owners of the Lincoln Building. After protracted negotiations, the County has an offer of a lease for the Health Department with a 90-day purchase option on the entire building. At this point, I believe that this option addresses the Board concerns and that the Board should accept that offer and proceed with our due diligence towards a purchase.

APPLICATION OF BOARD CRITERIA TO THIS OFFER

1. Purchase rather than lease

Under this option, the County maintains the same overall operating costs, while gaining substantial equity in a Tier I downtown office building.

2. Provide opportunities for synergy among department services.

By co-locating the offices and services of Human Services, Health, and Community Justice, the proposed purchase offers opportunities to redesign more efficient and effective staff space and increase cooperation among staff. While the DCJ program will have a separate entry, clients will have greater ability to access a variety of services at a single site.

3. Provide opportunities to improve client services

The Lincoln Building will provide superior clinic space (50% more exam rooms) and better access to a variety of county services.

4. Move from Tier III to Tier I buildings

This move will place the Mead and McCoy Buildings, two Tier III buildings, on the market and add a Tier I building to the County portfolio.

5. Opportunities for a long term solution

This move addresses the long standing need to deal with the McCoy and Mead buildings' deferred maintenance, while maintaining county services centrally located in the downtown core.

6. Within budget

This move can be accomplished within existing budgets. When deferred maintenance issues are factored in, this move will save considerable funds over the next twenty years.

HOW IS THIS FINANCIALLY POSSIBLE

There are two major factors that contribute to making this a solid agreement for the County:

1. Existing lease

Our existing lease with the Lincoln owners commits us to spend more than \$33,000,000 over the next 15 years in lease payments. By owning the building, most of those funds become an investment rather than being just an expense.

2. More efficient use of space

Because of the respective floor plans, we can locate the same services in the Lincoln Building and use approximately 50,000 square feet less. This results from a combination of the small building footprints and inefficient layouts in the McCoy and Mead Buildings and flexible, efficient space at Lincoln.

WHAT ARE OTHER BENEFITS?

1. Cost avoidance on Deferred maintenance

We have substantial deferred maintenance in the McCoy and Mead Buildings and no way to pay for it. It would require \$16,800,000 to bring these structures to Tier I standards. Construction would take more than three years and be very disruptive to the departments. The status quo is not an option for us because these buildings will not remain operational without major reinvestment.

2. Room for expansion

Qwest has an existing 8 year lease involving 35,500 square feet. In time, this space will be available for the inclusion of other County functions.

3. Lincoln Building is in good condition

The Lincoln Building meets City seismic standards, is HIPPA and ADA compliant, and will allow full installation of the electronic medical records.

4. Lincoln Building is on the transit mall

5. No major increase in operating costs to Departments

Operating and debt costs can be structured so there will be no significant increase to departments. The departments have been briefed on their projected rates. In the later years, costs to the County and departments will actually be lower than doing nothing.

6. No other viable options

There are less than ten full floors of office space for lease in all of downtown Portland. That is one reason why there are plans for construction of additional downtown office space.

7. Purchase of a Tier I building at below replacement cost

Construction costs for new buildings in downtown Portland will exceed \$300 per square foot. The Lincoln Building purchase as proposed is for less than \$170 per square foot. If we bring the McCoy and Mead up to Tier I standards they will cost even more than the Lincoln Building.

8. Good Neighbor Agreement Honored

The proposed purchase of the Lincoln Building would permit the County to honor the commitment it made previously in a Good Neighbor Agreement to relocate from both the Mead and the McCoy Buildings.

DOWN SIDE PERCEPTION

1. Current owners will make a substantial profit

The current owners will be able to almost double their investment. They made a good, but at the time risky, business decision to buy the building in 2005 when it was 76% vacant and the office market was still soft. They wisely invested substantial funds to upgrade the building and were content to hold the property and lease the space. However, with our current investment in the building, we are in a position to make an offer that makes this deal a win-win situation. (See comments below)

OUTSIDE, EXPERT REVIEW AND FEEDBACK

The proposed transaction was critically reviewed and generally favorably received by some of the communities' most experienced and respected real estate experts. We want to thank Clayton Herring, Dan Petrusich, Greg Goodman, and Matt Felton who took time from their busy schedules to tour the affected buildings and to review the proposed deal terms.

Here is a sampling of their feedback (quotes or paraphrase)

"The one thing that is not relevant is what someone paid for the building".

"They (the current owners) bought it well. They made their money at the purchase".

"Pretty close to the glass slipper".

"Your lease helps create the value to make this a good deal".

"Couldn't reproduce this elsewhere downtown for anywhere near these costs".

"Lease arrangement makes sense even without the purchase. Hard to speculate on future of downtown real estate".

"Probably your only option to combine these services, if you need to be downtown"

"Opportunity to improve services to your clients"

"Productivity of your workers will increase".

"Without the County, they may have no one to sell it too, but they don't need to sell it".

EXPERT SUGGESTIONS

Their analytical review produced the following additions and changes to our original approach:

1. Assumed value of Mead and McCoy was reduced by one-third (original value was based on an 18-month old appraisal for the McCoy).. (from feedback that we might have been overly optimistic on sale price and timing of sale)
2. Appraisals will be obtained ASAP on all three buildings. (from feedback that this is a good method to confirm value)
3. Review your borrowing cap and what the potential trade offs are. (from questions about impact of tying up County's borrowing capacity)
4. Consider delaying the sale of Mead until McCoy Building is sold and moving employees in stages. (from concerns about how quickly the two buildings could be sold)

WHAT ARE WE SPECIFICALLY AGREEING TO

1. A fifteen year lease for the Health Clinic of 76,000 square feet at \$19.52 per square foot with 3% annual increases.
2. Landlord will provide a tenant improvement allowance equal to \$2,900,000.
3. An option to purchase the building for \$43,500,000 (\$169.62/SF).
4. Notice of the County's intent to purchase must be given by June 15th and closing would occur after Health has moved in which is estimated at February 15, 2008. If the Board approves this offer, Facilities will return prior to June with the results of its due diligence and a final recommendation.

TIMELINE

February 13, 2007	Board Executive Session
TBA	Public Involvement process; public meetings with PAO
March 1, 2007	Public hearing on proposed sale/lease Response to Unico on whether lease will be entered into
June 15, 2007	Response whether County will exercise option to purchase
February 15, 2008	Potential deal closing

SUMMARY OF OPTIONS FOR DOWNTOWN HUB

	Base Case	Option 1	Option 2	Option 3	Option 4
	McCoy, Mead & Lincoln	McCoy, Mead & Lincoln	Lincoln & Mead	Lincoln	New Building & Lincoln
FINANCIAL SUMMARY	Do Nothing Except Emergency Work	Make Mead and McCoy Tier I, Retain, No Service Expansion	Health Leases at Lincoln and Mead is Made Tier I	Lease w/ Option to Purchase at Lincoln Building. Sell both McCoy and Mead	New Building for Health and Probation
Square Footage Required	278,824	273,324	250,679	218,529	234,978
15 Year Cost	\$84,496,456	\$99,597,703	\$97,215,094	\$86,846,517	\$103,801,970
Savings Compared to Option 1		N/A	\$2,382,609	\$12,751,185	N/A
Savings Compared to Option 2		N/A	N/A	\$10,368,577	N/A
Average Annual Cost	\$5,633,097	\$6,639,847	\$6,481,006	\$5,789,768	\$6,920,131
PROS and CONS:					
Facilities Strategic Plan	Does not comply	Complies	Complies	Complies	Complies
Health and Safety	This option is not sustainable, the buildings will be unusable at some point without improvement	Buildings are brought to Tier I status and will be safer and healthier	Buildings are brought to Tier I status and will be safer and healthier	Lincoln is already a Tier I building and will provide improved health and safety	New building and the Lincoln with both be Tier I and will provide improved health and safety
Efficiency	Inefficient use of space and retains three buildings	Inefficient use of space and retains three buildings	Efficient use of space, but retains two buildings rather than one	Most efficient use of space and consolidates into one building	Efficient use of space, but retains two buildings rather than one
Work Environment	No improvement to work environment	Modest improvement to work environment	Significant improvement for Health and modest improvement for DCJ	Significant improvement in the work environment	Significant improvement in the work environment
Construction Disruption	No construction disruption	Significant disruption over 2 - 3 years	Limited disruption for health and significant disruption for DCJ	Limited disruption due to construction	Limited disruption due to construction
HIPPA and ADA Compliance	Not fully compliant with either HIPPA or ADA	Non-compliant with HIPPA	Complies with both HIPPA and ADA	Complies with both HIPPA and ADA	Complies with both HIPPA and ADA
Service Level Improvement	No service improvement to clients	No service improvement to clients	50% increase in service delivery for Health. Provider/exam ratio is improved to 1:3.1 from 1:2. Improved environment for DCJ clients.	50% increase in service delivery for Health. Provider/exam ratio is improved to 1:3.1 from 1:2. Improved environment for DCJ clients.	50% increase in service delivery for Health. Provider/exam ratio is improved to 1:3.1 from 1:2. Improved environment for DCJ clients.
Additional Health Revenue	No new Health revenue	No new Health revenue	Health anticipates additional revenue	Health anticipates additional revenue	Health anticipates additional revenue



