

#1

SPEAKER SIGN UP CARDS

DATE 3/1/01
NAME Jim Kohl
ADDRESS 14405 SE Ellis
Portland 97236
PHONE 503-762-0939
SPEAKING ON AGENDA ITEM NUMBER OR
TOPIC MCAC
GIVE TO BOARD CLERK

#2

SPEAKER SIGN UP CARDS

DATE 03/01/01
NAME LARRY COHL
ADDRESS 14405 SE ELLIS ST
PORTLAND OR
PHONE 503-762-0939
SPEAKING ON AGENDA ITEM NUMBER OR
TOPIC COMMUNITY SERVICES
GIVE TO BOARD CLERK



Multnomah County Oregon

Board of Commissioners & Agenda

connecting citizens with information and services

BOARD OF COMMISSIONERS

Beverly Stein, Chair

501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214

Phone: (503) 988-3308 FAX (503) 988-3093

Email: mult.chair@co.multnomah.or.us

Diane Linn, Commission Dist. 1

501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214

Phone: (503) 988-5220 FAX (503) 988-5440

Email: diane.m.linn@co.multnomah.or.us

Serena Cruz, Commission Dist. 2

501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214

Phone: (503) 988-5219 FAX (503) 988-5440

Email: serena.m.cruz@co.multnomah.or.us

Lisa Naito, Commission Dist. 3

501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214

Phone: (503) 988-5217 FAX (503) 988-5262

Email: lisa.h.naito@co.multnomah.or.us

Lonnie Roberts, Commission Dist. 4

501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214

Phone: (503) 988-5213 FAX (503) 988-5262

Email: lonnie.j.roberts@co.multnomah.or.us

ANY QUESTIONS? CALL BOARD

CLERK DEB BOGSTAD @ (503) 988-3277

Email: deborah.l.bogstad@co.multnomah.or.us

**INDIVIDUALS WITH DISABILITIES
PLEASE CALL THE BOARD CLERK
AT (503) 988-3277, OR MULTNOMAH
COUNTY TDD PHONE (503) 988-5040,
FOR INFORMATION ON AVAILABLE
SERVICES AND ACCESSIBILITY.**

FEBRUARY 27 & MARCH 1, 2001

BOARD MEETINGS

FASTLOOK AGENDA ITEMS OF INTEREST

Pg. 2	9:00 a.m. Tuesday Transportation Capital Improvement Plan and Program Update
Pg. 2	9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters
Pg. 3	9:30 a.m. Thursday Library RESULTS
Pg. 3	9:45 a.m. Thursday Sheriff Briefing on Alcohol and Drug Treatment Programs and Mental Health Issues in County Jails
Pg. 3	10:15 a.m. Thursday Auditor Briefing on Service Efforts and Accomplishments, Social and Health Services FY 2000
*	Board and Agenda Web Site: http://www.co.multnomah.or.us/cc/indx.html

Thursday meetings of the Multnomah County Board of Commissioners are cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Thursday, 9:30 AM, (LIVE) Channel 30
Saturday, 9:00 AM, Channel 30
Sunday, 11:00 AM, Channel 30
Tuesday, 11:00 PM, Channel 30

Produced through Multnomah Community
Television

Tuesday, February 27, 2001 - 9:00 AM
Multnomah Building, Sixth Floor Commissioners Conference Room 635
501 SE Hawthorne Boulevard, Portland

BOARD BRIEFING

B-1 Multnomah County 2002-06 Transportation Capital Improvement Plan and Program Update. Presented by Karen Schilling and Ed Abrahamson. 45 MINUTES REQUESTED.

Thursday, March 1, 2001 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 9:30 AM

PUBLIC CONTRACT REVIEW BOARD

C-1 ORDER Approving the Amendment to Board Order 00-162 to Exceed the 33% Change Order Limitation by \$30,374.59 on the Contract with Payne Construction for the Mead Building Renovation Project and Extend the Contract until March 1, 2001

SHERIFF'S OFFICE

C-2 Renewal of Intergovernmental Revenue Agreement 0111022 with Oregon Department of Transportation, for Participation in the Commercial Vehicle Safety Inspection Program

REGULAR AGENDA - 9:30 AM

PUBLIC COMMENT - 9:30 AM

Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

DEPARTMENT OF LIBRARY SERVICES - 9:30 AM

R-1 Results from RESULTS: Hollywood Branch Team Building. Presented by David Miles, Ruth Metz, Laura Simon, Blake Kincaid and Terry Elledge. 10 MINUTES REQUESTED.

DEPARTMENT OF SUPPORT SERVICES - 9:40 AM

R-2 Approval of Intergovernmental Agreement 4600001637 with Tri-Met for Participation in the Employer Photo ID/Annual Pass Fare Instrument Program

Thursday, March 1, 2001 - 9:45 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BOARD BRIEFINGS

B-2 Briefing on Alcohol and Drug Treatment Programs and Mental Health Issues in the Multnomah Jails. Presented by Carol Nykerk, Program Administrator, and Jane Spence, Director of Corrections Health. 30 MINUTES REQUESTED.

B-3 Board Briefing on Service Efforts and Accomplishments (SEA) Social and Health Services FY2000. Presented by Suzanne Flynn, Sarah Landis, Lorenzo Poe, Denise Chuckovich, Carol Ford, Diane McBride, Bonnie Kostelecky, Becky Cobb and Shani Fox. 30 MINUTES REQUESTED.



LISA H. NAITO
Multnomah County Commissioner, District 3
501 SE Hawthorne Blvd., Room 600
Portland, Oregon 97214-3576
Phone (503) 988-5217 Fax (503) 988-5262

MULTNOMAH COUNTY OREGON

MEMORANDUM

TO: Chair Beverly Stein
Commissioner Diane Linn
Commissioner Serena Cruz
Commissioner Lonnie Roberts
Board Clerk Deb Bogstad

FROM: Debbie Kirkland
Staff to Commissioner Lisa Naito

DATE: February 28, 2001

RE: Board Absence

Lisa will be attending the annual NACO conference in Washington, DC and meeting with our Congressional leaders on March 1, 2001.

BOARD OF
COUNTY COMMISSIONERS
01 FEB 28 AM 10:47
MULTNOMAH COUNTY
OREGON

MEETING DATE: MAR 01 2001
AGENDA NO: C-1
ESTIMATED START TIME: 9:30

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: PCRB EXEMPTION REQUEST TO AMEND BOARD ORDER 00-162 TO EXCEED THE 33% CHANGE ORDER LIMITATION BY \$30,374.59 ON THE CONTRACT WITH PAYNE CONSTRUCTION FOR THE MEAD BUILDING RENOVATION RPROJECT AND EXTEND THE CONTRACT UNTIL MARCH 1, 2001

BOARD BRIEFING: DATE REQUESTED: _____
REQUESTED BY: _____
AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: March 1, 2001
AMOUNT OF TIME NEEDED: N/A

DEPARTMENT: DSS DIVISION: Finance/Purchasing

CONTACT: Jan Thompson TELEPHONE #: 988-5111 X22769
BLDG/ROOM #: 503/4th floor

PERSON(S) MAKING PRESENTATION: Consent Calendar

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUGGESTED AGENDA TITLE:

PCRB EXEMPTION REQUEST TO AMEND BOARD ORDER 00-162 TO EXCEED THE 33% CHANGE ORDER LIMITATION BY \$30,374.59 ON THE CONTRACT WITH PAYNE CONSTRUCTION FOR THE MEAD BUILDING RENOVATION PROJECT AND EXTEND THE CONTRACT UNTIL MARCH 1, 2001

03/01/01 copies to FRANNA HATHAWAY

ELECTED OFFICIAL: _____
(OR)
DEPARTMENT _____
MANAGER: *[Signature]*

BOARD OF
COUNTY COMMISSIONERS
01 FEB 21 AM 11 30
MULTNOMAH COUNTY
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ (503) 988-3277



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
DIVISION OF FACILITIES AND
PROPERTY MANAGEMENT
2505 S.E. 11TH AVENUE
PORTLAND, OREGON 97202
(503) 988-3322

MEMORANDUM

DATE: January 26, 2001

TO: Franna Hathaway CPPO, Purchasing Administrator
Finance Division, Purchasing Section

THROUGH: ~~Mike Oswald, Interim Director~~
Department of Environmental Services

FROM: Dan Brown, P.E., Director
Facilities and Property Management

SUBJECT: **Exemption Request for Payne Construction
Contract #4600000631**

MP 2/8/01
DB 2/2/01

RECEIVED
 FINANCE DIVISION
 MULTNOMAH COUNTY
 01 FEB - 8 PM 3:07

General

The Facilities and Property Management Division (FPM) is requesting an exemption to exceed 33% of the original contract amount with Payne Construction and a time extension of six (6) months through March 31, 2001 to complete construction services for the Mead Building renovation project.

Background

Payne Construction was originally selected through a formal solicitation process in November of 1999. Payne Construction offered the lowest, responsive, responsible bid for this project.

Payne Construction has gained valuable insight and unique expertise and knowledge of County operations during the performance of their current contract. This experience and expertise make them the *only viable firm that can reasonably perform these additional services in the needed time frame*. The Mead Building renovation project is almost complete and therefore it is impractical to conduct a formal bid process for this additional work.

Scope of Services and Estimated Cost

In order to complete the construction services associated with the Mead Building renovation project, the Facilities and Property Management Division is requesting an amendment to our existing contract with Payne Construction. The original contract amount was \$1,622,251.00 with previous amendments of \$539,424.08. FPM has identified a need for another \$30,374.59 worth of construction services to complete the Mead Building renovation project.

Summary

We feel this exemption is critical to the success and timing of this renovation project and that it is in the best interest of the County. Please feel free to contact Bob Lilly, Project Manager, at if additional information is required.



Department of Environmental Services

MULTNOMAH COUNTY

MEMORANDUM

Facilities and Property Management
2505 S.E. 11th Avenue, 3rd Floor
Portland, Oregon 97202
(503) 988-3322 phone
(503) 988-5082 fax

DATE: December 15, 2000

TO: Darin Matthews

THROUGH: Craig Calkins, Manager
Capital Construction Program *Craig*

FROM: Larry Baxter *L. Baxter*

SUBJECT: Exemption Request for a Change Order Exceeding 33% on a Construction Contract and to Extend the Termination Date to March 2001.

Request an exemption for Contract 0010792 to exceed 33% of the original contract price and to extend the termination Date to March 2001.

On August 8, 2000, I requested an exemption in the amount of \$24,453.16. This exemption was intended to include \$34,628.09 from Change Order 6 and an additional \$20,471.91 in anticipated change orders .

Order No. 00-162 was approved by the Board of County Commissioners on October 5, 2000, but because of a typographical error the Contract was increased to \$2,161,675.08 instead of the \$2,182,046.99 requested.

Since October, requests have been submitted for the anticipated changes of \$20,471.91. There has also been an unanticipated addition of \$9,902.68. This change was necessary to pay for 2 days overtime pay for the electrical sub-contractor to work on the weekend because all power to the building had to be shut down.

The contract has now extended more than 30 days beyond the expiration date of September 30, 2000.

Request that an exemption be granted to increase the contract amount to \$2,192,049.67 and extend the contract until March 1, 2001.

CC: Alan Proffitt

NOTE TO FILE :

ADDITIONAL AUTHORIZATION NEEDED =

<i>\$20,471.91</i>
<i>+ 9,902.68</i>
<i>-----</i>
<i>\$ 30,374.59 ok</i>

DIFFERENCE BETWEEN PREVIOUSLY APPROVED + REQUESTED =

<i>\$2,161,675.08</i>
<i>- 2,192,049.67</i>
<i>-----</i>
<i>- 30,374.59 ok</i>

JL 12/27/00

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

ORDER NO. 00-162

Approving Exemption to Exceed the 33% Change Order Limitation by \$24,453.16 on the Contract with Payne Construction, Inc. for the Mead Building Renovation

The Multnomah County Board of Commissioners Finds:

- a. The Board, acting in its capacity as the Multnomah County Public Contract Review Board to review, pursuant to PCRB Rules 10.140, a request from the Environmental Services Department, Facilities and Property Management Division, for an exemption from the formal competitive bid process to exceed the 33% change order limitation by \$24,453.16 and amend the original contract with Payne Construction, Inc. for the Mead Building renovation for a total contract amount of \$2,161,675.08.
- b. As it appears in the memorandum from Dan Brown, and supportive construction change order documents, the request for exemption is based upon the fact that it is necessary and cost effective to add additional work to this contract due to a required change of scope.
- c. This exemption request is in accord with the requirements of Multnomah County Public Contract Review Board Administrative Rules 10.140.

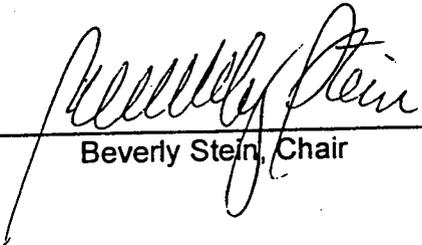
The Multnomah County Board of Commissioners, acting as the Public Contract Review Board Orders:

That the contract with Payne Construction, Inc. for the Mead Building renovation may be increased to a total of \$2,161,675.08.

ADOPTED this 5th day of October 5, 2000.