OPTIONS FOR DOWNTOWN HUB - FINANCIAL DETAIL

		Base Case	Option 1	Option 2	Option 3	Option 4
Buildings		McCoy, Mead & Lincoln	McCoy, Mead & Lincoln	Lincoln & Mead	Lincoln	New Building & Lincoln
Description		Do Nothing Except Emergency Work	Make Mead and McCoy Tier I, Retain, No Service Expansion	Health Leases at Lincoln and Mead is Made Tier I	Lease w/ Option to Purchase at Lincoln Building. Sell both McCoy and Mead	New Building for Health and Probation
Consistent with 2005 Facilities Strategic Plan		No	Yes	Yes	Yes	Yes
County Occupancy in Square Feet		278,824	273,324	250,679	218,529	234,978
UPFRONT CAPITAL						
Available Capital from Building Sales	1	\$0	\$0	(\$15,835)	\$1,038,690	\$1,038,690
Purchase Price or Shell/Core Const. + Land	3	\$0	\$0	\$0	\$43,500,000	\$24,984,250
Purchase Scenario Contingency	5	\$0	\$0	\$0	\$1,800,000	\$0
Seismic Code Requirements	6	\$0	\$12,700,000	\$5,400,000	\$0	\$0
Deferred Maintenance and Emergency Work	7	\$0	\$4,120,000	\$800,000	\$0	\$0
Tenant Improvements (Interior/finishes)	8	\$0	\$0	\$8,700,000	\$10,450,000	\$17,608,500
Tenant Improvement Allowance from Lease	9	\$0	\$0	(\$2,907,716)	(\$2,907,716)	\$0
Furniture, Fixtures, Equipment (FFE)	10	\$0	\$0	\$2,000,000	\$3,000,000	\$3,000,000
Total Upfront Capital Outlay	11	\$0	\$16,820,000	\$13,976,449	\$56,880,974	\$46,631,440
15 YEAR ANNUAL COSTS						
Lincoln Building Rent (includes Op Ex)	12	\$35,446,826	\$33,719,688	\$63,156,560	\$0	\$33,719,688
Income from 3rd Party Tenant's	13	\$0	\$0	\$0	(\$16,278,972)	\$0
Debt Payments	14	\$7,804,404	\$24,632,788	\$18,003,655	\$56,909,327	\$46,654,684
Operating Expenses for Owned	15	\$41,245,226	\$41,245,226	\$16,054,880	\$46,216,162	\$23,427,598
Total Annual Costs Over 15 Year Term	16	\$84,496,456	\$99,597,703	\$97,215,094	\$86,846,517	\$103,801,970
Average Annual Cost	17	\$5,633,097.06	\$6,639,847	\$6,481,006	\$5,789,768	\$6,920,131
Average Annual Cost per Square Foot		\$20.20	\$24.29	\$25.85	\$26.49	\$29.45



BASE CASE VS. LINCOLN LEASE/PURCHASE

We are only showing the Base Case (i.e. doing nothing, letting the buildings deteriorate, not improving service delivery or increasing Health revenue, not complying with HIPPA and not improving the health or safety situation) against the preferred alternative of the eventual purchase of the Lincoln building since it is the least cost alternative that meets the County's needs. We do not however believe that the Base Case is sustainable, but it is a depiction of where occupancy costs are today. Costs will however go up. We are proposing that costs go up at a time and in a manner of our choosing rather than mandated by an earthquake, a failure of building systems, a lawsuit or the Federal Government. If there is general agreement that something has to be done, this is our best chance for a cost effective long-term solution and its just a matter of making it work.

Year	Base Case Annual Cost	Lincoln Lease/Purchase Annual Cost	Difference	Comments
1 (2008)	\$4,634,890	\$5,242,966	(\$608,076)	The first few years are more expensive, but these costs are short lived. Asset Preservation fees will be phased-in over the first four years in order to eliminate increased costs for the departments.
2	\$4,813,127	\$5,307,374	(\$494,247)	
3	\$5,000,462	\$5,409,615	(\$409,153)	
4	\$5,189,111	\$5,479,592	(\$290,481)	
5	\$5,390,985	\$5,492,129	(\$101,144)	Lincoln lease/purchase becomes less expensive for a short time and some minor McCoy and Mead debt expires causing the inconsistent differences
6	\$5,601,609	\$5,566,337	\$35,272	
7	\$5,540,909	\$5,643,702	(\$102,793)	
8	\$5,769,387	\$5,724,355	\$45,032	Significant amount of debt retiring at the McCoy and Mead Buildings making the Base Case less expensive for a short time
9	\$5,377,575	\$5,808,055	(\$430,480)	
10	\$5,508,036	\$5,911,451	(\$403,416)	
11	\$5,767,364	\$6,019,038	(\$251,674)	
12	\$6,038,193	\$6,130,985	(\$92,792)	True benefit of more efficient space and ownership begin to really kick in. Lincoln remains less expensive going forward because of its smaller size and better condition.
13	\$6,321,189	\$6,247,468	\$73,721	
14	\$6,617,061	\$6,368,669	\$248,392	
15	\$6,926,558	\$6,494,780	\$431,778	
Totals	\$84,496,456	\$86,846,517	(\$2,350,061)	



MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date: 02/13/07
Agenda Item #: B-1
Est. Start Time: 10:00 AM
Date Submitted: 01/04/07

Agenda Title: Legislative Briefing

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

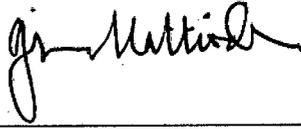
Requested Meeting Date: February 13, 2007 **Amount of Time Needed:** 30 min.
Department: Non Departmental **Division:** Public Affairs Office
Contact(s): Barb Disciascio, Gina Mattioda
Phone: 503 988-6800 **Ext.** 86800 **I/O Address:** 503/600/PAO
Presenter(s): Gary Conkling and Gina Mattioda

General Information

1. **What action are you requesting from the Board?**
 None
2. **Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**
 Update on the work of the legislature as it pertains to issues of interest to Multnomah County.
3. **Explain the fiscal impact (current year and ongoing).**
 None
4. **Explain any legal and/or policy issues involved.**
 None
5. **Explain any citizen and/or other government participation that has or will take place.**
 None

Required Signature

**Elected Official or
Department/
Agency Director:**



Date: January 4, 2007



**Oregon
Juvenile
Department
Directors
Association**

OJDDA Supports Governor's FY 2007-2009 Budget Request

Over 90% of Oregon's 17,000 juvenile offenders (including sex offenders) are supervised locally by county juvenile departments. County juvenile departments are effective in holding delinquent youth accountable, changing their behavior and preventing them from graduating into criminal activity as adults.

- Statewide, nearly 70% of youth do not re-offend after leaving the juvenile justice system.
- Supervision and intervention in the community enable the state to avoid the use of costlier OYA beds.

The Governor's FY 2007-2009 budget increases funding for the Oregon Youth Authority (OYA) custody beds and Juvenile Crime Prevention funding programs, which support critically important programs in the community. OJDDA urges the legislature to:

- **Adopt the Governor's proposals to fund the juvenile demand forecast and restore recent cuts to Juvenile Crime Prevention (JCP) Basic and OYA Diversion programs.**
- **Increase funding for JCP Prevention administered by the Oregon Commission on Children and Families by \$4 million. (\$2 million more than the Governor's Recommended Budget)**

The Oregon Juvenile Department Director's Association (OJDDA) represents juvenile justice leaders from all thirty-six Oregon counties.

Increased Juvenile Funding Strengthens Youth Accountability and Access to Effective Interventions

- Funding for the Oregon Youth Authority demand forecast would add 145 custody beds to the OYA youth correctional system and another 73 community placement beds for county probation youth committed to OYA for out-of-home placement.

The juvenile demand forecast more closely ties OYA funding levels to projected increases in the population of high-risk delinquents. (However, under the Governor's proposal, 67 beds would remain unfunded.)

- OYA Diversion and Juvenile Crime Prevention (JCP) Basic support a range of community-based programs that are designed to prevent at-risk youth from becoming court-involved or committing offenses that would lead to OYA institutionalization.
- Increased funding for JCP Prevention programs supports alcohol and drug abuse, mental health, education, family support, early intervention, vocational and other services to at-risk youth in the community. On average, anti-social behaviors for youth who received JCP High-Risk Prevention services declined 48%, according to a recent evaluation report.

Governor's Budget Restores Recent Cuts in Effective Juvenile Programs

The Governor's proposed budget reverses devastating cuts to OYA and juvenile crime prevention programs during the past two biennia. These cuts have limited the ability of county justice officials to intervene with many youth, except those who pose the highest risk.

Between 2001-2005:

- Close custody beds in youth correctional facilities and community placement beds were cut 23% (a loss of over 250 beds).
- Grants to counties to support JCP Basic services and OYA Diversion programs (designed to prevent youth from commitment to the Youth Authority) were also cut by 23%.
- State funding to counties for JCP Prevention programs was cut \$10 million (68%).

As a result delinquent youth are at greater risk of re-offending, which leads to increased victimization for citizens and greater costs to counties and the state.