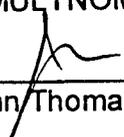
BOARD OF COUNTY COMMISSIONERS FOR
MULTNOMAH COUNTY, OREGON, ACTING AS
THE PUBLIC CONTRACT REVIEW BOARD



Beverly Stein, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

John Thomas, Assistant County Attorney

To: Franna Hathaway
From: Larry Baxter 
Facilities Management
Thru: Dan Brown
Director, Division of Facilities and Property Management
Date: August 8, 2000
Subject: Exemption Request for a Change Order Exceeding 33% on a Construction Contract

Request an exemption for Contract 0010792, to exceed 33% of the original contract price.

Original Contract Price	\$1,622,251.00
33% of Contract Price	535,342.83.
Total Previous Change Orders	<u>504,795.99.</u>
Remaining under 33% cap	\$ 30,546.84
Estimated New Change Orders	\$ 55,000.00
Estimated Exemption Amount	\$ 24,453.16

When this contract was originally approved, there were two other contracts for the Mead Building in the approval process. The first was for the Elevators, estimated cost of \$1,300,000 and New Power Service, estimated cost of \$250,000.

Early in the construction process it was determined that it was necessary to do part of the demolition planned for the Elevator phase to provide for a mechanical and electrical chase for this project. The cost of this demolition was \$44,103.65.

The original estimate from PGE of \$250,000 to provide power was based on running conduits outside the building down 5th Avenue from Stark. It was subsequently determined that power could be brought in from Washington St at a cost of \$75,828. However this required additional conduits, wiring and switches inside the basement of the building. The cost for this change was \$116,177.47.

The total cost for changes to this contract for work performed for other projects is \$160,285.12.

Had it not been necessary and cost effective to do this work under this contract this exemption would not be required.





Class II Contract

Vendor Address

PAYNE CONSTRUCTION INC
1835 NE 137TH
PORTLAND OR 97230

Information

Contract Number 4600000631
Date 07/01/2000
Vendor No. 22284
Contact/Phone DES Facilities /
X83322
Validity Period: 07/01/2000 - 03/31/2001
Minority Indicator: Not Identified

Estimated Target Value: 337,821.87 USD

Item	Material/Description	Target Qty	UM	Unit Price
	*** Validity period changed *** *** Target value changed ***			



REQUISITION INPUT FORM

Requestor: Siane

Job Title: PSB

Department/Division: SES/FM

Phone Number: X 28227

Select Doc. Type:

NB (PO Creation): _____ Release from O/A _____

Delivery Address _____

RV (O/A Creation): X

Fixed Vendor _____

LPR (LPO Creation): _____

Desired Vendor _____

ITEM NO.	MATERIAL NUMBER	SHORT TEXT	QUANTITY	UNIT MEAS	DELIVERY DATE	MAT GROUP	EST PRICE	ACCOUNT TYPE & NUMBER
1		mead Bldg. Renovation	30,374.59	USD		M909		
2								
3								
4								
5								
6								
7								
8								
9								
10								

OTHER DATA/COMMENTS # 10004615
 Q99-5696
 cc Payne Constr.

PRODUCER
Stewart & Tunno Inc
 345 NE 102nd Ave
 Portland OR 97220
 Phone: 503-254-5564 Fax: 503-254-8351

POST-IT Fax Note 7671 Date 3/16 # of pages 1

To Diane Setton From SONJA

Co./Dept. Co. Payne Const.

NCE ID JF
 PAYNE-1 DATE (MM/DD/YY)
 02/22/00

JED AS A MATTER OF INFORMATION RIGHTS UPON THE CERTIFICATE IT DOES NOT AMEND, EXTEND OR FORDDED BY THE POLICIES BELOW.

INSURED Payne Construction Inc 1835 NE 137th Ave Portland OR 97230	INSURERS AFFORDING COVERAGE	
	INSURER A:	American States Insurance
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO.JECT <input type="checkbox"/> LOC	01AP052219-9	02/20/00	02/20/01	EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 200,000
					MED EXP (Any one person) \$ 1,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	01AP052219-9	02/20/00	02/20/01	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY: EA ACC \$
					AGG \$
A	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	01SU073892-20	02/20/00	02/20/01	EACH OCCURRENCE \$ 1,000,000
					AGGREGATE \$ 1,000,000
					\$
					\$
					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER
					E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$
A	OTHER Installation Floater/Bldrs Risk	01AP052219-9	10/12/00	02/20/01	All risk \$150,000

COPY

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Business operations of the named insured. Additional insured by written contract or permit. (form CG 76 35) The Multnomah County Board of Commissioners Offices, employees & agents, except for Worker's Compensation Insurance.

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: A CANCELLATION

MULTCHR SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL _____ TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE _____

Multnomah Co Office of the Chr Mngmt. Serv. Purchasing Sectn
 2505 SE 11th Avenue
 Portland OR 97202

Frank M Tunno *Frank M Tunno*

CHANGE ORDER

PROJECT: Mead Building Renovation

CHANGE ORDER NUMBER: 7

CONTRACT NUMBER: 460000631
(0010792)

TO: Payne Construction
1835 NE 137th Avenue
Portland, OR 97230

PROJECT NUMBER: 161-CIP-MB

CONTRACT FOR: Building Alteration and Repair

CONTRACT DATE: 10/27/99

You are directed to make the following changes in this contract:

PR #	Date	Description	Cost
792.028	12/9/99	Perform work on hourly basis for reinstalling existing ductwork and flex grilles that do not meet code. Per RFI 003/1199-05 response by Bob Ice, Bouillon Engineers, 11/14/99.	\$372.88
792.123	8/23/00	Replace 2 existing exhaust grilles with manual volume dampers and balance openings mezzanine restroom.	\$741.04
792.124	8/9/00	Change bussing for power company requirements and drill bussing on emergency switchgear as required by power company.	\$435.07
792.125	8/8/00	Cost of premium time for power changeover for HVAC personnel.	\$590.83
792.126	8/21/00	Cost of premium time for power changeover for electrical personnel.	\$13,541.44
792.129	10/2/00	Tie existing ADA operator at Door 100 into the access control system.	\$3,396.16
792.130	9/26/00	Service calls on heat pump loop.	\$1,110.38
792.131	9/26/00	Cost of premium time for power changeover of life safety panel.	\$3,402.81
792.132	10/2/00	A. Wiring between make-up unit starter and two relays serving the make-up unit damper end switches. B. Retrofit conduit above 2nd floor ceiling to comply with electrical inspector seismic requirements.	\$894.32
792.133	10/10/00	Premium pay for electrician to be on site for shut down of heating system on 7/29/00 and re-connection of circulation pumps.	\$620.41
792.134	10/10/00	Credit for VCT and Base Labor in Room B06, B07, B09 and Carpet and Base Labor in Room B13. Multnomah County is also to receive 9 sq yards of carpet and 300 sq ft of VCT which cannot be returned to vendor.	(\$238.00)

PR #	Date	Description	Cost
792.136	10/17/00	Cost accumulated by painters to move and cover items in order to paint and finish on schedule. (Work done in December, Approved by Karen Jones)	\$1,486.80
792.138	10/31/00	Cost for premium time for painting basement and stairwell on weekend.	\$1,743.45
792.139	11/8/00	Replace existing ceiling and flex duct connected to Heat Pump HP-2-3 with new ceiling return grille with 16 inch diameter neck, flex duct and volume damper. Balance return to 1170 CFM. Replace existing flex duct return grille west of Room 300 with a new 16 inch diameter return grille, volume damper and flex duct back to Heat Pump HP-3-6. Balance return to 970 CFM.	\$911.20
792.140	11/2/00	Repair damage to walls caused by removal of VAT floor tile.	\$1,365.80

TOTAL \$30,374.59

The original contract sum was\$1,622,251.00
 Net changes by previous Change Order\$ 539,424.08
 The Contract Sum prior to this Change Order was.....\$2,161,675.08
 The Contract Sum will be increased\$ 30,374.59
 The new Contract Sum including this Change Order will be\$2,192,049.67
 The Contract Time will.....be increased six (6) months.
 The Date of Completion as of the date of this Change Order therefore is: March 31, 2001

Laurence C. Baxter
 PROJECT MANAGER

 BY

 DATE

Payne Construction
 CONTRACTOR
 1835 NE 137th Avenue

 ADDRESS
 Portland, OR 97230

Multnomah County
 OWNER
 2505 SE 11th Avenue

 ADDRESS
 Portland, OR 97202

Dan Brown, FPM Director
 FACILITIES MANAGEMENT

 BY

 DATE

 BY

 DATE

Franna Hathaway, CPPO, Adm
 PURCHASING SECTION

 BY

 DATE

CHANGE ORDER

PROJECT: Mead Building Renovation

CHANGE ORDER NUMBER: 7

CONTRACT NUMBER: 460000631
(0010792)

TO: Payne Construction
1835 NE 137th Avenue
Portland, OR 97230

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792.140	11/2/00	Repair damage to walls caused by removal of VAT floor tile.	\$1,365.80

TOTAL \$30,374.59

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Laurence C. Baxter
 PROJECT MANAGER

 BY

 DATE

Payne Construction
 CONTRACTOR
1835 NE 137th Avenue
 ADDRESS
Portland, OR 97230

Multnomah County
 OWNER
2505 SE 11th Avenue
 ADDRESS
Portland, OR 97202

Dan Brown, FPM Director
 FACILITIES MANAGEMENT

 BY

 DATE

 BY

 DATE

Franna Hathaway, CPPO, Adm
 PURCHASING SECTION

 BY

 DATE

CHANGE ORDER

PROJECT: Mead Building Renovation

CHANGE ORDER NUMBER: 7

CONTRACT NUMBER: 460000631
(0010792)

TO: Payne Construction
1835 NE 137th Avenue
Portland, OR 97230

PROJECT NUMBER: 161-CIP-MB

CONTRACT FOR: Building Alteration and Repair

CONTRACT DATE: 10/27/99

You are directed to make the following changes in this contract:

PR #	Date	Description	Cost
792.028	12/9/99	Perform work on hourly basis for reinstalling existing ductwork and flex grilles that do not meet code. Per RFI 003/1199-05 response by Bob Ice, Bouillon Engineers, 11/14/99.	\$372.88
792.123	8/23/00	Replace 2 existing exhaust grilles with manual volume dampers and balance openings mezzanine restroom.	\$741.04
792.124	8/9/00	Change bussing for power company requirements and drill bussing on emergency switchgear as required by power company.	\$435.07
792.125	8/8/00	Cost of premium time for power changeover for HVAC personnel.	\$590.83
792.126	8/21/00	Cost of premium time for power changeover for electrical personnel.	\$13,541.44
792.129	10/2/00	Tie existing ADA operator at Door 100 into the access control system.	\$3,396.16
792.130	9/26/00	Service calls on heat pump loop.	\$1,110.38
792.131	9/26/00	Cost of premium time for power changeover of life safety panel.	\$3,402.81
792.132	10/2/00	A. Wiring between make-up unit starter and two relays serving the make-up unit damper end switches. B. Retrofit conduit above 2nd floor ceiling to comply with electrical inspector seismic requirements.	\$894.32
792.133	10/10/00	Premium pay for electrician to be on site for shut down of heating system on 7/29/00 and re-connection of circulation pumps.	\$620.41
792.134	10/10/00	Credit for VCT and Base Labor in Room B06, B07, B09 and Carpet and Base Labor in Room B13. Multnomah County is also to receive 9 sq yards of carpet and 300 sq ft of VCT which cannot be returned to vendor.	(\$238.00)

PR #	Date	Description	Cost
792.136	10/17/00	Cost accumulated by painters to move and cover items in order to paint and finish on schedule. (Work done in December, Approved by Karen Jones)	\$1,486.80
792.138	10/31/00	Cost for premium time for painting basement and stairwell on weekend.	\$1,743.45
792.139	11/8/00	Replace existing ceiling and flex duct connected to Heat Pump HP-2-3 with new ceiling return grille with 16 inch diameter neck, flex duct and volume damper. Balance return to 1170 CFM. Replace existing flex duct return grille west of Room 300 with a new 16 inch diameter return grille, volume damper and flex duct back to Heat Pump HP-3-6. Balance return to 970 CFM.	\$911.20
792.140	11/2/00	Repair damage to walls caused by removal of VAT floor tile.	\$1,365.80

TOTAL \$30,374.59

The original contract sum was\$1,622,251.00
 Net changes by previous Change Order\$ 539,424.08
 The Contract Sum prior to this Change Order was.....\$2,161,675.08
 The Contract Sum will be increased\$ 30,374.59
 The new Contract Sum including this Change Order will be\$2,192,049.67
 The Contract Time will.....be increased six (6) months.
 The Date of Completion as of the date of this Change Order therefore is: March 31, 2001

Laurence C. Baxter
 PROJECT MANAGER

 BY

 DATE

Payne Construction
 CONTRACTOR
 1835 NE 137th Avenue
 ADDRESS
 Portland, OR 97230

Multnomah County
 OWNER
 2505 SE 11th Avenue
 ADDRESS
 Portland, OR 97202

Dan Brown, FPM Director
 FACILITIES MANAGEMENT

 BY

 DATE

 BY

 DATE

Franna Hathaway, CPPO, Adm
 PURCHASING SECTION

 BY

 DATE

JAN. 5. 2001 2:11PM
Certificate of Insurance

SAIF PORTLAND

NO. 7673

P. 2
Page 1 of 1

SAIF CORPORATION

400 High St SE
Salem, OR 97312-1000
Toll Free 1-800-285-8525

MAIL TO:

**OREGON WORKERS' COMPENSATION
CERTIFICATE OF INSURANCE**

CERTIFICATE HOLDER:

MULTNOMAH COUNTY
ATTN: DIANE SEATON
2505 SE 11TH AVE
PORTLAND, OR 97202

MULTNOMAH COUNTY
ATTN: DIANE SEATON
2505 SE 11TH AVE
PORTLAND, OR 97202

The policy of insurance listed below has been issued to the insured named below for the policy period indicated. The insurance afforded by the policy described herein is subject to all the terms, exclusions and conditions of such policy.