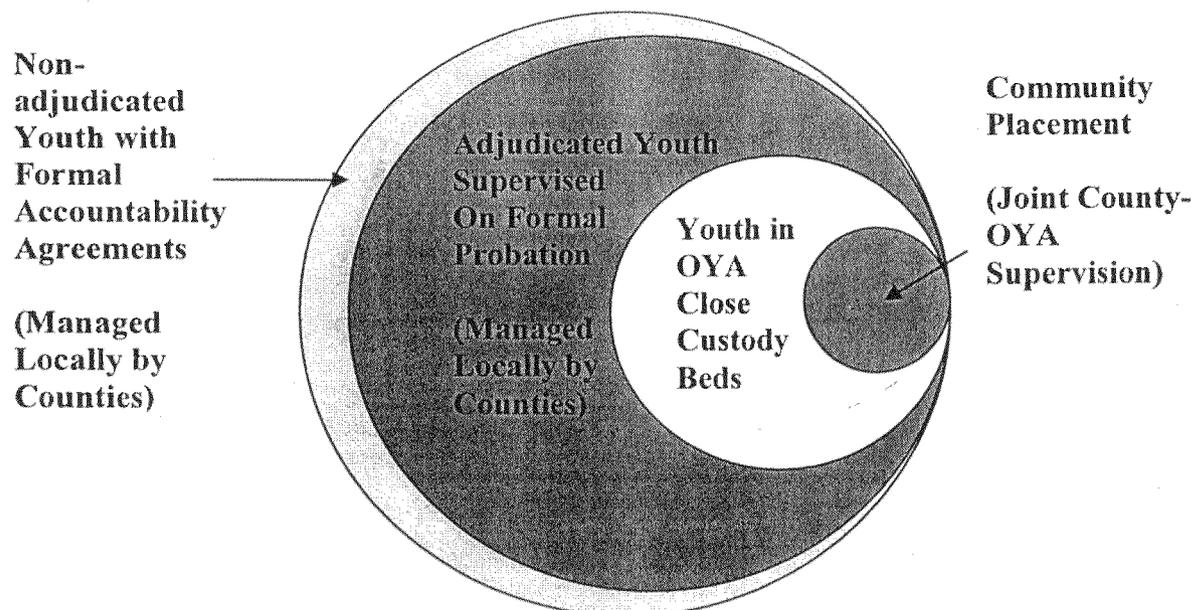
County Juvenile Justice Departments Supervise Highest Risk and Highest Need Delinquents

County juvenile departments supervise a range of delinquent youth – from shoplifters who are handled informally to youth who pose as great a public safety risk as those who are committed to OYA (based on risk assessment scores). These high-risk youth include delinquents who have:

- Committed serious person and/or repeat property offenses;
- Severe drug and alcohol abuse and mental health problems; and a
- High-risk of gang involvement.

But OYA bed shortages mean that these high-risk delinquent youth must remain in the community – as a result, counties continue to supervise higher risk delinquent youth with fewer resources.

County Juvenile Departments Supervise 90% of Oregon's Delinquent Youth



The partnership between Oregon counties and the state has produced strong results in reducing juvenile crime. Enacting the Governor's proposed OYA budget and increased JCP Prevention funding will enable counties to reduce the risk delinquent youth will re-offend, better address their drug abuse and mental health needs and respond more effectively to victims.

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

Since November 2006, Mayor Potter's Mental Health/Public Safety Initiative has worked to identify improvements to the mental health and public safety systems' response to persons with mental illness. Members have reviewed existing reports and recommendations and are proposing the action plan described below.

As we considered our action plan, we sought to address a number of critical issues: preventing unnecessary interactions with law enforcement for persons with mental illness; improving outcomes of interactions with law enforcement for persons with mental illness; addressing the overrepresentation of African Americans in the mental health and criminal justice systems; targeting the co-occurring disorders of mental illness and substance abuse; giving law enforcement personnel the tools they need to do their jobs; providing appropriate care and support to persons with mental illness throughout the justice and mental health systems; improving communication among all involved agencies; and enhancing peer support and recovery.

Members of the workgroup and panel recognize there are challenges in the mental health and public safety arenas, along with potential solutions, that we have not addressed. We have taken a targeted approach to specifically address the overlap between the mental health and public safety systems with recommendations that we believe are ripe for implementation. Appendix A contains a second set of recommendations for future consideration by the appropriate oversight entity (see final recommendation for details). Finally, the workgroup and panel recognize there are many competing priorities for scarce resources and hope that other critical programs are not eliminated as a result of this Action Plan's implementation.

This Action Plan requires coordination, cooperation and long-term and sustained commitment from city, county and state officials and agencies. The initial fiscal impact of the proposed plan is at least \$6 million (\$2.9 million of which will fund a sub-acute facility). The workgroup and panel believe that implementing these recommendations will, in the long-term, result in better services, and will save money.

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions or legislative action (city, county, State, federal)?</i>	<u>TIME FRAME</u>
TREATMENT CAPACITY				
<p>Inadequate reimbursement for services provided to persons with mental illness means that fewer people in need of services receive them.</p>	<p>Advocate for restoration and expansion of state-sponsored health insurance City, county and state officials, advocates, the business community, and others must work together to demonstrate the importance of restoration and expansion of state-sponsored health insurance to the legislature. This requires a coordinated and targeted strategy. Cost: Dependent on size of restoration and expansion.</p>	<p>Oregon has provided the OHP to many more individuals in the past. When reimbursement is available for individuals, they are more likely to receive necessary services.</p> <p>City and county coordination on lobbying efforts is critical and effective. We should also consider working with the League of Oregon Cities and the Association of Oregon Counties on this effort.</p>	<p>State legislature; state budget process; federal government</p> <p>City and county lobbyists and elected officials</p>	<p>2007 Legislative Session (and ongoing effort depending on outcome in this session)</p> <p>Can happen immediately.</p>

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions or legislative action (city, county, State, federal)?</i>	<u>TIME FRAME</u>
<p>Research indicates that many people with mental illness involved in the criminal justice system lack housing and the supports they need to maintain that housing.</p> <p>Inadequate services to African Americans with mental illness and over-representation of African Americans with mental illness in the criminal justice system.</p>	<p>Expand and sustain supportive housing capacity for special needs population A team that includes Central City Concern's Housing Rapid Response (CCC's HRR) program, Cascadia's Project Respond, and law enforcement will work to ensure a seamless connection from the streets to housing.</p> <p>CCC's HRR program will provide supportive housing and street engagement, particularly for individuals who are addicted and having frequent interactions with law enforcement. Project Respond will be responsible for engagement and crisis response for participants who are primarily affected by mental illness. Law enforcement personnel will collaborate on a team with HRR and Project Respond to help identify people and provide support when necessary.</p> <p>Between 80 -100 people will be served, 50 of whom will be placed in supportive housing.</p> <p>Cost: \$610,473 annually. An additional \$66,000 will be added to this project in the form of Shelter Plus Care vouchers. This program leverages the current proposed expansion of Project Respond and existing law enforcement personnel.</p>	<p>"After placement in supportive housing, corrections utilization drops dramatically. Days spent in prison and jail dropped 74% and 40%, to an average of 1 day and 3 days, respectively." <i>-The Impact of Supportive Housing for Homeless People with Severe Mental Illness on the Utilization of Public Health, Corrections, and Emergency Shelter Systems: The New York-New York Initiative, May 2001.</i></p> <p>"The law enforcement data provided by ACCESS shows a 47% decrease in arrests over the last quarter, the same as the aggregate overall decrease for three quarters of 47%." <i>- Housing Rapid Response Report from Central City Concern.</i></p>	<p>Bureau of Housing and Community Development; Multnomah County</p> <p>May necessitate coordination with Washington and Clackamas counties for service provision.</p>	<p>Approximately 2-3 months from funding allocation.</p> <p>Can happen quickly with funding.</p>

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions or legislative action (city, county, State, federal)?</i>	<u>TIME FRAME</u>
<p>Inadequate culturally-competent services to African Americans with mental illness and over-representation of African Americans with mental illness in the criminal justice system.</p>	<p>Expand programs such as, but not limited to, Treatment Not Punishment (TNP) Program</p> <p>Increase the number of clients served, expand the age range of clients served to include adolescents, and enrich the service offerings for individual clients, including additional hours and days of service availability.</p> <p>TNP services include:</p> <ul style="list-style-type: none"> • Conducting comprehensive mental health and addictions assessments. • Providing intensive case management, care coordination, and crisis management. • Strengthening connections to family members and community support systems. • Overcoming barriers to housing, and creating initial stability. • Linking to other supports, like families, churches, employment services, medical service providers, and other institutional and community systems. • Assisting in medication management, and supporting follow-through. <p>Cost: \$651,375 for expansion of TNP. (Existing annual budget is \$250,000, with \$14,212 in fee-for-service revenue, for a total of \$915,587.)</p>	<p>TNP has demonstrated reductions in bookings for individual clients.</p>	<p>Multnomah County Mental Health and Addiction Services, Cascadia Behavioral Health. May include other service providers such as Project Network, African American Mental Health Commission, Miracles Club, and Lifeworks.</p>	<p>Approximately 3-6 months from funding allocation</p> <p>Can happen quickly with funding.</p>

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions or legislative action (city, county, State, federal)?</i>	<u>TIME FRAME</u>
Lack of sub-acute availability necessitates hospitalization, unnecessary strain on jails, and burdens law enforcement with significant time loss in emergency rooms.	Establish a permanent sub-acute facility of 16 beds Brief, residential treatment that includes twenty-four hour staffing plus substantive psychiatric and medical services. Includes emphasis on culturally-competent services and recovery. Cost: Projected start up costs: \$1 million; projected annual operating expenses: \$2.9 million	This level of care (sub-acute) is a well-understood element of the mental health continuum of care. Results are well documented and replicated in numerous cities throughout the nation. Evidence based treatment practices can be integrated throughout the care system.	Multnomah County Mental Health and Addiction Services Division; State agencies State dollars are critical to fund this effort. Need to consider leveraging dollars from other stakeholders, such as health systems.	Approximately 1-2 years from funding allocation. Need commitment of dollars before planning process begins.
LAW ENFORCEMENT				
Need to review hiring criteria and police field training process to identify areas for improvement.	Review screening, hiring, field training and in-service programs for law enforcement Focus on training that occurs after officer returns from basic training academy to identify policy, practice, or attitudes that impact police behavior. Cost: \$5,000	There are existing best practices in this area that would be utilized, including the Field Training Program (FTEP).	Portland Police Bureau, Gresham Police Department, Multnomah County Sheriff's Office	6 months Happening now.
Lack of ability to use polygraph tests to screen out unfit applicants early in the hiring process.	Endorse proposed legislation to allow polygraph testing for police hiring process in Oregon Budgetary impact unknown at this time.	Washington State and California currently use polygraphs in their screening processes that have proven effective.	PPB, Gresham Police Department, Multnomah County, Chiefs' and Sheriffs' Associations	6 months Happening now.

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions or legislative action (city, county, State, federal)?</i>	<u>TIME FRAME</u>
<p>Inadequate Crisis Intervention Training (CIT) for law enforcement personnel.</p>	<p>Mandatory Crisis Intervention Training for law enforcement Ensure ongoing and sustainable CIT training for all law enforcement. Cost: Portland Police Bureau: \$250,000 FY 06-07; \$250,000 FY 07-08 Multnomah County Sheriff's Office: \$63,000 FY 06-07; \$125,000 FY 07-08 Gresham Police Department: \$327,000 FY 06-07</p>	<p>PPB has been conducting CIT training since 1995. This 40- hour training is now mandatory and will begin in February 2007. One class per month will occur until all sworn members are trained. PPB and MCSO (enforcement side) will be trained first, followed by Gresham, Troutdale, and Fairview Police Departments.</p>	<p>Portland Police Bureau, Gresham Police Department, Multnomah County Sheriff's Office</p> <p>May include coordination with Washington and Clackamas counties.</p>	<p>2 years</p> <p>Happening now for MCSO and PPB.</p>

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions or legislative action (city, county, State, federal)?</i>	<u>TIME FRAME</u>
Community concern about use of force.	Review past and future recommendations on use of force guidelines Review status of recommendations made by Police Assistance Resource Center; monitor Independent Police Review work on use of force. No budgetary impact.	Independent Police Review has established the Force Task Force to identify trends and make recommendations to address excessive use of force issues for PPB.	Independent Police Review, Portland Police Bureau	3 months Happening now.
Community concern about use of force.	Endorse Use of Deadly Force legislation Proposed legislation mandates creation of "deadly physical force planning authority" in each county and reforms Grand Jury Process. (SB 111 (LC 1007-1) Deadly Force;B-Engrossed SB 301 (2005)). Budgetary impact unknown at this time.	Passed in the State Senate last legislative session, but failed in the House.	State legislature	2007 Legislative Session Happening now.
No mental health crisis intervention dedicated exclusively to law enforcement response.	Enhance Project Respond's capacity to serve law enforcement needs Expand Project Respond by hiring more staff and creating a dedicated unit to partner with law enforcement. Ensure care is culturally competent. Cost: \$290,000 annually	This offer replicates a successful program in Project Respond. It improves the existing system by adding capacity and specialization.	Multnomah County Mental Health and Addiction Services Division	Approximately 3-6 months from funding allocation Can happen fairly quickly with funding.

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions (e.g. Dept.), legislative action (city, county, state, federal)</i>	<u>TIME FRAME</u>
BOOKING AND JUSTICE SYSTEM				
Inadequate appropriate identification of persons with mental illness at booking and lack of referral to services.	<p>Mental Health Screening at Booking</p> <ul style="list-style-type: none"> ➤ To identify and evaluate, early in incarceration, the needs of an individual presenting with mental health illness and conditions related to their illness. ➤ To develop a treatment plan for medical and mental health conditions, that includes working with in-jail custody supervision, courts, probation officers, and community care providers. ➤ To plan interventions that will result in a decrease in jail time and plan support in the community when released from court or custody ➤ To allow for consistent long term dedication to mental health assessments at booking. ➤ To address the overrepresentation of African Americans with mental illness who are booked in jail in comparison to their total booking population. <p>Cost: \$596,300 for FY 08 salaries, other related costs, relief staff and premiums annually. 4.2 FTE for 24/7 Staffing of Mental Health Community Health Nurses in Booking at MDCD.</p>	Pilot program, building off of Los Angeles County model and past efforts of Corrections Health that were cut through budget reductions	Multnomah County Department of Health; Multnomah County Sheriff's Office; Jail Advisory Committee	Approximately 3–6 months from funding allocation. Needs to be implemented before Court Advocate Program (see below).

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions or legislative action (city, county, State, federal)?</i>	<u>TIME FRAME</u>
<p>Individuals with mental illness lack the necessary support in the justice system after they have been booked</p>	<p>Court Advocate Program</p> <ul style="list-style-type: none"> ➤ To provide information at arraignment as to the best course of action for a person with mental illness/dual diagnosis. ➤ Work with the judicial officers to divert the case from the criminal justice system when deemed appropriate based on the type of crime and availability of services. ➤ Monitor the status of the Court case, gather further information on service history, service needs, and service options and communicate with parties involved in the court/jail custody process. ➤ Providing greater support in already existing specialty courts (STOP, DISP, and Community Court). ➤ To develop and implement a volunteer Advocate Program to aid persons with mental illness or dual diagnosis in understanding and participating in the court process. <p>Cost: \$416,500 for 3 Court Advocates and 1 Support Staff, annually.</p>	<p>Pilot program; Similar to Los Angeles County. This, and the screening at booking, are components of the Mental Health Court model.</p>	<p>The critical next step is to determine where this program would be situated. Proposed that staff would work under the arm of the Court Administrator.</p>	<p>3-6 months from funding allocation.</p>

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

<u>PROBLEM</u>	<u>SOLUTION/RECOMMENDATION</u> <i>What are the major components of the recommendation? What is the source of the recommendation? What is the cost of implementation?</i>	<u>DO-ABLE</u> <i>Has it been done before? Is it replicable? Are results supported by science? Have best practices been established?</i>	<u>ACTIONABLE/ RESPONSIBLE ENTITY</u> <i>Does implementation require administrative decisions (e.g. Dept.), legislative action (city, county, state, federal)</i>	<u>TIME FRAME</u>
COMMUNITY EDUCATION				
Inadequate community understanding about mental illness; biases against persons with mental illness.	<p>Support Stop-stigma Campaign and community training Assist in connecting Campaign to major advertising agencies in city; consider hosting Campaign website on City website; elected bodies endorse concept that mental illness is a public health issue and a priority to address.</p> <p>Budgetary impact unknown at this time. Staff time will be necessary.</p>	This effort is part of a national campaign by the Substance Abuse and Mental Health Services Administration (SAMHSA) and the American Advertising Council.	Mayor's Office, Multnomah County, other city and county agencies (such as the Office of Neighborhood Involvement), Oregon Advocacy Center, National Alliance on Mental Illness (NAMI), regional and national associations, local public radio and other media outlets	Can happen immediately.

**Mayor's Mental Health/Public Safety Initiative
Action Plan
2/1/07**

OVERSIGHT				
<p>Inadequate coordination and oversight to monitor nexus of public safety and mental health systems.</p>	<p>Create a new coordination and oversight body or support Multnomah County's Local Public Safety Coordinating Council (LPSCC) with additional commitment and resources</p> <p>This body would do the following:</p> <ul style="list-style-type: none"> ▪ Monitor the implementation of this action plan; ▪ Oversee coordination between the mental health and public safety systems on an ongoing basis; ▪ Ensure accountability of city, county and state agencies in implementation of programs to address the nexus of public safety and mental health systems; ▪ Provide advocates and others a place to raise issues pertaining to the nexus of the public safety and mental health systems; ▪ Establish a mechanism to communicate with the public and stakeholders about changes, challenges and improvements in the mental health and public safety systems. <p>The Commission should include advocates and receivers of services. Staff must have sufficient authority and support to ensure accountability.</p> <p>Cost: \$25,000-\$50,000 annually</p>	<p>Current models exist that can be replicated or enhanced with political authority.</p>	<p>Offices of Mayor, County Chair, and state officials; Office of Consumer Technical Assistance; National Alliance on Mental Illness (NAMI)</p> <p>The entity should be led by the Multnomah County Chair and the Mayor.</p>	<p>Approximately 3 months from allocation of funding</p> <p>Need to finalize details and determine source of funding.</p>



MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date: 02/13/07
Agenda Item #: B-2
Est. Start Time: 10:30 AM
Date Submitted: 02/06/07

Agenda Title: **Board Work Session on East County Justice Facility Project Plan**

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Requested Meeting Date:	<u>February 13, 2007</u>	Amount of Time Needed:	<u>40 to 60 mins</u>
Department:	<u>DCM</u>	Division:	<u>F & PM</u>
Contact(s):	<u>Pam Krecklow</u>		
Phone:	<u>503-988-4382</u>	Ext.	<u>84382</u>
Presenter(s):	<u>Doug Butler, Pam Krecklow</u>		
I/O Address:	<u>274</u>		

General Information

1. What action are you requesting from the Board?

Review and discussion of development plan, siting options, and operational and capital funding plan for an East County Justice Center. Intent is to provide Facilities with Board direction toward a finalized Project Plan.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

As part of an overall Courthouse solution the County needs to expand court services in East County. In exploring public safety needs within East County two additional needs were identified: A replacement for the dilapidated Hansen Building and a partnership with City of Gresham. With combined services in East County the County has an opportunity to provide a full service Justice Facility. The planning for such a facility is following the Capital Planning Process (Administration Procedures FAC-1) process and is in the final phase, Step Three – Project Plan. Prior to final completion of the Project Plan there remains some options to be explored by the Board and this work session is to review and discuss those options and provide Facilities the necessary feedback to complete the Project Plan.

3. Explain the fiscal impact (current year and ongoing).

The direction provided in this resolution has no costs or fiscal impact related to it. The financial impact will be laid out in the ensuing project plan which will require Board approval prior to implementation.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen and/or other government participation that has or will take place.

The East County Justice Facility has received high visibility during the 3 year planning process. The East County Justice Facility Work Group meet for a year at meetings that were open to the public and the group received numerous public comments during that process. The issue has been before the Board of County Commissioners at public meetings no less than six times. Numerous articles have been published in the Oregonian and Gresham Outlook. A public siting meeting hosted by the PAO's office was conducted in July 2005. Commissioner Robert's and Facilities staff has attended numerous civil, business association, and urban renewal advisory committee meetings. Gresham's City Council has conducted public meetings while passing two resolutions regarding support for and participation in an East County Justice Center.