POLICY NO.	POLICY PERIOD	ISSUE DATE
812406	10/01/2000 TO 10/01/2001	01/05/2001

INSURED:

PAYNE CONSTRUCTION INC
1835 NE 137TH
PORTLAND, OR 97230-4007

BROKER OF RECORD:

LIMITS OF LIABILITY:

Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 each employee
Bodily Injury by Disease	\$500,000 policy limit

DESCRIPTION OF OPERATIONS/LOCATIONS/SPECIAL ITEMS:

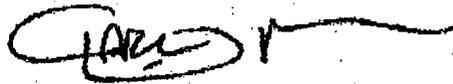
ALL OPERATIONS - #0011104

IMPORTANT:

The coverage described above is in effect as of the issue date of this certificate. It is subject to change at any time in the future.

This certificate is issued as a matter of information only and confers no rights to the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies above.

AUTHORIZED REPRESENTATIVE



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

ORDER NO. _____

Approving the Amendment to Board Order 00-162 to Exceed the 33% Change Order Limitation by \$30,374.59 on the Contract with Payne Construction for the Mead Building Renovation Project and Extend the Contract until March 1, 2001

The Multnomah County Board of Commissioners Finds:

- a. The Board, acting in its capacity as the Multnomah County Public Contract Review Board to review, pursuant to PCRB Rules 10.140, a request from the Department of Sustainable Community Development for exemption from the formal competitive bid process to exceed the 33% change order limitation by \$30,374.59 and extend the contract until March 1, 2001.
- b. As it appears in the memorandum from Maria Rojo de Steffey and other support documents, the request for exemption is based upon the fact that Payne Construction has gained valuable insight and unique expertise and knowledge of County operations, and the Mead Building Renovation project is almost complete and therefore it is impractical to conduct a formal bid process for the additional work.
- c. Order 00-162 was approved by the Board of County Commissioners on October 5, 2000, but because of a typographical error the contract was not increased to the required amount.
- d. This exemption request is in accord with the requirements of Multnomah County Public Contract Review Board Administrative Rules 10.140.

The Multnomah County Board of Commissioners, acting as the Public Contract Review Board Orders:

The contract with Payne Construction for the Mead Building renovation project may be increased by \$30,374.59 and extended until March 1, 2001.

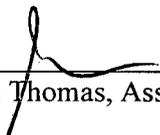
ADOPTED this ____ day of March, 2001.

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

Beverly Stein, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By  _____
John Thomas, Assistant County Attorney

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

ORDER NO. 01-020

Approving the Amendment to Board Order 00-162 to Exceed the 33% Change Order Limitation by \$30,374.59 on the Contract with Payne Construction for the Mead Building Renovation Project and Extend the Contract until March 1, 2001

The Multnomah County Board of Commissioners Finds:

- a. The Board, acting in its capacity as the Multnomah County Public Contract Review Board to review, pursuant to PCRБ Rules 10.140, a request from the Department of Sustainable Community Development for exemption from the formal competitive bid process to exceed the 33% change order limitation by \$30,374.59 and extend the contract until March 1, 2001.
- b. As it appears in the memorandum from Maria Rojo de Steffey and other support documents, the request for exemption is based upon the fact that Payne Construction has gained valuable insight and unique expertise and knowledge of County operations, and the Mead Building Renovation project is almost complete and therefore it is impractical to conduct a formal bid process for the additional work.
- c. Order 00-162 was approved by the Board of County Commissioners on October 5, 2000, but because of a typographical error the contract was not increased to the required amount.
- d. This exemption request is in accord with the requirements of Multnomah County Public Contract Review Board Administrative Rules 10.140.

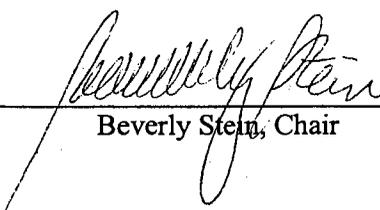
The Multnomah County Board of Commissioners, acting as the Public Contract Review Board Orders:

The contract with Payne Construction for the Mead Building renovation project may be increased by \$30,374.59 and extended until March 1, 2001.

ADOPTED this 1st day of March, 2001.

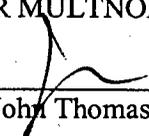


BOARD OF COUNTY COMMISSIONERS FOR
MULTNOMAH COUNTY, OREGON, ACTING AS
THE PUBLIC CONTRACT REVIEW BOARD


Beverly Stein, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

John Thomas, Assistant County Attorney

MEETING DATE: MAR 01 2001
AGENDA NO: C-2
ESTIMATED START TIME: 9:30

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: IGA with ODOT for commercial vehicle inspection program.

BOARD BRIEFING: DATE REQUESTED: _____
REQUESTED BY: _____
AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: Next Available
AMOUNT OF TIME NEEDED: N/A

DEPARTMENT: Sheriff DIVISION: Enforcement
CONTACT: Barbara Simon TELEPHONE #: 503-988-4326
BLDG/ROOM #: 503/350

PERSON(S) MAKING PRESENTATION: Consent Calendar

ACTION REQUESTED:

[] INFORMATIONAL ONLY [] POLICY DIRECTION [X] APPROVAL [] OTHER

SUGGESTED AGENDA TITLE:

Revenue agreement with Oregon Department of Transportation for commercial vehicle safety inspection program.

03/01/01 ORIGINALS TO FRANK RAY

SIGNATURES REQUIRED:

ELECTED OFFICIAL: [Signature]
(OR)
DEPARTMENT
MANAGER: _____

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
01 FEB 15 PM 5:47

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES



Multnomah County Sheriff's Office

501 SE Hawthorne Blvd. Ste 350. Portland, OR 97214

DAN NOELLE
SHERIFF

Phone: (503) 988-4300

TTY: (503) 988-4500

SUPPLEMENTAL STAFF REPORT

TO: Board of County Commissioners

FROM: Sheriff's Office

DATE: February 14, 2001

RE: Revenue agreement with Oregon Department of Transportation for commercial vehicle safety inspection program.

1. Recommendation/Action Requested: Approval.
2. Background/Analysis: Since 1982 the Multnomah County Sheriff's Office has participated in the Oregon Department of Transportation's commercial vehicle inspection program. Federal funds authorized by the Transportation Equity Act for the 21st Century are provided to local agencies through ODOT, Oregon's lead agency under the Act. MCSO Deputies perform commercial vehicle safety inspections and file reports with ODOT under the agreement.
3. Financial Impact: Funding is \$136,000.00
4. Legal Issues: None known.
5. Controversial Issues: None known.
6. Link to Current County Policies: Consistent with County policies.
7. Citizen Participation: Not applicable.
8. Other Government Participation: Oregon Dept. of Transportation.

BOGSTAD Deborah L

From: RAY Frank A
Sent: Friday, February 16, 2001 9:12 AM
To: BOGSTAD Deborah L
Subject: FW: IGA with ODOT

In response to your message of yesterday to Barbara Simon -

Again, I hadn't saved the CAF for this one as an MS Word file (but from here on out, I will do so.)

Thanks.

-----Original Message-----

From: RAY Frank A
Sent: Wednesday, February 14, 2001 1:32 PM
To: SIMON Barbara M
Subject: FW: IGA with ODOT

PS - sending interoffice to Board Clerk today.

-----Original Message-----

From: RAY Frank A
Sent: Wednesday, February 14, 2001 1:28 PM
To: SIMON Barbara M
Subject: IGA with ODOT

Here are the Agenda Placement & Staff Supplemental Reports for this. Unfortunately I don't have a MS Word file for the agreement itself. It originated at ODOT, and I only got a hardcopy. I will put this in your mail box.



ODOT Agenda.doc



ODOT Suppl.doc

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

Pre-approved Contract Boilerplate (with County Counsel signature) Attached Not Attached Contract #: 0111022
Amendment #: _____

<p style="text-align: center;">CLASS I</p> <p><input type="checkbox"/> Professional Services not to exceed \$50,000 (and not awarded by RFP or Exemption)</p> <p><input type="checkbox"/> Revenue not to exceed \$50,000 (and not awarded by RFP or Exemption)</p> <p><input type="checkbox"/> Intergovernmental Agreement (IGA) not to exceed \$50,000</p> <p style="padding-left: 20px;"><input type="checkbox"/> Expenditure</p> <p style="padding-left: 20px;"><input type="checkbox"/> Revenue</p> <p><input type="checkbox"/> Architectural & Engineering not to exceed \$10,000 (for tracking purposes only)</p>	<p style="text-align: center;">CLASS II</p> <p><input type="checkbox"/> Professional Services that exceed \$50,000 or awarded by RFP or Exemption (regardless of amount)</p> <p><input type="checkbox"/> PCRB Contract</p> <p><input type="checkbox"/> Maintenance Agreement</p> <p><input type="checkbox"/> Licensing Agreement</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Revenue that exceeds \$50,000 or awarded by RFP or Exemption (regardless of amount)</p>	<p style="text-align: center;">CLASS III</p> <p><input checked="" type="checkbox"/> Intergovernmental Agreement (IGA) that exceeds \$50,000</p> <p style="padding-left: 20px;"><input type="checkbox"/> Expenditure</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> Revenue</p> <p style="text-align: center;">APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</p> <p style="text-align: center;">AGENDA # <u>C-2</u> DATE <u>03/01/01</u></p> <p style="text-align: center;">DEB BOGSTAD, BOARD CLERK</p>
--	--	--

Department: Sheriff Division: Enforcement Date: 2/6/2001
 Originator: Sergeant Jason Gates Phone: 503-251-2451 Bldg/Rm: 313/Traffic
 Contact: Frank Ray, Contracts Administrator Phone: 503-988-4402 Bldg/Rm: 503/350

Description of Contract: ODOT Motor Carrier inspection program.
 RENEWAL: PREVIOUS CONTRACT #(S): 0011089, 800709, 800628, 800877, 800676, 800614, 800715, 800613, 800501

RFP/BID: _____ RFP/BID DATE: _____
 EXEMPTION #/DATE: _____ EXEMPTION EXPIRATION DATE: _____ ORS/AR #: _____

CONTRACTOR IS: MBE WBE ESB QRF N/A NONE (Check all boxes that apply)

Contractor <u>Oregon Department of Transportation</u> Address <u>Motor Carrier Transportation Division</u> <u>550 Capitol Street NE</u> <u>Salem, Oregon 97301-2530</u> Phone <u>503-373-1979</u>	Remittance address _____ (If different) _____
Employer ID# or SS# _____ Effective Date <u>10/01/2000</u> Termination Date <u>9/30/2001</u>	Payment Schedule / Terms <input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other
Original Contract Amount \$ <u>136,000</u> Total Amt of Previous Amendments \$ _____ Amount of Amendment \$ _____ Total Amount of Agreement \$ <u>136,000</u>	<input type="checkbox"/> Requirements Not to Exceed \$ _____ Encumber <input type="checkbox"/> Yes <input type="checkbox"/> No

REQUIRED SIGNATURES:

Department Manager Mil Hedgcock
 Purchasing Manager _____
 (Class II Contracts Only)
 County Counsel _____
 County Chair _____
 Sheriff _____
 Contract Administration _____
 (Class I, Class II Contracts only)

DATE 2/8/01
 DATE _____
 DATE 2/13/01
 DATE 03/01/01
 DATE 2/8/01
 DATE _____

LGFS VENDOR CODE						DEPT REFERENCE					
LINE #	FUND	AGENCY	ORG	SUB ORG	ACTIVITY	OBJ/REV	SUB OBJ	REP CAT	LGFS DESCRIPTION	AMOUNT	INC DEC
01											
02											
03											

Exhibit A, Rev. 3/25/98 DIST: Originator, Accts Payable, Contract Admin - Original If additional space is needed, attach separate page. Write contract # on top of page.

CC: 601680
G/L: 50170

INTERGOVERNMENTAL AGREEMENT

Motor Carrier

Project Name: Motor Carrier Safety Assistance Program

THIS AGREEMENT is made and entered into by and between THE STATE OF OREGON, acting by and through its Department of Transportation, Motor Carrier Transportation Division, hereinafter referred to as "ODOT", and Multnomah County, acting through its Sheriff's Office, hereinafter referred to as "MCSO".

RECITALS

1. By the authority granted in ORS 190.110, 283.110, and 825.250, state agencies may enter into agreements with units of local government or other state agencies for the performance of any or all functions and activities that a party to the agreement, its officers or agents have the authority to perform.
2. ODOT wishes to enter into agreements with participating agencies in order to maximize the utilization of commercial vehicle, driver, and cargo inspection resources; to avoid duplication of effort; to expand the number of inspections performed; to advance uniformity of inspection; and to minimize delays in schedules incurred by industry inherent to this type of enforcement activity.
3. Pursuant to the provisions contained in the Transportation Equity Act for the 21st Century (the Act), the Oregon Department of Transportation (ODOT), acting as Oregon's lead agency in motor carrier safety matters, submitted to the U.S. Department of Transportation, Oregon's State Commercial Vehicle Safety Plan (CVSP) on August 4th, 2000.
4. For federal fiscal year 2001 (October 1, 2000, through September 30, 2001), Oregon has been awarded \$2,144,864 for its commercial vehicle safety program.

NOW, THEREFORE, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, ODOT wishes to retain the services of MCSO to perform the work described in this agreement. Based on fiscal and program data submitted to ODOT by participating agencies, the prorated share of Oregon's FFY01 agreement with MCSO is: \$136,000.
2. ODOT's payments to MCSO under this agreement shall not total more than \$136,000 in federal funds. MCSO is responsible for all nonparticipating costs including but not limited to the 20 percent matching fund requirement.

- 3. This Agreement covers services to be performed during the period from October 1, 2000, through September 30, 2001. The payment for work completed may be made through December 31, 2001, on which date this agreement automatically terminates unless extended by a fully executed amendment.

REIMBURSEMENT COMPENSATION

- 1. Reimbursement amounts for roadside commercial vehicle/driver inspections are \$44 for each Level I, and \$55 for each Level II or Level III inspection initiated after a probable cause traffic stop.
- 2. Any inspection resulting in a commercial driver drug or DUII arrest will be reimbursed at a rate of \$400. This award will not increase the total agreement grant allocation; but rather, supplant inspection commitment and reimbursement revenue.
- 3. Any inspection resulting in a commercial driver arrest for failure to comply with an out-of-service order will be reimbursed at a rate of \$200. This award will not increase the total agreement grant allocation; but rather, supplant inspection commitment and reimbursement revenue.
- 4. Notification of drug/alcohol or out of service violation arrests shall be forwarded to the MCSAP officer of the State of Oregon for compensation.

MCSO OBLIGATIONS:

- 1. MCSO shall perform the work described in this agreement.
- 2. MCSO agrees to:
 - a. Ensure that all personnel who engage in the inspection of commercial motor vehicles and their drivers are trained and certified by ODOT pursuant to ORS 810.560.
 - b. Enforce Oregon's Commercial Vehicle Safety and Hazardous Material Rules and Regulations in a manner consistent with the approved state MCSAP/CVSP (Commercial Vehicle Safety Plan) and MCSAP/CVSA approved inspection procedures.
 - c. Conduct a minimum of 1,000 Level I commercial vehicle/driver inspections. Reimbursement for this activity will total at least \$44,000. The remainder of the \$136,000 allocation will be available for reimbursement for Level I, II and III inspections under "Reimbursement Compensation" paragraph 1 above, reimbursement for arrests will be available under "Reimbursement Compensation" paragraphs 2 and 3 above and reimbursement for capital expenditure made under "MCSO Obligations" paragraph 2.j. below."

011022

- d. Conduct all inspections on public highways and conduct at least 25 percent of the inspections during off peak hours (off peak hours are 8 p.m. to 7 a.m.).
- e. Verify ODOT registration status for each commercial vehicle inspected power unit resulting from a probable cause traffic stop.
- f. When possible, record all inspections on ASPEN software and electronically upload computer-driven inspections daily to ODOT, Motor Carrier Transportation Division (MCTD).
- g. In the event that MCSO is unable to record all inspections on ASPEN software and electronically upload computer-driven inspections daily to ODOT, MCSO shall provide written records of all manual inspections to ODOT on ODOT Driver/Equipment Compliance Check Form No. 735-9242, and forward completed inspections to ODOT within five (5) working days of the inspection.
- h. Report to ODOT, within 15 days after the end of each month on ODOT Form 457B, all direct and indirect expenditures in performance of this agreement. The total of expenditures shown on all ODOT Form 457As submitted for FFY01 will be at least \$353,326 (\$183,326 maintenance of effort expenditures; plus \$136,000 federal MCSAP funds awarded; plus \$34,000 matching share contribution (20 percent) to the federal assistance awarded). Under no conditions shall ODOT's obligations exceed \$136,000 including all expenses.
- i. Maintain an updated "maintenance of effort" level of expenditure (\$183,326) for the motor carrier safety activities, exclusive of federal assistance awarded. The updated maintenance of effort was calculated based on the average actual expenditures for the federal fiscal years 1997, 1998, and 1999 as required by the act;
- j. Request in writing to the Project Officer, all proposed capital expenditures. Such request shall contain an exact identification of the proposed purchase, cost, use, and justification. Without limiting any other legal requirements which may be applicable to expenditures made using funds provided to under this Agreement, in the event that MCSO acquires any equipment that will be used in the performance of MCSO's obligations under this Agreement, MCSO shall ensure that such equipment will suffer no degradation in or failure of performance as a result of such equipment's failure to correctly process date data, including calculating, sequencing, comparing, and storing such date data.
- k. Comply with all provisions contained in Exhibit A, attached hereto and incorporated herein.

- l. Comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this agreement, including, without limitation, the provisions of ORS 279.312, 279.314, 279.316, 279.320, and 279.555, which hereby are incorporated by reference. Without limiting the generality of the foregoing, MCSO expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) The Americans with Disabilities Act of 1990 and ORS 659.425; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.
 - m. Notify the MCSAP officer of any joint or special operations involving commercial motor vehicles.
 - n. Certify that its mission critical systems are Y2K compliant.
 - o. Comply with the requirements of OMB Circular A-87, "Cost Principles of State, Local and Indian Tribal Governments."
3. MCSO shall not enter into any subcontracts for any of the work scheduled under this agreement without obtaining prior written approval from ODOT.
 4. MCSO and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.
 5. MCSO shall perform the service under this agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this agreement including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.

ODOT OBLIGATIONS

1. In consideration for the services performed, ODOT agrees to reimburse MCSO, pursuant to its obligations set forth above, an amount not to exceed \$136,000 in federal funds. No state funds are obligated under this agreement.
2. ODOT shall reimburse MCSO on a quarterly basis for the number of inspections completed during the billing period. The aggregate total of all quarterly payments will not exceed the total contractual grant allocation.
3. In furtherance of ODOT's contractual obligations to the Federal Motor Carrier Safety Administration (FMCSA), and in recognition of ODOT's sponsorship and responsibility to coordinate the motor carrier safety activities of MCSO, ODOT agrees to:

- a. Function as Oregon's lead motor carrier safety agency and coordinate and assist MCSO to the extent motor carrier safety activities contained in the Oregon CVSP are met;
- b. Coordinate and assist in the preparation and timely submission to ODOT of required safety program documentation;
- c. Process written requests for capital expenditures for carrying out the provisions of the CVSP and this agreement. MCSO acknowledges that ODOT must first have written authority from the FMCSA to make such expenditures, and that ODOT shall not reimburse MCSO for such expenditures prior to and unless such written authority is obtained;
- d. Consolidate MCSO's safety activities and fiscal reports;
- e. Make payment to MCSO on a quarterly basis, and based on inspections received from MCSO, for services performed in accordance with this agreement; and
- f. Train, retrain (as necessary or desirable and ODOT ability to make training available), test, and certify the inspectors of MCSO, in accordance with ORS 810.560, this agreement, The Oregon Board of Public Safety Standards and Training, and as applicable, the Commercial Vehicle Safety Alliance (CVSA).
- g. In no event shall ODOT's obligations hereunder be construed to require ODOT to provide any coordination or assistance in the form of either personnel or funds, related to MCSO's efforts to ensure it will be able to continue providing mission critical services, including those required to be provided under this Agreement, on and beyond January 1, 2000.

GENERAL PROVISIONS

1. ODOT certifies, at the time this agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this agreement within ODOT's current appropriation or limitation of current biennial budget.
2. ODOT's project manager and MCSAP officer is:

Ron Jones
Manager, Field Motor Carrier Safety Enforcement
550 Capitol NE
Salem, Oregon 97301-2530
3. This agreement may be terminated by mutual written consent of both parties.

0111022

4. ODOT may terminate this agreement effective upon delivery of written notice to MCSO , or at such later date as may be established by ODOT, under any of the following conditions:
 - a. If MCSO fails to provide services called for by this agreement within the time specified herein or any extension thereof;
 - b. If MCSO fails to perform any of the other provisions of this agreement or so fails to pursue the work as to endanger performance of this agreement in accordance with its terms, and after receipt of written notice from ODOT fails to correct such failures within 10 days or such longer period as ODOT may authorize;
 - c. If ODOT fails to receive funding, appropriations, limitations, or other expenditure authority at levels sufficient to pay for the work provided in the agreement, including cancellation or discontinuation of any federal grants whose funds are used to pay for MCSO's work under this Agreement;
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this agreement is prohibited or if ODOT is prohibited from paying for such work from the planned funding source.

Any termination of this agreement shall not prejudice any rights or obligations accrued to the parties prior to termination.

5. MCSO acknowledges and agrees that ODOT, the Secretary of State's Office of the State of Oregon, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of which are directly pertinent to the specific agreement for the purpose of making audits, examinations, excerpts, and transcripts for a period of three years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.
6. MCSO, as a recipient of grant funds, pursuant to this agreement with ODOT, shall assume sole liability for MCSO's breach of the conditions of the grant, and shall, upon MCSO's breach of grant conditions that requires ODOT to return funds to FMCSA, the grantor, hold harmless and indemnify ODOT for an amount equal to the funds received under this agreement; or if legal limitations apply to the indemnification ability of MCSO, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this agreement.
7. This agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. No waiver, consent, modification, or change of terms of this

Multnomah County Sheriff's Office

Misc. Agreements
No. 18582

agreement shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this agreement shall not constitute a waiver by ODOT of that or any other provision.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their seals as of the day and year hereinafter written.

The Oregon Transportation Commission on March 18, 1999, approved Subdelegation Order No. 2 in which the Director grants authority to the Deputy Director of Motor Carrier Transportation Division to approve agreements when the work is a line item in the biennial budget. Pursuant to Letter of Authority dated September, 15, 2000 said authority has been further delegated to the Manager of Field Motor Carrier Safety Enforcement to sign agreements covering the MCSAP program.

Multnomah County, by and through
its Sheriff's Department

STATE OF OREGON,
Department of Transportation

By [Signature]
---Authorized signature---

By [Signature]
Ron Jones
Manager,
Field Motor Carrier Safety
Enforcement

Date 2/8/01

Date 1/23/01

For Multnomah County:
[Signature]
County Chair / Beverly Stein

REVIEWED FOR ODOT
[Signature]
Assistant Attorney General
Date 1/23/01

Approved, as to Form:
[Signature]
Jacquie Weber, Asst. County Attorney

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 03/01/01
DEB BOGSTAD, BOARD CLERK

EXHIBIT A

The term referred to in this exhibit as "State" shall mean "ODOT" and the terms referred to as "recipient" and "contractor" shall mean as defined in the agreement.

GENERAL PROVISIONS FOR MCSAP AGREEMENT

1. General Provisions: The State will comply with all Federal laws and requirements which are applicable to grant agreements, and imposed by the Federal Motor Carrier Safety Administration (FMCSA) concerning special requirements of law, program requirements, and other administrative requirements.
2. Regulation Requirements: The State hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements of the Commercial Motor Vehicle Safety Act of 1986, and the new Federal Common Rule 49 CFR, Part 18, and 49 CFR, Part 90 (Audits of State and Local Governments), and OMB Circular No. A-87 as they relate to the application, acceptance and use of Federal funds for this federally-assisted project.
3. Modifications: This agreement may be amended at any time by a written modification properly executed by both the FMCSA and the State.
4. Retention and Custodial for Records:
 - (a) Financial records, supporting documents, statistical records, and all other records pertinent to this instrument shall be retained for a period of three years, with the following exception:
 - (1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation claims or audit findings involving the records have been resolved.
 - (2) Records for nonexpendable property, if any, required with Federal funds shall be retained for three years after its final disposition.
 - (3) When records are transferred to or maintained by FMCSA, the 3-year retention requirement is not applicable to the recipient.
 - (b) The retention period starts from the date of the submission of the final expenditure report.
 - (c) The Secretary of Transportation and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of the recipient, and its contractors and subcontractors, to make audits, examinations, excerpts, and transcripts.
5. Equal Employment Opportunity:
 - (a) The application/recipient agrees to incorporate in all contracts having a value of over \$10,000, the provisions requiring compliance with Executive Order 11246, as amended, and implementing regulations of the United States Department of Labor at 41 CFR 60, the provisions of which, other than the standard EEO clause and applicable goals for employment of minorities and women, may be incorporated by reference.

- (b) The applicant/recipient agrees to ensure that its contractors and subcontractors, regardless of tier, awarding contracts and/or issuing purchase orders for material, supplies or equipment over \$10,000 in value will incorporate the required EEO provisions in such contracts and purchase orders.
 - (c) The applicant/recipient further agrees that its own employment policies and practices will be without discrimination based on race, color, religion, sex, national origin, handicap or age; and that it has or will develop and submit to FMCSA by August 1, an affirmative action plan consistent with the Uniform Guidelines on Employee Selection Procedures, 29 CFR 1607, and the Affirmative Action Guidelines, 29 CFR 1608.
6. Copeland Act: All contracts in excess of \$2,000 for construction or repair awarded by recipient and its contractors or subcontractors shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, or give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to FMCSA.
 7. Davis-Bacon Act: When required by the Federal program legislation, all construction contracts awarded by the recipient and its contractors or subcontractors of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wage specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the G/CAO.
 8. Contract Work Hours and Safety Standards Act: Where applicable, all contracts awarded by recipient in excess of \$2,500 that involve the employment of mechanics or laborers, shall include a provision of compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workday of 8 hours and a standard workweek of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at the rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the workweek. Section 107 of the Act, if applicable to construction work, provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
 9. Access to Records: All negotiated contracts (except those of \$10,000 or less) awarded by recipients shall include a provision to the effect that the recipient, FMCSA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcripts.