Future public meetings will include a public information meeting presented by the PAO's office on February 8th in Gresham to update citizens on the status of the facility. The Project Plan is currently intended to be presented at a public Board meeting on February 22, 2007.

Required Signature

**Elected Official or
Department/Agency
Director:**



Date: 02/06/07



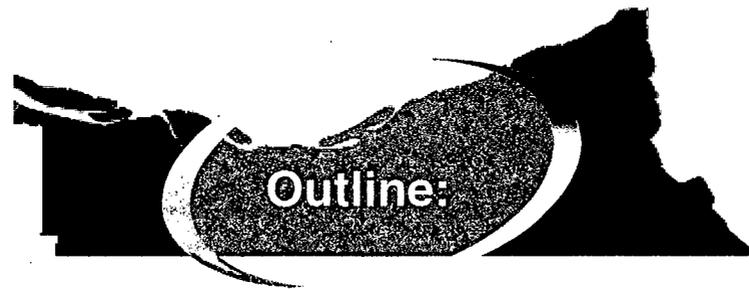
**East County
Justice Center**

**Project Plan
Outline**

Prepared by:
Facilities & Property Management Division
February 13, 2007



Asset Management Section
Facilities & Property Management Division
Department of Business and Community Services
Multnomah County, Oregon



Prior to finalizing the Project Plan for an East County Justice Center, Facilities is seeking Board direction on:

- Main Principles
- Development Plan
- Siting Options
- Operational & Capital Funding

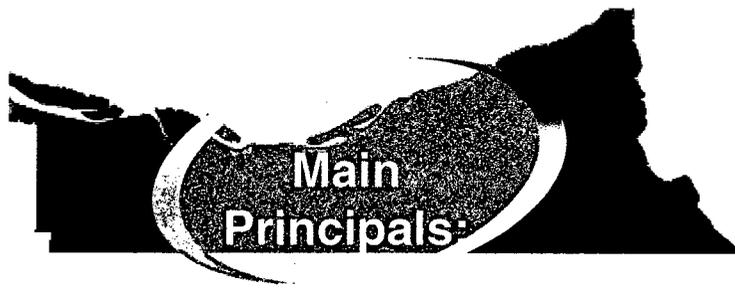
Questions include:

- Are the project goals still the right focus?
- Is the siting criteria list appropriate or should it be expanded?
- Should Gresham's participation have weight in siting criteria?
- Does the Board agree with Facilities siting recommendation or should one of the other options be pursued?
- Is the Board still willing to designate the Edgefield funding for an ECJC?
- Is the Board comfortable in moving forward with the project plan?

Some of the information being reviewed is new information that will be part of the Project Plan and some is previous information that was part of the Preliminary Planning Proposal and Project Proposal previously approved by the Board.

Changes to previous assumptions can alter the outcome of the final Project Plan so it is important to review all this information prior to proceeding with the final report.



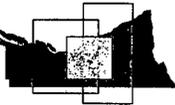


These are the original 2004 goals:

Question: Are this still the right focus?

- Create** a public facility that increases service value to East County communities.
- Build a facility to meet 15 - 25 year public safety needs
 - Increase courtrooms from 1 to 4 to alleviate current court backlog
 - Increase Security functions to provide a safer facility
 - Increase Court Clerk functions to provider wider range of services
- Integrate** associated functions that combine services and create cost efficiencies
- Bring together complementary public safety functions that protect County residents
- Focus** on cost saving potential in all aspects of project
- Establish a budget for a basic fundamental building
 - Provide cost savings in all aspects of design and construction
- Share** financial burden
- Establish partnerships for cost sharing potential
 - Create no additional tax burden for taxpayers
- Develop** facility to enhance wider community landscape
- Position facility on a major mass/bus transit route
 - Design towards high environmental standards
 - Provide design that improves neighborhood streetscape
- Plan** for long-term phase-able development opportunities
- Create a master plan to accommodate an additional 25 years capacity



Facilities and Property Management	
Development Plan	Date: February 2007
	Rev Date:
	Scale: N/A

Seeking Board review & comment on:

- Scope**
 - Design Goals
 - Scope
 - Programming

- Estimates**

- Schedule**

East County Justice Facility

Design Goals -

High Performance Energy Efficient 50 year Building
Functional without being ornate
LEED Silver Certification

Emphasis on:

Neighborhood Compatibility
Separate Circulation for Public & Staff
Natural Lighting
Use of Recyclable Products
Future Expansion Capability (18,000 sq ft Bldg & Parking Garage)

Scope:

Site: 4 Acres
Within City of Gresham

Occupants: State of Oregon Judicial Department = 36,000 sq ft
County Sheriff - Law Enforcement = 20,000 sq ft
City of Gresham Police = 12,000 sq ft
County Information Technology = 2,000 sq ft

Building Classification: 70,000 sq ft Office Bldg - Up to four stories
Special Features:
Woodwork & Casework for rooms for Courts
Lobby Security Equipment
(2) Locker Rooms w/showers
(4) temporary holding cells w/toilets
Portion of parking - secure with perimeter fencing

Construction Method: CMGC - Gross Maximum Price Contract

Potential Building Elements: *

- Foundation - Spread footings with a reinforced slab on grade
- Building structure - Concrete Tilt Up Panels w/connections to foundation
- Facade - TBD
- Roof - 50 year flat high reflectant, low emissivity roof, 40% green roof
- Mechanical - Central Distributed System
- General Finishes – County Standard = focus on recycled content
 - Ceiling = Dropped T-Bar
 - Walls = Painted Gyp Board
 - Floors = Carpet tiles, Linoleum, Bamboo
 - Base = Wood/MDF Painted
 - Doors = MDF Painted
 - Lighting = Natural, Luminaire
- Landscaping - Native Vegetation requiring no irrigation

**Examples Only - Actual elements may vary with completed design*



Basic Preliminary Programming: 70,000 sq ft

(Note - Spaces may change, combine, or modify during design phase)

Courts:

(4) Courtrooms (1,400 sq ft each) =	5,600 sq ft
(4) Judicial Offices (350 sq ft each) =	1,400 sq ft
(4) Jury Rooms w/restroom (450 sq ft each) =	1,800 sq ft
(1) Jury Assembly Room =	1,000 sq ft
(2) meeting rooms (250 sq ft each) =	500 sq ft
Court Clerk Office Space=	2,500 sq ft
Court Administration Office Space =	2,000 sq ft
Staff Support (Break, copy room, etc) =	500 sq ft
Storage =	300 sq ft

DA:

(4) Attorney meeting rooms (200 sq ft each) =	800 sq ft
Office Space =	3,000 sq ft
Staff Support (break, copy room, etc) =	150 sq ft
Storage =	250 sq ft

Sheriff:

Lobby Security Screening & Support station =	700 sq ft
Gun License/Alarm counter	150 sq ft
(4) temporary holding cells w/toilet =	200 sq ft
Temporary holding processing space =	600 sq ft
Office Space =	9,000 sq ft
(2) Conference Rooms (350 sq ft each) =	700 sq ft
Storage =	500 sq ft

City Patrol:

Office Space	7,540 sq ft
(2) Conference Rooms (350 sq ft each) =	700 sq ft
Storage	250 sq ft

Joint Law Enforcement:

Briefing/Training	700 sq ft
(2) Locker Rooms =	5,000 sq ft
Staff Support (Break room, etc)	600 sq ft

General Space:

Lobby	950 sq ft
Reception area	400 sq ft
Community Meeting Room =	1,800 sq ft
(6) ADA Lobby Restrooms (Men's/Women's each floor 250 sq ft each) =	1,500 sq ft
(10) Staff Restrooms (6 (3) stall at 400 sq ft & 2 (2) stall at 350 sq ft each & 2 single at 250) =	3,600 sq ft

Operational space:

20% Circulation =	11,667 sq ft
(4) Janitor Closets (50 sq ft each) =	200 sq ft
(1) Telecom =	127 sq ft
(1) Server Room =	2,466 sq ft
(3) Mechanical/Electrical Rooms (300 sq ft each) =	900 sq ft

Building Total 70,000 sq ft

Exterior:

Parking spaces (441 spaces) =	55,104 sq ft
(1) sally port =	500 sq ft
Secure Vestibule	100 sq ft
Loading dock (2 van spaces) =	600 sq ft
Trash/Recycling =	250 sq ft



General Breakdown of Design & Construction Cost:

70,000 Sq Ft Building

Soft Costs:

County Project Management		\$78,500
Graphics/Reprographic Supplies	\$3,000	
Printing Services	\$2,500	
Delivery Services	\$3,000	
County Project Management	\$70,000	
Licenses/Permits		\$93,150
Land Use/Site Review	\$10,000	
Design/Plan Review /Permit	\$30,000	
System Development Chg	\$45,000	
Appeals	\$2,000	
Recording Fees	\$150	
Misc. Testing	\$5,000	
Miscellaneous	\$1,000	
Special Inspections/Testing		\$60,000
Architectural Services		\$1,500,000
Management/Consulting Services		\$35,000
Other Construction Services		\$15,000
Misc. Material/Services		\$7,750
1% for Art		\$155,300
LEED Certification/Sustainability		\$150,000
County LEED Management/Documentation	\$35,000	
Specialized Consultant	\$40,000	
Certification	\$75,000	
F,F & E**		\$145,000
Lobby Furniture	\$40,000	
Reception (Desk, Furniture, Equipment)	\$20,000	
Community Room	\$10,000	
Telecommunications	\$75,000	
Subtotal - Soft Costs		\$2,239,700

Hard Costs:

Construction*		\$11,248,000
Courts 36,000 Sq Ft @ \$161 per sq ft	\$5,796,000	
Sheriff 20,000 Sq Ft @ \$161 per sq ft	\$3,220,000	
Police 12,000 Sq Ft @ \$161 per sq ft	\$1,932,000	
IT 2,000 Sq ft @ \$150 per sq ft	\$300,000	
LEED/Sustainability elements		\$150,000
Additional Security Features/Equipment		\$150,000
Subtotal - Hard Costs		\$11,548,000

5% Owners Contingency \$562,400

TOTAL Design/Construction Estimate **\$14,350,100**

70,000 sq ft @ \$14,350,100 = \$205 per Sq Ft

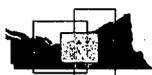
*Assumes

CMGC for time saving potential

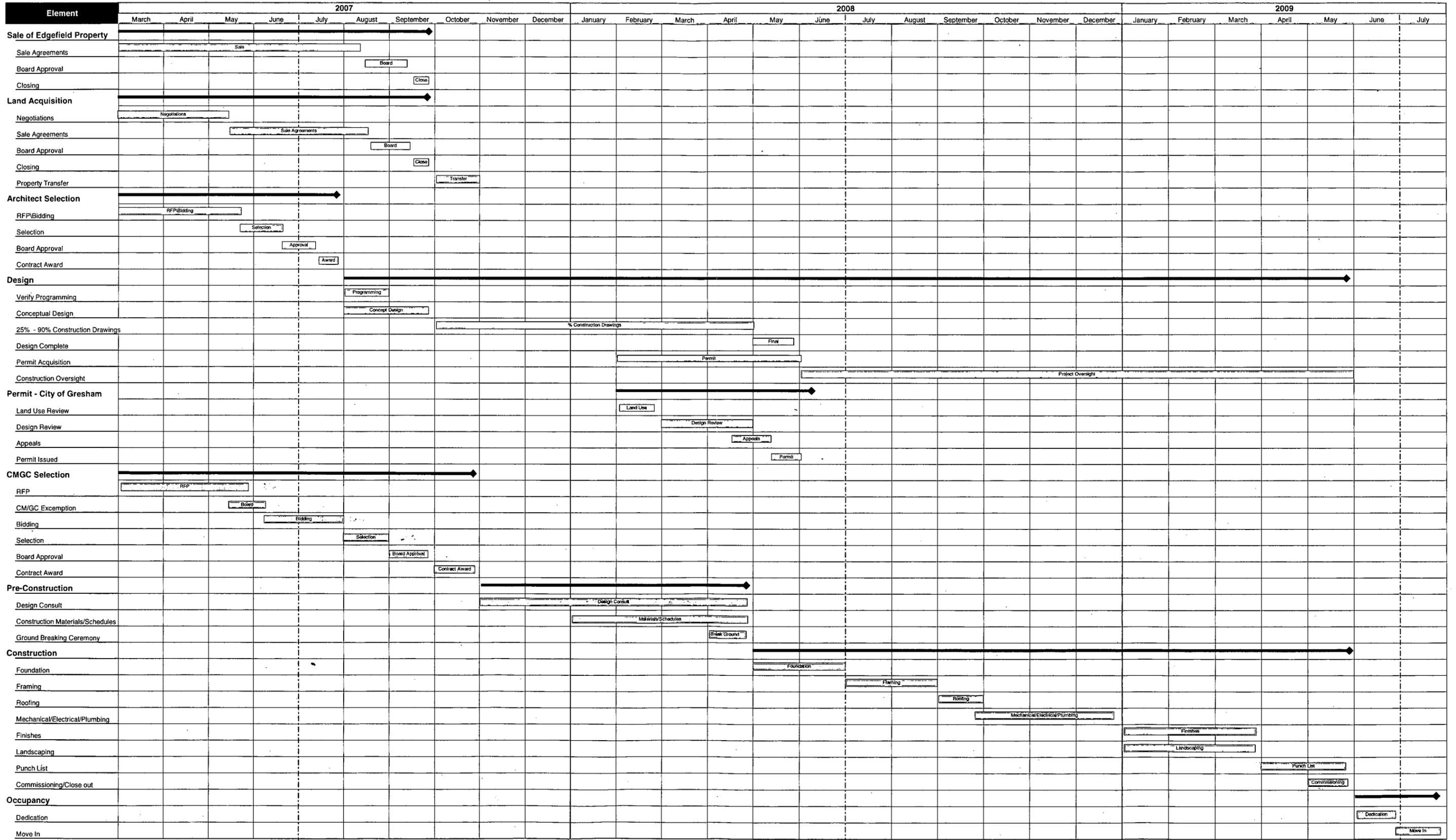
Concrete Tilt construction

Functional but not ornate finishes

**Assumed F,F &E for general spaces only - No Courts/Sheriff/Police Furnishings



**Proposed Project Timeline
East County Justice Facility**



CIP Breakdown:

FY 07
1% Project Mngt

FY 08
100% Sale & Land Acquisition
30% Design Contract
5% Construction Contract

FY 09
100% Permit
70% Design Contract
95% Construction Contract

Facilities and Property Management	
<h1>Siting Plan</h1>	Date: February 2007
	Rev Date:
	Scale: N/A

Seeking Board review & comment on:

- Siting Criteria**
- Current Potential Siting Options**
- Other Alternatives:**
 - Loosening Criteria
 - Broadening Search

Step #1 - Criteria

East County Justice Facility Work Group examined a listing of over 22 siting criteria and narrowed the listing to the 7 main elements shown below. This is the standard to which sites have been measured against:

Justice Facility Final Siting Criteria:

Analytical Criteria	Measurement	Criteria Ranking
Address	Within Gresham City Limits	1 Mandated by State Statue
Site Area (GSF)	4 acre minimum	1
Historic/Significant Designation	None	1
Land Acquisition Cost	Under \$2 Million	3
Transportation Mass Transit Availability	800' from MAX or Major bus line (15 min service)	1 Required
Current Use	Vacant, Reuseable Bldg, or Friendly Seller	2
Current Zoning	Existing Community Service, Retail, or Commercial	2

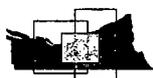
Question:

Is the criteria list appropriate or should it be expanded?

Not included in the original list is Gresham's requirement for the site to be in the Urban Renewal District

Question:

How much weight should that criteria hold given the project goals on partnerships?





Step #2:

Original siting search produced 50 sites pulled from:

- Aerial photo
- Windshield Tour
- Real Estate Search (CoStar, LoopNet, RMLS)
- Specific requests to consider individual properties

When compared against criteria 5 sites remained as potential options for the Preliminary Planning Proposal in 2004.

- 181st & Couch
- Flea Market
- Gresham Station #1
- Gresham Station #2
- PGE Property

Since that time all but the Flea Market have dropped off the list (either sold or unavailable.)

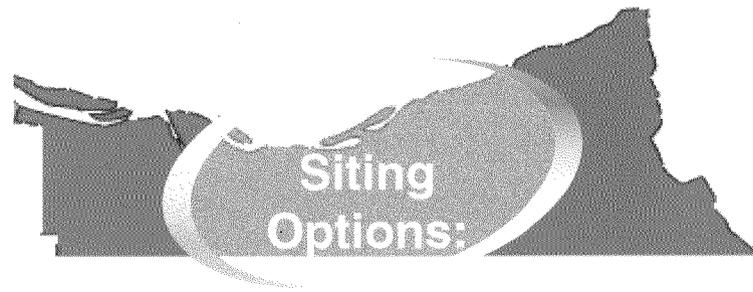
Current efforts:

In 2006 the Board requested the MCE Property be Examined, and

Current real estate search as of February 1, 2007 produced no sites for sale that were close to criteria, and

Received in one private request to consider property at 192nd & Burnside on 2/5/07.

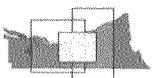




Step #3:

Search produces 3 options:

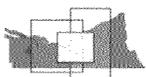
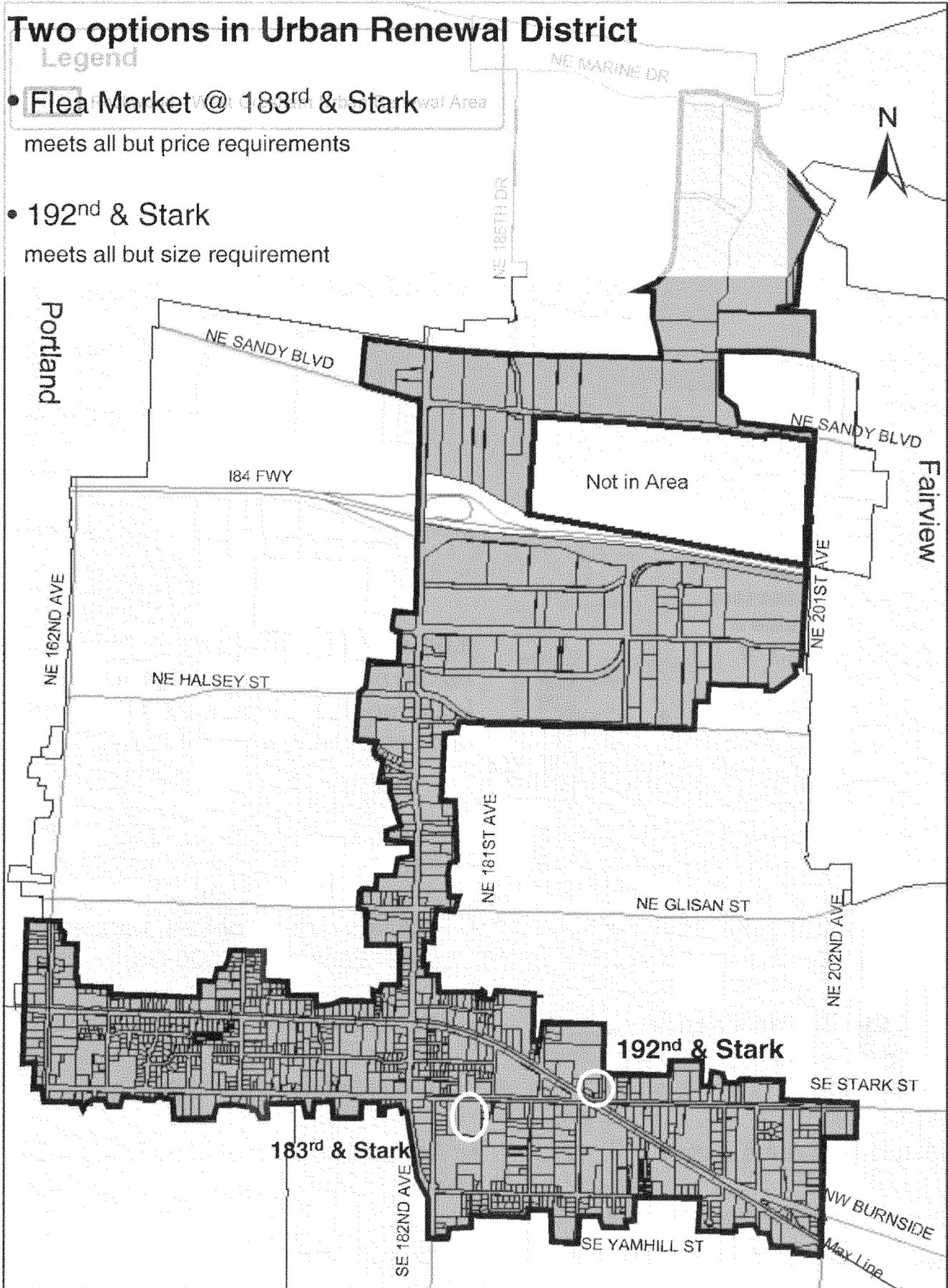
- 183rd & Stark or Flea Market
 - 192 & Burnside
 - MCE Property
-
- All are potential
 - None are 100% ideal
 - Each have their own unique constraints



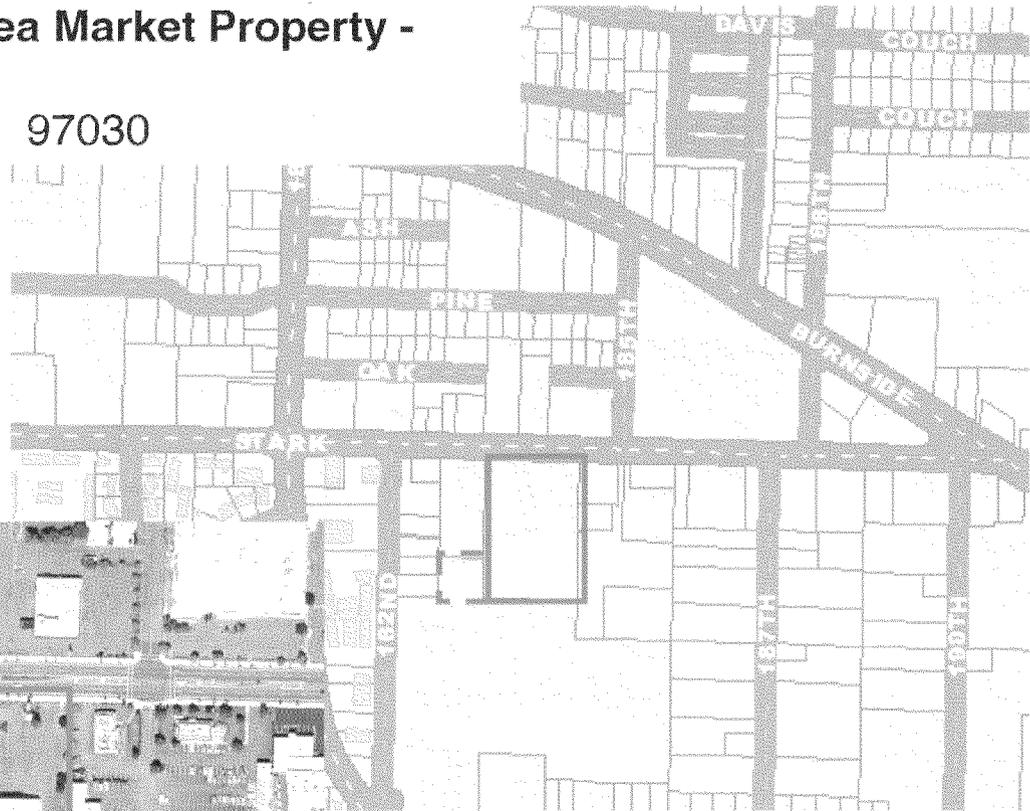
Two options in Urban Renewal District

Legend

- **Flea Market @ 183rd & Stark**
meets all but price requirements
- **192nd & Stark**
meets all but size requirement



**Rockwood Flea Market Property -
183rd & Stark
Gresham, OR 97030**



3.66 acres

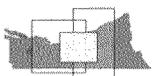
Future partnership opportunity with Lutheran School for additional property and second entrance = 4 Acres

Pros:

- Addition of law enforcement to blighted area
- Economic Benefit for area
- Willing seller
- Close to light rail & bus
- Partnership potential w/school

Cons:

- Requires buy out of Flea Market Lease Estimate = \$300,000
- 2nd Lease Requirements unknown
- Requires Demo of existing bldg.
- Acquisition Estimated price tag = \$4m



192nd & Stark -
18935 E Burnside
Gresham, OR 97030



3.20 acres

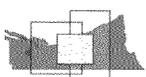
Additional opportunity exists with .61 acres on Corner of 192nd & Stark Dr. Office previously Expressed interest in selling. Current desire unknown.

Pros:

- Addition of law enforcement to blighted area
- Willing seller
- Close to light rail & bus
- Estimates price tag: \$2.2m
- Entrance off of Burnside & 192nd

Cons:

- Requires Demo of seven bldgs
- Either need additional land or scale back bldg or parking



MCE Property -
600 NE 8th Street
Gresham, OR 97030

TWO OPTIONS:

Vertically expand on East end of building

OR

Build on vacant property = 20,544 sq ft

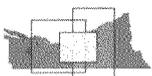


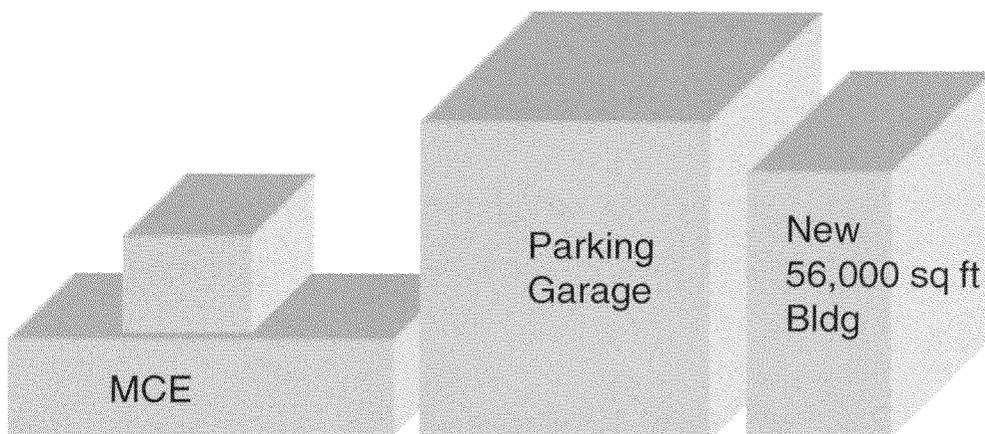
Pros:

- County owned property
- Close to light rail & bus

Cons:

- Requires parking garage
- Doesn't meet partnership goal – Outside of URA
- East End vertical expansion
Requires functions to relocate
- Massing and impact on neighborhood







Step #4

Recommendation:

Have Facilities move forward in a parallel manner with negotiations for two Rockwood sites and bring final Proposal to Board for approval in sixty days.

Option:

If none of the sites work the Board has the option of:

Loosening criteria:

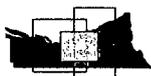
Could produce up to six additional options

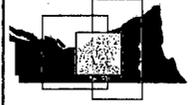
OR

Issue RFI and see result

Questions:

Does the Board agree with Facilities recommendation or should one of the options be pursued?