10. Civil Rights Act: The recipient shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and in accordance with Title VI of that Act, no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient received Federal financial assistance and shall immediately take any measures necessary to effectuate this Agreement. It shall comply with Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where:

- (a) The primary purpose of an instrument is to provide employment, or
- (b) Discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

11. Nondiscrimination: The applicant/recipient hereby agrees that, as a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d), related nondiscrimination statutes, and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, handicap or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant/recipient receives Federal financial assistance. The specific requirements of the United States Department of Transportation standard Civil Rights assurances with regard to the States' highway safety programs (required by 49 CFR 21.7 and on file with the U.S. DOT) are incorporated in this grant agreement.

12. Rehabilitation Act: The recipient shall comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C 794, P.L. 93-112), and all requirements imposed by or pursuant to the regulations of the Department of Health, Education, and Welfare (45 CFR, Parts 80, 81 and 84), promulgated under the foregoing statute. It agrees that, in accordance with the foregoing requirements, no otherwise qualified handicapped person, by reason of handicap, shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, and that it shall take any measures necessary to effectuate this Agreement.

13. Government Rights (Unlimited): FMCSA shall have unlimited rights for the benefit of the Government in all other work developed in the performance of this Agreement, including the right to use same on any other Government work without additional cost to FMCSA.

MEETING DATE: March 1, 2001
AGENDA NO: R-1
ESTIMATED START TIME: 9:30 AM
LOCATION: Boardroom 100

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Results from RESULTS:Hollywood Branch Team Building

BOARD BRIEFING: DATE REQUESTED: _____
REQUESTED BY: _____
AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: March 1, 2001
AMOUNT OF TIME NEEDED: 10 minutes

DEPARTMENT: DLS DIVISION: RESULTS

CONTACT: Patrick Provant TELEPHONE #: 988-5394
BLDG/ROOM #: 317/ADMIN

PERSON(S) MAKING PRESENTATION: : David Miles, Ruth Metz, Laura Simon, Blake Kincaid, Terry Elledge

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUGGESTED AGENDA TITLE:

Results from RESULTS: Hollywood Branch Team Building

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____
(OR)
DEPARTMENT
MANAGER: _____

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
01 FEB 21 PM 2:15

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ (503) 988-3277

MEETING DATE: _____
AGENDA NO: _____
ESTIMATED START TIME: _____
LOCATION: _____

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Results from RESULTS:Hollywood Branch Team Building

BOARD BRIEFING: DATE REQUESTED: _____
REQUESTED BY: _____
AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: March 1, 2001
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ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUGGESTED AGENDA TITLE:

Results from RESULTS: Hollywood Branch Team Building

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
01 FEB 23 AM 7:32

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____
(OR)
DEPARTMENT
MANAGER: Anne Cooper

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ (503) 988-3277

BOGSTAD Deborah L

From: Patrick Provant [patrickp@multcolib.org]
Sent: Thursday, February 22, 2001 8:29 AM
To: BOGSTAD Deborah L
Subject: Re: 02/27/01 & 03/01/01 Multnomah County Commission Meeting Agenda

Deb, our team for the Results from Results presentation has decided that they need more time to revise their little spiel. We'll need to reschedule, and this particular group doesn't look like they'll be ready for any of the March dates.

We have another contender who might be available for one of the Mid-March meetings and we're checking with her to see how close she is. I'll let you know ASAP (possibly through Carla G.). Thanks!

—Patrick Provant, Results Coordinator—

North Portland Branch, Multnomah County Library
512 N Killingsworth, Portland OR 97217 USA
tel # (503)988-5394 fax #(503)988-5187
patrickp@multcolib.org

"Frame your mind to mirth and merriment, which bars a thousand harms and lengthens life." --William Shakespeare

On Thu, 22 Feb 2001, BOGSTAD Deborah L wrote:

> TUESDAY FEBRUARY 27 AND MARCH 1, 2001 BOARD MEETINGS
> 9:00 a.m. Tuesday Transportation Capital Improvement Plan and Program Update
> 9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters
> 9:30 a.m. Thursday Library RESULTS
> 9:45 a.m. Thursday Sheriff Briefing on Alcohol and Drug Treatment Programs
> and
> Mental Health Issues in County Jails
> 10:15 a.m. Thursday Auditor Briefing on Service Efforts and Accomplishments
> Social and Health Services FY 2000
> The agenda is attached below in 4 formats: Word 98, Word 95, WordPerfect 5.1
> for DOS and WordPerfect 5.x for Windows
> <<03-01-01.doc>> <<03-01-01w695.doc>> <<03-01-01wp51dos.doc>>
> <<03-01-01wp5xwin.doc>>
>
> Deb Bogstad
> Multnomah County Board Clerk
> 501 SE Hawthorne Blvd., Suite 600
> Portland, Oregon 97214
> phone (503) 988-3277 fax (503) 988-3013
> <http://www.co.multnomah.or.us/cc/index.html>
>
>
>
>

BOGSTAD Deborah L

From: Patrick Provant [patrickp@multcolib.org]
Sent: Wednesday, February 28, 2001 5:02 PM
To: BOGSTAD Deborah L
Subject: BCC presentation

Soon to follow are the useful documents for our Thursday presentation. First, please find the factsheet/storyboard. Next, there are three pages of supplementary notes. To follow tomorrow, we'll bring the show & tell physical items over to you for distribution. This should go pretty well. Thanks for your patience with our somewhat hurried change of course! (They will arrive via Jane Mackinnon's email to you in mere moments.)

---Patrick Provant, Results Coordinator---

North Portland Branch, Multnomah County Library
512 N Killingsworth, Portland OR 97217 USA
tel # (503)988-5394 fax #(503)988-5187
patrickp@multcolib.org

"Frame your mind to mirth and merriment, which bars a thousand harms and lengthens life." --William Shakespeare



ISSUE

In an organization facing tremendous external and internal change, how do you adapt a successful new employee orientation to meet the needs of long-time employees?

BACKGROUND

- Every four months the library offers a New Employee Orientation.
- The orientation's focus is giving new hires information about the library as a progressive, growing, evolving organization.
- Since 1998, approximately 250 new employees have attended this orientation.
- New staff faced challenges with the opening of remodeled branches, increasing circulation and changing technology. This orientation focused on preparing them for change.
- Change Care Kit was developed to help new employees cope with this environment.

TEAM COMPOSITION

Coordinated by: Learning Systems (3 people)

Partners: The Executive Team and Library Human Resources

Funding: The Library Foundation

TEAM CONCLUSIONS

Veteran staff faced the same challenging changes. Comments from long time employees indicated a desire for an opportunity for an experience similar to the new staff orientation.

TEAM PROCESS

- Collected comments from New Employee Orientation evaluations and used to design an effective session for veteran staff.
 - “I like that the executives place such a high importance on personally conveying the library's mission to new employees, most of whom are in the ‘lower ranks’ of the system.”
 - “I enjoyed the chance to ask questions in smaller groups and at the talk tables. I also especially enjoyed the ‘change’ model.”

- “More information on external forces impacting library and library's future. I applaud Ruth on her abstract drawings that demonstrate how systems really work. Very effective and insightful.”

- Convened focus group of veteran staff to determine appropriate and meaningful content.
 - Acknowledge past contributions.
 - Be sincere and genuine
 - Don't make this sound like a “re-education” program.
 - Focus on the positive.
 - Tell us what's new.
- Identified content and format that give people a chance to honor the past and welcome the future.

ACTION PLAN

- Plan recognition and information program for employees hired from 1962-1978.
- Include organizational history, service milestones, current programs, and future plans.
- Use participant feedback to plan sessions for all employees hired through 1997 (2-3 per year, for next three years).

**Multnomah County Library
New Staff Orientation Agenda**

Tuesday, February 6, 2001

8:30 a.m. – Noon

Central – U. S. Bank Room

Facilitator: Cindy Gibbon

- 8:30 Introductions and Opening – Janet Kinney
- 8:35 Library Foundation Video: **Campaign for a Great Library**
- 8:50 Welcome – Ginnie Cooper
- 9:10 MCL Values and Intellectual Freedom – Rivkah Sass
- 9:30 MCL – Through the Years – Carolyn Myers
- 9:45 Library Technology and Learning – Greg Doyle
- 10:00 Introduce 'Talk Tables' – Cindy Gibbon
- 10:00 – 10:30 Talk Tables and Break**
- 10:30 MCL from the Inside – Ruth Metz
Where to Go? Who to Ask?
- 11:00 Introduction to **Small Group Sessions** – led by Executive Team and Results Council Members – Cindy Gibbon

(Check the library intranet for information about members of the Executive Team (URL: info/committee/executive_team/profiles.html)

Topics and related handouts to be reviewed:
- Questions from presentations
 - RESULTS questions
 - Responsibilities & Accountabilities of MCL Employees
 - Foundation Documents List
 - Support Services Overview
 - LOS, Youth Outreach, Special Collections
 - Employee training and development opportunities
 - Electronic Services, including the Automation Plan
- 11:45 Wrap-up, evaluations, final questions
- 12:00 Session ends - stay for one-on-one questions with Executive Team, Human Resources and RESULTS Council members if you like.

MULTNOMAH COUNTY LIBRARY STAFF ORIENTATION GOALS

Build leaders for the profession.

- Provide an introduction to Multnomah County Library as an organization, its heritage, values and initiatives (e.g. what is it that we take pride in about MCL, mission and values, the electronic initiative, etc.)
- Provide the basis for understanding what kind of organizations and workplace we want. Let new employees know what is expected of them and what they may expect of us. (e.g. RESULTS values, X-team statement, employee benefits, foundation documents, etc.) Build in opportunity for feedback about and clarification of the substance of the orientation.
- Introduce new employees to the workplace and the systems, policies, resources and procedures they will need first and the most - to be an effective and confident member of the staff.
- Provide physical orientation to the Library, especially the work site and key offices and services the employee will need first and most - to be an effective and confident member of the staff. Include site visits to Central, the administration building and selected branches.
- Provide an opportunity for current employees to refresh and increase their knowledge of MCL.

**Multnomah County Library
Retro People, Nouveau Ideas**

Celebrating 1000+ Years!

Friday, March 16, 2001

9:00 a.m. – 1:00 p.m.

Central – U. S. Bank Room

Facilitator: Greg Doyle

- 9:00 – 9:10 Welcome and Introductions – Greg Doyle
- 9:15 – 9:30 Guilt By Association Quiz – Eva Miller
Developed by Deanna Cecotti
- 9:30 – 10:00 The First One Hundred Years – Carolyn Myers
A slide show of MCL Library History from 1864 – 1964
created by staff member Marsha Weber
- 10:00 – 10:20 Milestones since 1964 – June Mikkelsen
- 10:20 – 11:20 Talk Tables and Break
Participants:
Tanya Gross – PR
Lance Murtry – Automation Services
Janet Kinney – Community Services
June Mikkelsen & Mike Harrington – Library Renovations
Rivkah Sass – Reference & Information Services
Becky Cobb – Support Services
Delette Huffman – HR
Carolyn Myers – Collection Services
Ellen Fader - Youth Services
Virginia Swaren and Sami Scriptor – Volunteer Services
Mary Lou Begert – Libros Initiative
Marin Younker – Teen Internships Initiative
Maggie Kalil – Outreach Services
- 11:20 – 11:50 The Future: Organizationally Speaking – Ruth Metz
- 11:50 – 12:20 Lunch
- 12:20 – 12:50 The Library of the Future – Ginnie Cooper
- 12:50 – 1:00 Wrap-up, evaluations & final comments

CHANGE

Care Kit



We must always change, renew, rejuvenate ourselves; otherwise we harden.

*Johann Wolfgang von Goethe (1749-1832)
German poet, dramatist*

Adapt or perish, now as ever, is Nature's inexorable imperative.

H.G. Wells (1866-1946) English author

You do not notice changes in what is always before you.

Colette (1873-1954) French author

A single day is enough to make us a little larger or, another time, a little smaller.

Paul Klee (1879-1940) Swiss painter

If anybody wants to keep creating they have to be about change.

Miles Davis (1926-1991) US jazz musician, composer

Change is such hard work.

Billy Crystal (1947-) US actor, comedian

IS IT ALL TOO MUCH ?

Whether you are adjusting to a new job, a new assignment, or the usual topsy-turvy work life at Multnomah County Library, we encourage you to take a deep breath now and then. This kit contains a few simple things to help you leave it all behind.



Catch a movie. Just you. Alone. See exactly what you like, no compromises. Lose yourself in a good story and eat all the popcorn.

Discover some music that nourishes your soul. Johnny Cash? Ella Fitzgerald? Gregorian chant? Sid Vicious? Only you know for sure.

Escape to a café, leaf through a travel magazine, and dream of foreign lands. Or eavesdrop on juicy conversation until you feel better about your own troubles.

Stroll in a Japanese garden. Tranquil, lovely, shady, and fragrant. You always meant to go there, so take your time.

Sip a perfect cup of tea. Somewhere, on the shelf of a secondhand store, is the cup and saucer meant for you. Go and rescue it. Add lemon, toast and jam, and some poetry, and your kitchen table is the coziest tea shop ever.

Clear the air and start fresh, with soothing lavender and energizing citrus. Never underestimate your nose, when you're looking for the shortest path to stress relief. Ever wonder why florists are so happy?



THE REINCARNATION of TEA

+
Om

ORGANIC GREEN AND
BLACK TEAS

Organic teas from Darjeeling
imbued with the spirit and taste
of the high Himalayas.

+
1
filterbag



THE REINCARNATION of TEA

+
Calm

HERBAL INFUSION

A soothing blend of
chamomile blossoms and
other relaxing herbs.

+
[*caffeine free*]

+
1
filter bag

D. Stubbins

BORDERS[®]

To:

From: *Multnomah County Library*

Amount: \$ *6.50*

Beverage Certificate

\$ *3* US

\$ *3* US



Pssst. Come Close. Closer to your thirst.
And discover the depths of great coffee.
Where the Siren is.
Come to Starbucks. Drink it in.

\$ *3* US

See back for terms and conditions.



PORTLAND PARKS & RECREATION

ONE ADULT ADMISSION

JAPANESE GARDENS



Please contact Monique Coleman at ext. 85403. She will forward your pass via interoffice mail. Thank you.

VOID IF FACE OF DOCUMENT IS BLACK AND WHITE
THIS DOCUMENT CONTAINS (2) SECURITY BACKGROUNDS

REGAL
CINEMAS

No. 0138815

Gift Certificate

\$5.00 Value Gift Certificate

\$5

Expiration Date: _____

*This Certificate Redeemable For
Movie Tickets And Concessions Only
Not Redeemable For Cash*

Thank You, Regal Cinemas

Thank You, Regal Cinemas



Reading to Escape

General

- The Baron in the Trees by Italo Calvino
- Expecting Someone Taller by Tom Holt
- I Capture the Castle by Dodie Smith
- The Sixteen Pleasures by Robert Hellenga

Mysteries

- The Chocolate Chip Cookie Murder: A Hannah Swenden Mystery by Joanne Fluke
- Deja Dead by Kathleen Reichs
- A Famine of Horses by P.I. Chisholm
- Harmony in Flesh and Black by Nicholas Kilmer
- Old Bones: A Gideon Oliver Mystery
by Aaron Elkins
- The Shaman Sings by James D. Doss

Romance

- The Bride Finder by Susan Carroll
- A Marriage of Inconvenience
by Marion Chesney
- Outlander by Diana Gabaldon (Historical)
- The Shell Seekers by Rosamunde Pilcher

Science Fiction/Fantasy

- Dragonflight by Anne McCaffrey
- The Pride of Chanur by C.J. Cherryh

Reading books removes sorrows from the heart

-Moroccan Proverb

Resources for
Stress or Change
Management



The following are change and
stress management resources
the County makes available to
employees through Employee
Health Promotion

for n
Hea



Stress Management Workshop

This is a 2-part class which is offered 3 or 4 times per year. The class is taught by a counselor from Providence Employee Assistance.

You will learn how to identify stressors and you will learn and practice a variety of physical and mental techniques to help manage stress.

Watch for class announcements in the monthly Health and Benefits Newsletter.



**Free Confidential
Counseling Can Help You
Manage Stress and Change**

County employees and their eligible family members can have up to 10 free, confidential counseling sessions through Providence Employee Assistance Program (EAP).

Simply call Providence EAP directly at 215-3561, identify yourself as a County employee, and you can make an appointment for individual counseling with a mental health professional.



Employee

Worksite Massage



A relaxing 15-minute neck/shoulder/headmassage in a specially designed massage chair can be just

the thing to reduce stress and tension; minimum of 4 participants are needed to bring this service into your workplace..call for details!

Fitness Classes



Reduce stress and tension in one of our ongoing classes:

- Yoga
- Aerobics
- Qi Gong
- NIA
- Aikido

Schedule and fees are on the MINT (<http://dss.co.multnomah.or.us/hr/benefits/health/fitness-classes-fall99.htm>) or call Health Promotion

more information call E
Health Promotion 248-5015



Wellness Minigrants

You can request up to \$250 for an activity or program for your work-group...this would be a way to fund the worksite massage option, bringing in a speaker or facilitator for something related to stress or change management, etc. Application forms are available by calling Health Promotion.



Relaxation "Kits" for the Worksite

We can supply you with a "bag of tricks" for stress breaks...kit includes relaxation audiotapes, walkman, eye pillow, mat, neck pillow...and more...have one at your worksite for staff to "check out" for a stress break!



Health Promotion Library

Books, videos and audiotapes on a wide range of mental and physical health topics, including stress and change management.

Call 248-5015 x22208 to request the complete listing of what is available in the HP Library.

You call us to request the materials you want, we send them directly to you in interoffice mail and you return them the same way!



Welcome to the Multnomah County Library!

I just want to take a moment of your time to welcome you to this grand institution. As you know, the library is the literary backbone of the community. It has been exciting to see our library system strengthened with the last levy passage. The changes and improvements continue to move us toward being among the very finest library systems in the country.

The Friends of the Multnomah County Library is a nonprofit organization whose mission is to advocate for the library – to provide a strong voice in support of the Multnomah County Library. We are involved with fundraising for all the library branches principally through membership, our annual book sale and the Friends' Library Store. The store, one of our continuing endeavors, opened in April 1997 in Central Library. It is a small shop staffed primarily by volunteers, and it focuses on gifts for readers, writers, and library lovers.

We recognize that the employees of the Multnomah County Library are its finest resource. For this reason, the Friends contribute to the library's annual Staff Day. Furthermore, we extend to all employees a 10% discount at the Library Store. Simply by showing your library nametag to the store staff, the volunteers will be happy to extend the discount to you on your purchases.

Again, welcome to our community. We appreciate your hard work in making our library the best it can be.

Sincerely,

Amy Fuller
Store Manager
Friends' Library Store
503-988-5911

MEETING DATE: March 1, 2001
AGENDA NO: R-2
ESTIMATED START TIME: 9:40 AM
LOCATION: Boardroom 100

(Above Space for Board Clerk's use only)

AGENDA PLACEMENT FORM

SUBJECT: Tri-Met Employer Photo ID/Annual Pass Fare Instrument Program Contract

BOARD BRIEFING: DATE REQUESTED: _____
REQUESTED BY: _____
AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: Thursday, March 1, 2001
AMOUNT OF TIME NEEDED: 5 minutes

DEPARTMENT: Support Services DIVISION: Human Resources

CONTACT: Caren Cox TELEPHONE #: (503) 988-5015, ext. 22568
BLDG/ROOM #: 503/4/Benefits

PERSON(S) MAKING PRESENTATION: Cathy O'Brien

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUGGESTED AGENDA TITLE:

Approval of Intergovernmental Agreement 4600001637 with Tri-Met for Participation in the Employer Photo ID/Annual Pass Fare Instrument Program

03/01/01 ORIGINALS TO CAREN COX

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____
(OR)

DEPARTMENT MANAGER: M. Cecilia Johnson

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

BOARD OF
COUNTY COMMISSIONERS
CLATSOP COUNTY
OREGON
FEB 22 PM 4:31

Any Questions? Call the Board Clerk @ (503) 988-3277



Department of Support Services

MULTNOMAH COUNTY OREGON

501 SE Hawthorne Blvd, Fourth Floor
Portland, Oregon 97214
(503) 988-5015 phone
(503) 988-6257 fax

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Cathy O'Brien, Deputy Director of Human Resource Division
Caren Cox, Benefit Specialist

TODAY'S DATE: February 21, 2001

REQUESTED PLACEMENT DATE: Agenda Item

RE: New IGA No. 4600001637 between Multnomah County and Tri-Met to purchase Employer Photo ID/Annual Bus Pass for Multnomah County employees who elect to participate in the program..

I. Recommendation/Action Requested:

Approve New IGA No. 4600001637 between Multnomah County and Tri-Met to purchase photo id bus passes for Multnomah County employees who elect to participate in the program for the September, 2000 – August, 2001 plan year.

II. Background/Analysis:

The new annual bus pass process effective September 1, 2000 required participants to have a Tri-Met photo id taken and processed into a laminated card, which was then validated with a Tri-Met zone sticker. The annual bus pass with zone sticker is valid until August 31, 2001, at which time the contract will also expire. The County has supported a bus pass program since 1998 as incentive to promote the use of public transportation by County employees.

III. Financial Impact:

The total project cost is \$327,480.00. The annual bus pass participant (County employee) contributes 25% and the County contributes 75% to the total project cost amount. The cost to the County will be reduced by the employee contribution amount of \$65,496.00.

Created by: Learning Systems

Inspired by: The Executive Team

Funded by: The Library Foundation

IV. Legal Issues:

There are no legal issues with this agreement.

V. Controversial Issues:

There are no controversial issues with this agreement.

VI. Link to Current County Policies:

VII. Citizen Participation:

None.

VIII. Other Government Participation:

None

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

JYH

Contract #: 4600001637

Pre-approved Contract Boilerplate (with County Attorney signature) Attached Not Attached

Amendment #: _____

<p>CLASS I</p> <input type="checkbox"/> Professional Services not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Revenue not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Intergovernmental Agreement (IGA) not to exceed \$50,000 <input type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Architectural & Engineering not to exceed \$10,000 (for tracking purposes only)	<p>CLASS II</p> <input type="checkbox"/> Professional Services that exceed \$50,000 or awarded by RFP or Exemption (regardless of amount) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue that exceeds \$50,000 or awarded by RFP or Exemption (regardless of amount)	<p>CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement (IGA) that exceeds \$50,000 <input type="checkbox"/> Expenditure <input type="checkbox"/> Revenue
---	---	---

RECEIVED
 APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS
 AGENDA # R-2 FEB 15 2001 DATE 03/01/01
 DEB BOGSTAD, BOARD CLERK
 CONTRACT ADMINISTRATION

Department: Support Services Division: Benefits Date: 11/15/2000
 Originator: Angela Cration Phone: 988-5015 x22204 Bldg/Rm: 503/4
 Contact: Angela Cration Phone: 988-5015 x22204 Bldg/Rm: 503/4

Description of Contract: Photo ID/Annual Bus Pass

RENEWAL: PREVIOUS CONTRACT #(S): _____

RFP/BID: _____ RFP/BID DATE: _____

EXEMPTION _____ EXEMPTION EXPIRATION _____ ORS/AR _____

#/DATE: _____ DATE: _____ #:

CONTRACTOR IS: MBE WBE ESB QRF N/A NONE (Check all boxes that apply)

Contractor <u>Tri-Met</u> Address <u>4012 SE 17th Ave</u> <u>Portland, OR 97202</u> Phone <u>238-7433</u> Employer ID# or SS# <u>93-0579353</u> Effective Date <u>9/1/2000</u> Termination Date <u>8/31/2001</u> Original Contract Amount \$ <u>327,480.00</u> Total Amt of Previous Amendments \$ _____ Amount of Amendment \$ _____ Total Amount of Agreement \$ <u>327,480.00</u>	Remittance address _____ (If different) _____ Payment Schedule / Terms <input checked="" type="checkbox"/> Lump Sum \$ <u>327,480.00</u> <input type="checkbox"/> Due on Receipt <input type="checkbox"/> Monthly \$ _____ <input checked="" type="checkbox"/> Net 30 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other <input type="checkbox"/> Requirements Not to Exceed \$ _____ Encumber <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

R-270

REQUIRED SIGNATURES:

Department Manager [Signature]

DATE 1/12/2001

Purchasing Manager _____

DATE _____

(Class II Contracts Only) County Attorney [Signature]

DATE 1/18/01

County Chair [Signature]

DATE 03/01/01

Sheriff _____

DATE _____

Contract Administration [Signature]

DATE 02/16/01

LGFS VENDOR CODE 705200						DEPT REFERENCE 30480/30490					
LINE #	FUND	AGENCY	ORG	SUB ORG	ACTIVITY	OBJ/ REV	SUB OBJ	REP CAT	LGFS DESCRIPTION	AMOUNT	INC DEC
01											
02											
03											

Exhibit A, Rev. 3/25/98 DIST: Originator, Accts Payable, Contract Admin - Original If additional space is needed, attach separate page. Write contract # on top of page.

NO INSURANCE REQUIREMENTS.

MULTNOMAH COUNTY

JAN 20 2001

HUMAN RESOURCES



IGA Contract

Vendor Address

TRI-MET
ATTN: BRUCE HARDER
4012 SE 17TH
PORTLAND OR 97202

Information

Contract Number 4600001637
Date 01/05/2001
Vendor No. 90625
Contact/Phone DSS Employee Svc /

Validity Period: 09/01/2000 - 08/31/2001
Minority Indicator: Not Identified

Estimated Target Value: 327,480.00 USD

Item	Material/Description	Target Qty	UM	Unit Price
0001	PHOTO ID/ANNUAL BUS PASS Plant: F070 Support Services Requirements Tracking Number: 00-0808	327,480	Dollars	\$ 1.0000



TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON

4012 S.E. 17TH AVENUE
PORTLAND, OREGON 97202

Contract No. 00-0808

**TRI-COUNTY METROPOLITAN TRANSPORTATION
DISTRICT OF OREGON**

**EMPLOYER CONTRACT
FOR**

EMPLOYER PHOTO ID/ANNUAL PASS FARE INSTRUMENT PROGRAM

This Contract is entered into September 1, 2000, by and between the Tri-County Metropolitan Transportation District of Oregon ("Tri-Met") and **MULTNOMAH COUNTY** ("Employer") located at 1120 SW 5th Avenue, Portland, OR, 97204.