Facilities and Property Management	
Funding	Date: February 2007
	Rev Date:
	Scale: N/A

Funding: For Review & Discussion

Operating Costs

Capital Revenue

Building Operating Cost Comparison Full East County Justice Center

Current Operating	Operating Cost 2006 Actual <small>(Utilities, Janitorial, Repairs, Lease, A/P, etc.)</small>	Deferred Maintenance/Seismic 2006 Estimated	Staffing Expense* Estimated	Debt Service 2006 Actual
Hansen Building <small>Owned 36,820 GSF Built 1956</small>	\$306,000	\$1,007,709	105 Sworn & Support Staff <small>Includes 50% Occupancy for Sheriff & Chaplain Sheriff's Staffing Budget = \$8,245,335</small>	\$0
Gresham District Court Building <small>Leased 6,200 GSF Built 1953</small>	\$43,199 <small>Ops Cost on 5,437 sq ft for courts</small> \$35,801 <small>Ops Cost on 763 sq ft for DA</small>	N/A	1.5 Judicial Officers & 10 Support Staff <small>Courts Staffing Budget = Not County Budget 4 DA Staff Members DA Staffing Budget = \$264,583</small>	\$0
DA Support Enforcement <small>Leased 2,300 GSF Built - Unknown</small>	\$40,000 <small>2006 Budget Figure No actuals available</small>	N/A	8 DA Staff Members <small>DA Staffing Budget = \$456,096</small>	\$0
Gresham Neighborhood Building <small>Leased 200 GSF Built</small>	\$2,500	N/A	2 DA Staff Members <small>DA Staffing Budget = \$179,434</small>	\$0
	\$427,500 Transferable Yearly Ops Cost	\$1,007,709 Current Deferred Costs	\$9,145,448 Current Staffing Budgets	\$0 Current Debt Service

Proposed Operating:	Operating Costs (Estimate)	Deferred Maintenance (Estimate)	Staffing Expense* (Estimate)	Debt Service (Estimate)
New Justice Facility <small>70,000 Sq Ft.</small>	\$490,000 \$7.00 per sq ft	N/A	Sheriff = 105 Sworn & Support Staff @ \$8,245,335 DA = 14 staff members @ \$900,113 Courts = 4 Judicial Officers & 21 Support Not County Budget	\$0
	\$490,000 Estimated Yearly Ops Cost	N/A Estimated Deferred Costs	\$9,145,448 Estimated Staffing Budgets	\$0 Estimated Debt Service

Estimated Yearly Cost Savings
-\$62,500

Gresham Estimated Costs:
\$53,000

Estimated Increase in County Operating Costs:
\$9,500

*All staffing personnel & cost figures
may be adjusted due to unforeseen factors

Capital = Sale proceeds from sale of vacant land

Projected proceeds from property sale = \$ 16,650,000

MCCF & Edgefield

(Hansen property is reserved if market conditions vary from projection)

Potential City of Gresham participation = \$ 2,000,000

(Partnership Agreement to be determined)

Subtotal = \$ 18,650,000

Funding Schedule:

Estimated MCCF & Edgefield closing = 9/1/07

City of Gresham Participation =

Unknown

(determined by agreement)

Cost Breakdown

FY 2008 = \$5,309,680

FY 2009 = \$11,538,199

FY 2010 = \$1,797,222

Project funding has been:

- ✓ Included into the 2007 & 2008 CIP Plan
- ✓ Is included in Program Offer #72049
- ✓ Has not been approved or purchased yet

Questions:

Is the Board still willing to designate the Edgefield funding for an ECJC?



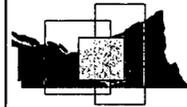
Project Costs Breakdown: East County Justice Facility, 70,000 Sq Ft

Note - Expenses only no revenue listed

Facilities & Property Management 2/12/07

Project Costs			CIP Budget Breakdown					
			FY 2008		FY 2009		FY 2010	
Land Acquisition								
4 Acres Site in Gresham (Estimate)	\$4,000,000							
TOTAL Land Acquisition		\$4,000,000	100%	\$4,000,000	0%	\$0	0%	\$0
Design & Construction								
Soft Costs:								
County Project Management	\$ 78,500		30%	\$23,550	48%	\$37,680	22%	\$17,270
Licenses/Permits	\$ 93,150		0%	\$0	95%	\$88,493	5%	\$4,658
Special Inspections/Testing	\$ 60,000		25%	\$15,000	65%	\$39,000	10%	\$6,000
Architectural Services	\$ 1,500,000		30%	\$450,000	65%	\$975,000	5%	\$75,000
Management/Consulting Services	\$ 35,000		30%	\$10,500	60%	\$21,000	10%	\$3,500
Other Construction Services	\$ 15,000		15%	\$2,250	70%	\$10,500	15%	\$2,250
Misc. Material/Services	\$ 7,750		5%	\$388	90%	\$6,975	5%	\$388
1% for Art	\$ 155,300		0%	\$0	95%	\$147,535	5%	\$7,765
Leed Certification/Sustainability	\$ 150,000		40%	\$60,000	20%	\$30,000	40%	\$60,000
F, F & E - General Space Only	\$ 145,000		0%	\$0	85%	\$123,250	15%	\$21,750
Subtotal - Soft Costs	\$ 2,239,700			\$561,688		\$1,479,433		\$198,580
Hard Costs:								
Construction	\$ 11,248,000		5%	\$562,400	85%	\$9,560,800	10%	\$1,124,800
LEED/Sustainability elements	\$ 150,000		0%	\$0	75%	\$112,500	25%	\$37,500
Additional Security Features/Equipment	\$ 150,000		0%	\$0	100%	\$150,000	0%	\$0
Subtotal - Hard Costs	\$ 11,548,000			\$562,400		\$9,823,300		\$1,162,300
5% Contingency	\$ 562,400		33%	\$185,592	34%	\$191,216	33%	\$185,592
TOTAL Design & Construction Costs		\$14,350,100	10%	\$1,309,680	74%	\$11,493,949	17%	\$1,546,472
Fixture, Furniture, & Equipment								
	Sheriff	DA						
	<small>(Assumes reuse of closed office furniture)</small>							
Furniture	\$ 100,000	\$ 15,000	0%	\$0	15%	\$17,250	85%	\$97,750
Fixtures	\$ 45,000	\$ 5,000	0%	\$0	15%	\$7,500	85%	\$42,500
Equipment	\$ 20,000	\$ 10,000	0%	\$0	15%	\$4,500	85%	\$25,500
Move Costs	\$ 90,000	\$ 10,000	0%	\$0	0%	\$0	100%	\$85,000
TOTAL F, F, & E			0%	\$0	11%	\$44,250	89%	\$250,750
		\$295,000		\$0		\$44,250		\$250,750
		\$18,645,100		\$5,309,680		\$11,538,199		\$1,797,222

Facilities and Property Management



Project Charter

Date:
February
2007

Rev Date:

Scale: N/A

Questions:

Is the Board comfortable in moving forward with the project plan?



MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date: 02/13/07
Agenda Item #: B-3
Est. Start Time: 11:10 AM
Date Submitted: 02/07/07

Agenda Title: **Briefing on Law Enforcement and Mutual Aid Agreements**

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Requested Meeting Date: February 13, 2007 **Amount of Time Needed:** 15 minutes
Department: Sheriff **Division:** Law Enforcement
Contact(s): Christine Kirk
Phone: 503.988.4301 **Ext.** 84301 **I/O Address:** 503\350\kirk
Presenter(s): Sheriff Bernie Giusto, Chief Deputy Tim Moore and Chief of Staff Christine Kirk

General Information

1. What action are you requesting from the Board?

This is a briefing only.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

This briefing is in response to a budget note adopted as part of the FY 06/07 budget which asks for information on investigative services to incorporated cities and took 1 million from overtime and placed it in contingency for ramp down of services or overtime.

The briefing will provide information on how MCSO responded to the budget note – removing Detectives from Gresham PD, and assessing investigative resources needed for unincorporated and MCSO functions as well as task forces.

In the FY 06/07 adopted budget the Law Enforcement Division's general fund went from 9.8 million to 8.2 million and the FTE from 83.2 to 67.55. This is the largest reduction to the Law Enforcement Division outside of annexation. The Law Enforcement Division has struggled to balance the large reduction with the minimal change in service delivery. The briefing will offer an opportunity for discussion on how the Law Enforcement division has dealt with the reduction and efforts to maintain services that fit within the Divisions vision and legal responsibilities.

3. Explain the fiscal impact (current year and ongoing).

As this is a briefing only there are no fiscal impacts. However, the budget note did place 1 million from overtime and into contingency.

Within MCSO, 1 million dollar was moved form OT to contingency, funds were eliminated to pay for 911 access, and to perform Matrix releases – all of which provided services that needed to continue. Also, there was a cut to civil which MCSO did not take and is absorbing through other savings. Since then MCSO has purchased the Telestaff software to aid in scheduling staff and in monitoring leaves from work. From budget adoption it was anticipated that MCSO would need to access the 1 million in contingency and have to address the other funding issues. MCSO has been in close contact with the Budget and Chair's Offices to determine the best manner to approach the contingency request and the budget shortfall given the fact that MCSO is spending at a lesser rate than anticipated and will not have as large of a budget gap at year end as expected when the budget was adopted. As the year progresses and more data is available to determine year-end expenditures, MCSO, the Budget and Chair's Offices will continue to discuss the best approach and timing to access the 1 million in contingency and if needed the other unfunded programs which could not be cut.

4. Explain any legal and/or policy issues involved.

Individually no East County Agency has sufficient resources to provide patrol and specialty Law Enforcement Services in their area of responsibility.

Collectively, the agencies can provide full services to the citizens of East Multnomah County.

This is done through pooling of resources into task forces, contract agreements, and mutual aid agreements, i.e. the traditional role of law enforcement agencies (both written and unwritten) to protect citizen's and fellow officers regardless of jurisdictional boundaries.

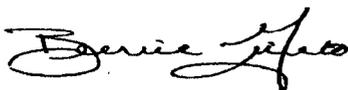
Examples of Agreements to Pool Resources Include: Special Investigations Unit, East County Gang Task Force, East County Major Crimes Team, the HazMat Team, and East County Crash Investigation Team. The briefing will provide an overview of the concept of mutual aid, task forces and collaborative effort to the mutual benefit of each jurisdiction. Such efforts allow for each agency to have access to full police services and ease the cost burden on each agency to independently provide those services.

5. Explain any citizen and/or other government participation that has or will take place.

There is ongoing communication with East County cities on the structure and opportunities for collaborative efforts, how to plan for and structure task forces and mutual aid efforts. The East County Justice Center will also serve as an opportunity for the Multnomah County Sheriff's Office and the largest police agency in East County, the Gresham Police Department to plan for levels of cooperation, the focus of each agency, and how resources can best be leveraged to provide services to East County residents.

Required Signature

**Elected Official or
Department/
Agency Director:**



**Date: February 7,
2007**