Employer's Photo ID/Annual Pass price, on September 1, 2000, per employee per year for each All Zone sticker is \$595.00. The total number of Photo ID/Annual All Zone Passes to be purchased is 334. Employer's Photo ID/Annual Pass price per employee per year for each 1-2 Zone sticker is \$470.00. The total number of Photo ID/Annual 1-2 Zone stickers to be purchased is 268. Employer's Photo ID/Annual Pass price per employee per year for each 2-3 zone sticker is \$470.00. The total number of Photo ID/Annual 2-3 zone stickers to be purchased is 0. Employer's Photo ID/Annual Pass price per employee per year for each LIFT sticker is \$384.00. The total number of Photo ID/Annual LIFT stickers to be purchased is 0. Employer's Photo ID/Annual Pass price per employee per year for each Honored Citizen sticker is \$155.00. The total number of Photo ID/Annual Honored Citizen stickers to be purchased is 18. Purchases subsequent to September 1, 2000 shall be as set forth in Exhibit A, Section C (4). Employer's Total Payment due for the Photo ID/Annual Pass Fare Instrument program is \$327,480.00.

1. Term
The contract shall begin on the date entered above and shall be in effect through August 31, 2001, unless terminated by Tri-Met upon 30 days written notice. In the event of termination, and where Employer is in compliance with this Contract, Tri-Met will reimburse Employer for all returned Photo ID/Annual Pass validation stickers based on the number of months remaining in the Contract term.
2. Scope of Services
Employer shall implement and maintain the Photo ID/Annual Pass Fare Instrument program at their work site(s) in accordance with the terms and conditions detailed in Exhibit A, which is attached to, and made a part of this Contract.
3. Assignment
Employer shall not assign any of its interest in this Contract without Tri-Met's prior written consent. Any contract or assignment in violation of this paragraph shall be void.

4. No Third Party Beneficiary
Neither employees nor any other party shall be deemed to be a third party beneficiary of this Contract, unless specifically designated as such in this Contract.
5. Independent Contractor
Employer shall be an independent contractor for all purposes and shall be entitled to no compensation for services provided hereunder.
6. Integration and Modification
This Contract includes the entire agreement of the parties and supersedes any prior discussions or agreements regarding the same subject. This Contract may be modified only by a written agreement signed by authorized representatives of the parties.
7. Project Managers
All routine correspondence and communication regarding this agreement shall be between Tri-Met's assigned marketing representative and Multnomah County's transportation coordinator or designated contact.
8. Authority
Employer agrees to comply with the requirements set forth in this Contract. The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to make this Contract.

MULTNOMAH COUNTY

**TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF
OREGON**

 1/12/2001
 Signature (Department Director) Date
 M. Cecilia JOHNSON

Name (Department Director - please print)
 03/01/01
 Signature (County Chair) Date

Beverly Stein
 Name (County Chair - please print)

APPROVED MULTNOMAH COUNTY
 BOARD OF COMMISSIONERS
 AGENDA # R-2 DATE 03/01/01
 DEB BOGSTAD, BOARD CLERK

Address

Phone

Federal Employer ID Number

 KIM DUNCAN
 Executive Director
 Marketing & Customer Service

REVIEWED:
 THOMAS SPONSLER, COUNTY ATTORNEY
 FOR MULTNOMAH COUNTY

BY 
 ASSISTANT COUNTY ATTORNEY
 DATE 11/8/01

Exhibit A

EMPLOYER PHOTO ID ANNUAL PASS FARE INSTRUMENT Program Requirements

- A. The Employer Photo ID Annual Pass fare instrument is available to employers, who purchase adult all-zone passes for their employees, as set forth below. Participating employers are required to enter into a contract with Tri-Met consistent with the terms of these Program Requirements and as otherwise determined by Tri-Met.
- B. Employer Photo ID Annual Pass Fare Instrument
- 1) The employee's photo identification card with the affixed validation sticker shall constitute the Employer Photo ID Annual Pass fare instrument and must be carried by the employee as proof of fare payment. Employers shall provide the employee with a photo identification card or make arrangements with Tri-Met to produce the photo identification card, which shall be affixed with a validation sticker provided by Tri-Met. The sticker must be placed on the employee's photo identification card, preferably near the photo.
 - 2) Employee photo identification cards already provided by the employer that meet Tri-Met's criteria, may be used as the fare instrument when affixed with a validation sticker.
 - 3) If the employer is purchasing twenty or more passes, Tri-Met will come to the work site to produce the photo identification cards if needed and/or assist with distribution of the validation stickers.
 - 4) If the employer is purchasing less than twenty passes and does not have company photo identification cards that meet Tri-Met's criteria, the employer must make arrangements with Tri-Met to produce the photo identification cards by appointment at the Tri-Met offices.
 - 5) The employee's photo identification card with an affixed validation sticker may be used as a valid fare instrument until the expiration date designated on the validation sticker, and shall allow all-zone travel for Tri-Met services within the Tri-Met Service District, including regular bus and MAX service, and door-to-door LIFT service.
 - 6) The Employer Photo ID Annual Pass may not be provided to or used by non-employees, and is a valid fare instrument only for the person whose name and photo appear on the identification card.

C. Employer Photo ID Annual Pass Price

- 1) The price of the Employer Photo ID Annual Pass shall be the adult all-zone fare, based on the period September 1 through August 31.
- 2) For pricing and crediting purposes, the first through the fifteenth of a month is considered the current month. From the sixteenth through the end of the month is considered the next month.
- 3) The total Contract price for participation in this program for the full contract year (September 1 through August 31) shall be calculated as follows:
 - a. $((\# \text{ of participating employees}) \times (\text{adult annual all-zone pass price})) = \text{total contract amount}$
- 4) For employers joining the Employer Photo ID Annual Pass Program mid-year, the price of the Pass shall be based on the number of months remaining in the contract year (September 1 through August 31) as follows:
 - a. $(\# \text{ of months remaining in the contract year}) \times (\text{all-zone monthly pass price for each of the remaining months})$
- 5) A sales commission is not available for the Employer Photo ID Annual Pass Program.
- 6) The Employer Photo ID Annual Pass price will be subject to all general fare increases.

D. Tri-Met will issue validation stickers for all participating employees at the contract price. If the employer hires additional employees during the Contract term, the employer can purchase additional validation stickers, as set forth at C (4) above, for the additional new hires.

E. If a participating employee terminates or is discharged before the validation sticker expires, Tri-Met will credit the employer's account to reflect the returned pass provided the employer documents the return of the photo ID and/or the destruction of the validation sticker. The credit will be calculated as follows:

- 1) $(\text{Purchase price}) - ((\# \text{ of months employee has use of pass}) \times (\text{face value of the adult monthly all-zone passes for the months used}))$

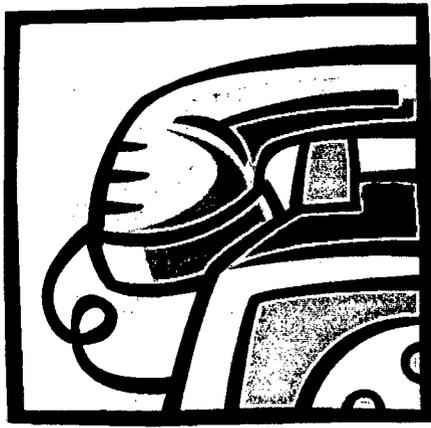
F. Employers have the option of re-selling the Employer Photo ID Annual Pass fare instrument, which consists of a photo identification card and validation sticker, to their employees.

G. Tri-Met is not responsible for replacing lost or stolen validation stickers.

H. In the event that Tri-Met reasonably believes that any of an employer's employees has duplicated, altered, or otherwise has used the validation sticker in an unauthorized manner, Tri-Met may request that employer to immediately confiscate the validation sticker from the employee and return it to Tri-Met. In addition, Tri-Met may exercise any of its available legal remedies, including having its Fare Inspectors or other authorized agents confiscate the employees photo ID card with validation sticker and seeking prosecution pursuant to state law. The original photo ID card will be returned as soon as possible to the employer and Tri-Met will keep a photocopy on file.

I. Payment and Issuance of Validation Stickers

- 1) Employers must submit the total payment amount in full, along with two signed original contracts.
- 2) Payment(s) shall be submitted to Tri-Met's Finance Department, Attn: Employer Photo ID Annual Pass Program, at 4012 SE 17th, Portland, Oregon, 97202. No validation stickers will be issued until the payment is received.
- 3) Payment for additional stickers throughout the contract year must be paid in one lump sum before stickers will be issued. Account adjustments for the unused months on validation stickers returned by terminated or discharged employees can be taken into account at that time.
- 4) Tri-Met will deliver the Employer Photo ID Annual Pass validation stickers to the employer, normally within ten (10) business days of Tri-Met's receipt of an employer's total Payment. Tri-Met is not responsible for late deliveries. All deliveries shall be to the employer's business address identified on the contract to a designated representative of the employer signing for receipt of the validation stickers.



Multnomah County Sheriff's Office

***DRUG AND ALCOHOL ASSESSMENT
REFERRAL
TELEPHONE NUMBER***

(503) 988-4343

***Beginning immediately you may call the
above message number to request drug and
alcohol assessments (MCA's) for inmates
incarcerated in Multnomah County
Facilities only***

***A & D COUNSELORS WILL CONTACT
REFERRING PARTY UPON
COMPLETION OF THE ASSESSMENT***

***For information regarding your assessment requests
please contact Ken Sammy at (503) 988-6783***

A & D EVALUATION AND PLACEMENT INFORMATION

JULY 1, 1999 – JANUARY 31, 2000

JULY 1, 2000 – JANUARY 31, 2001

Per your request the following information is being supplied to you from the A & D Database. Both the time periods of IJIP and post IJIP are reflective in the below figures. Average wait periods for treatment bed and assessments could not be determined because the IJIP (old database) did not report dates of referral and assessment. It should be noted that the lower female numbers during IJIP is reflective of the lack of IJIP programming for females during the initial move of IJIP to MCIJ.

REFERRALS:	<u>MALES</u>	<u>FEMALES</u>	<u>TOTALS</u>
<i>A & D REFERRALS</i>	<i>428(378)</i>	<i>61(188)</i>	<i>489(566)</i>
<i>MCA's COMPLETED</i>	<i>316(281)</i>	<i>49(149)</i>	<i>365(430)</i>
<i>*NOT COMPLETED</i>	<i>112(97)</i>	<i>12(39)</i>	<i>124(133)</i>

PLACEMENT:	<u>MALES</u>	<u>FEMALES</u>	<u>TOTALS</u>
<i>IN-PATIENT</i>	<i>145(134)</i>	<i>35(102)</i>	<i>180(236)</i>
<i>OUT-PATIENT</i>	<i>21(30)</i>	<i>3(7)</i>	<i>24(37)</i>
<i>TOTALS</i>	<i>166(164)</i>	<i>38(109)</i>	<i>204(273)</i>

NUMBER OF INTERCHANGE PLACEMENTS:

15 (fifteen) 7 (seven)

***REASONS FOR MCA'S NOT BEING COMPLETED:**

REFUSED TX/EVALUATION= 10%

RELEASED= 36%

TRANSFERRED= 47%

*OTHER, i.e., discipline, classification update, denied release,
Unknown reasons, etc, = 8%*

***REASONS FOR MCA's NOT BEING COMPLETED:**

REFUSED TX/EVALUATION= 32%

RELEASED= 17%

TRANSFERRED= 15%

*OTHER, i.e., discipline, classification update, denied release,
unknown reasons, etc, = 35%*

**NOTE: Blue numbers represent referral and placement during the IJIP operation.
Red numbers represent referral and placement after IJIP was terminated.**

A & D EVALUATION AND PLACEMENT INFORMATION

JULY 1, 2000 – JANUARY 31, 2001

Per your request the following information is being supplied to you from the A & D Database.

<u>REFERRALS:</u>	<u>MALES</u>	<u>FEMALES</u>	<u>TOTALS</u>
A & D REFERRALS	378	188	566
MCA's COMPLETED	281	149	430
*NOT COMPLETED	97	39	133

<u>PLACEMENT:</u>			
IN-PATIENT	134	102	236
OUT-PATIENT	30	7	37
TOTALS	164	109	273

AVERAGE WAIT PERIOD FOR TX BED:

FEMALES

DATE OF REFERRAL= 27 DAYS
DATE OF MCA COMPLETION= 21 DAYS

MALES

DATE OF REFERRAL= 43 DAYS
DATE OF MCA COMPLETION= 32 DAYS

AVERAGE PERIOD TO HAVE ASSESSMENT COMPLETED:

****FEMALES= 6 DAYS**

****MALES= 9 DAYS**

NUMBER OF INTERCHANGE PLACEMENTS:

7 (SEVEN)

***REASONS FOR MCA's NOT BEING COMPLETED:**

REFUSED TX/EVALUATION= 32%

RELEASED=17%

TRANSFERRED= 15%

**OTHER, i.e., discipline, classification update, denied release,
unknown reasons, etc, = 35%**

THE PROGRAMMER

FEBRUARY/MARCH
2001
Volume II, Issue I

The Newsletter of the Programs Unit, Multnomah County Sheriff's Office

This issue of *The Programmer* is dedicated to the memory of
Don Dinwiddie 1951~2000
His friends and colleagues miss him.



Nykerk's Notes

by Programs Unit Manager, Carol Nykerk

Inside This Issue:

MCRC Update	2
Sheriff's Web Site Provides Abundance Of Information	3
Modifications On The Horizon For Electronic Monitoring	3
Making History At The MCCF	4
Writers Wanted At MCRC	5
Back Page Notes	6

Many wishes for a happy and productive 2001. Thanks to all of the Programs Unit staff who have weathered the storm through the many changes in our unit and for your willingness to support changes in the future.

We have finalized our decision on the *Core Group* topics which will be part of the standard Program Unit curriculum in all of our jail facilities. The four *Core Group* areas are:

- Alcohol and Drug Awareness
- Emotional Wellness
- Pro-Social Intervention
- Transitional Skills

The goal is to present to the inmates the areas of information which are critical components for remaining crime and substance-free in the community and decreasing the chances of returning to jail. The group delivery of these core areas is also necessary for effective data collection and evaluation of the services that we provide. In the near future, we will be implementing a process which will ensure that consistent data is being tracked at all of the facilities.

(Continued on page 5)

New Groups at MCIJ Spark Positive Comments

Inmates at the MCIJ are offered the opportunity to participate in group classes such as Stress Management, Alcohol and Drug Education, and Cognitive-Restructuring, which aims to change learned attitudes and develop new ways of thinking. Participation is voluntary and inmates can choose which classes to attend. An inmate who participated in all three classes submitted the following letter after staff had solicited feedback on the classes. This letter is printed verbatim.

November 18, 2000

This paper is in regards to the classes that I have been part of during my incarceration during the period of 5/11/00 – 11/18/00. Counselors Joyce Hall, Sharon Schulenburg and Mr. Swanson all of which have taught with sincerity and effort which have allowed me to really look at my behaviors and attitudes that have led to 12 year history of crime.

First off these classes are long overdue, for even if they save only a few of us I feel that they were worth it.

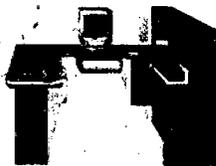
(Continued on page 2)

MCRC UPDATE

The year 2000 saw a lot of changes at MCRC, including the holiday happenings! The annual Holiday Party for the residents and their children was not held, however, the residents were treated to Christmas carols sung by the Chaplains, new winter gloves provided through contributions by members of the Community Advisory Board and local business owner, Christmas cards courtesy of the Salvation Army and lots of candy and treats donated by *The Oregonian*.

Residents assisted *The Oregonian* with their annual holiday give-away by "stuffing stockings" with candy, cookies and fruit for needy children. Additionally some of the residents spent their weekends, from early November until after Thanksgiving, hanging the lights at *The Grotto* for their annual Christmas display.

Counselor **Todd Brandon-Sanchez**, a graduate student at Portland State University, is being published! Todd recently completed a paper on "The History of Alcohol and Drug Treatment in America". His professor was so impressed with his work that she asked to use his references in some research work that she is completing. Todd will be listed as a co-author. Congratulations, Todd! You're famous!



MCRC is happy to welcome **Mary McCoy** as Correc-
Julie DuPont as an Office
Mary come from ACJ where
tion Officer in the East
recently, in the Parole Intake
been working as a Correc-
reporting Center. Julie is new to the Sheriff's Office, most recently a business student at Mount Hood Community College. She is excited about working in an "historic" building and looking forward to a new career opportunity.

"Yes, the Rahjneesh look is out and the new Millennium is in!"

come **Noreen Swan** and
reactions - Counselors and
Assistant II. Noreen and
Noreen worked as a Proba-
County Office and, most re-
Office at MCDC. Mary has
tions Tech in the Day Re-

MCRC has a new look for the Program Offices - modern furniture! Yes, the Rahjneesh look is out and the new Millennium is in! Stop by and see our modular desks, contemporary chairs, and up-to-date computer systems. The offices have been painted, windows washed, and carpets vacuumed! Hey - we're cookin' now! *Carolyn Clark, Lead Counselor, MCRC*

☆☆☆☆☆☆☆☆☆☆

Happy Birthday!!!!

Sharon Kurtti
Denise Oliver
Bill Krasner
Beverly Lee
Ed Hagen
Tom Schenk
Viv Feldman
Todd Brandon-Sanchez

☆☆☆☆☆☆☆☆☆☆

Happy Valentines Day

MCIJ (Continued from page 1)

I realize now that it is all about change for me and it starts here in these classes. My thinking and beliefs had a short-lived span of glory with long-term pain and destruction for all who came in contact with me, most of all love ones. These classes allow me to look and talk about painful issues that I must deal with today and begin to overcome so that I can begin to live a responsible life once again. I am 42 years old now and I thank deeply the people, who are responsible for all these classes, life is truly short and I feel today that I will really have a chance if I continue to use the tools of self-change and never forgetting to look at the results of my thinking and actions for it all starts there.

Thank You, *MCIJ Inmate*

Sheriff's Web Site Provides Abundance Of Information

The Multnomah County Sheriff's Office Web site is a great place to browse on the Internet, especially if you are new to the agency or if you just want to brush up on the **History of the Multnomah County Sheriff's Office**. The site offers a wealth of information, including descriptions of nearly every unit, as well as department news generated by the Public Information Officer. An easy to use *Table of Contents* page will help get you where you want to go. The Website can be reached at www.sheriff-mcso.org.

The home page offers direct links to the **Temporary Booking Facility** and the **Wapato Jail Newsletter**. Back issues of the Newsletter are very informative and illustrate why sitting and building a new jail is a *long* process. The **News Room** page includes press conferences, press releases and public service announcements. Current weather and road conditions are also available through this page.

If you have ideas or updates for the MCSO website, please contact Kelly Mott at 503-988-4340. Also, think about promoting the Sheriff's Office in your correspondence by adding the Sheriff's Web site address to your signature block: www.sheriff-mcso.org.

Fran Weick, Volunteer Services Program

Assistant and Kelly Mott, Community Information Specialist

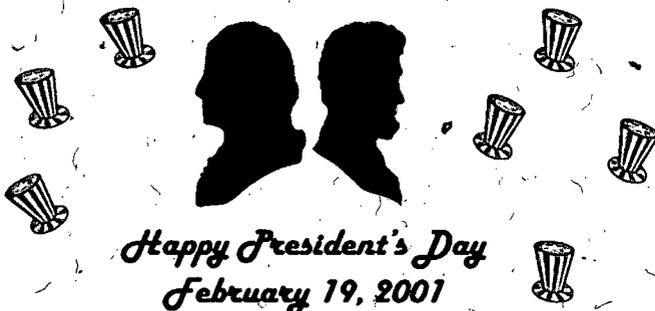
Modification On The Horizon For Electronic Monitoring

Electronic Monitoring (EM) continues to be an integral part of the Sheriff's Office and a valuable sanctioning tool. Recent changes have altered the way that *EM* is managed. *BI, Inc.*, the current vendor is now responsible for managing the Sheriff's Office caseload. The MCSO has recently developed an *EM* liaison position to coordinate activity between the MCSO and the vendor. To ensure compliance with MCSO standards, the *EM* liaison will maintain communication with *BI, Inc.* on the progress of *EM* clients, which includes all court, jail and *Close Street Supervision (CSS)* referrals. In addition, the *EM* liaison will arrange for the return of program violators to secure custody.

Former *EM* staff are now working at other jobs and/or locations. In December 2000, Corrections Technician **Erika Murray** was promoted to Corrections Hearings Officer. Corrections Technician, **Nadine Purington**, is working at the MCDC. Corrections Counselors, **Dennis Allen** and **Steven Poitra**, are stationed at the MCRC. Lead Corrections Counselor **Laura Holoch** continues as the *EM* liaison and has relocated her office to the 3rd floor at the MCDC.

Although we only worked together for a short period, I enjoyed working with my *EM* coworkers and wish them all the best in their new assignments. *Laura Holoch, Lead Corrections Counselor, Electronic Monitoring Program*

**Happy Birthday
Dr. Martin Luther King
January 15, 2001**



Making History At MCCF: Deputy Dave Church

Programs at MCCF extend beyond the norm, both in classes offered and in those who teach them. One such instructor is **Corrections Deputy Dave Church**.

Four days each week, Deputy Church teaches **American History Through Literature** to an enthusiastic group of inmates at The Farm. Classic movies such as "*Bridge On the River Kwai*" and "*To Kill a Mockingbird*" become springboards for discussions of historical events, cultural values, and prominent figures that have shaped American history.

The following is an interview with Deputy Church regarding his unique role as a MCCF "professor".

Q. What prompted the idea of teaching history to inmates?

A. I love history; I think it's important. I've always had a dream of teaching history to high school students and making it relevant to their lives. I figured with "x" number of hours of trash going into inmates' minds, maybe I could put something good into them—give them positive information.

Q. What happens in your discussions of the movies and material you present?

A. We talk about a lot of areas; lately some of the discussions have spilled over into spiritual values. That's okay, because those values are a part of history, too. When I show a movie, I tell them not to believe everything they see and hear, and I try to give them a balance of information in handouts. We have talked about primary and secondary sources of information, and they have a good grasp of that concept now. I tell them that if you search for the truth yourself, you are more likely to believe it. Then you have to have the courage to accept it, even if it's contrary to your current belief system.

Q. What responses have you received to your class?

A. A lot of inmates have come to me later and told me they appreciated it. When I first started, I even received letters from inmates... discussing what they learned, or sometimes what they disagreed with.

Q. What would you like to see happen in programs?

A. More worthwhile programming. And they need the basics—they need Cognitive Change classes to help them change their behavior, they need Job Skills, GED classes, Alcohol & Drug information, and so on. And we need to do this while keeping our sight on our primary responsibility, which is safety and security. *Cynthia Hilton, Corrections Counselor, MCCF*

Nykerk's Notes (continued from page 1)

In the past two months, one of our major goals was to fill staff vacancies in the Programs Unit. I am pleased to report that four new Corrections Counselors were recently hired and began work at their assigned worksites in January. **Noreen Swan** and **Mary McCoy** are at the MCRC, **Gina Stonum** is at MCDC and **Utahna Brackin** is working at the MCIJ. A fifth vacancy was filled by the return of Corrections Counselor **Jeanne Ryan** from Adult Community Justice. She is located at the MCIJ, but will provide services for both "The Farm" and the MCIJ. Many thanks to the Personnel Unit who prioritized our Unit's needs and worked quickly to fill these positions. We are so close to being fully staffed!

Many of you have asked questions regarding Chair Stein's recent email about the budget. I will do my best to provide staff with the most current and accurate information. Within the next two weeks, we will be submitting the Program Unit's budget; the entire MCSO agency budget is due to the Chair on February 14, 2001. Our budget will be tight, which is one of the reasons we have been reviewing our outside contracts over the last three months and keeping the ex-

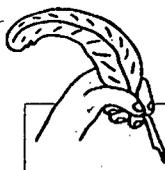
penditures for this fiscal year as low as possible. Chief Deputy Morgan and I are committed to making adjustments in areas that will not affect our Unit's personnel costs or staff. Hopefully, we will be successful but the budget process is grueling and there are no guarantees that we will not be placed in the position of having to make some difficult choices. Certainly, we are planning for the best case scenario. I will convey updated information to staff as I receive it.

Thanks again for your efforts. It is *critically* important that we continue to provide services in a manner which allows for consistency and accountability. Thanks for your willingness to be flexible. You all should feel very proud of the work you are doing.

"Thanks to all of the Program Unit staff who have weathered the storm through the changes in our unit..."



WRITERS WANTED AT MCRC



Write Around Portland (WRAP) will bring its unique writing program to the Multnomah County Restitution Center (MCRC) starting February 13, 2001. WRAP, a non-profit organization, tailors volunteer facilitated writing workshops to different populations of isolated and under-represented people in Portland such as survivors of domestic violence, low-income senior citizens, Hispanic day laborers, individuals with HIV, "at-risk" youth, individuals recovering from addictions and residents of low-income housing. The MCRC is WRAP's first program for individuals specifically involved with the criminal justice system. The goals of WRAP include increasing a participants sense of belonging to a community through the shared experience of the writing process and to create a forum for marginalized groups to read, "speak", and publish their experiences. Self-reliance and self-esteem can be increased through this process.

Ten MCRC residents will have an opportunity to participate in WRAP's ten-week workshop. At the completion of the workshop, MCRC residents may submit some of their work for publication in WRAP'S Write Around Portland Anthology. We look forward to sharing some of the residents' writings with the readers of *The Programmer*. *Fran Weick, Volunteer Services Program Assistant*

Back Page Notes

MCSO VOLUNTEER SERVICES PROGRAM

After many years at the MCRC, the *Volunteer Services Program* is moving across the river to the new Multnomah Building at 503 S.E. Hawthorne. We will greatly miss everyone at the Restitution Center and the special "ambience" that this grand hotel exudes but we *will* cross paths with you frequently at your respective work sites. Stop in and track us down at our new home!

VOLUNTEER SERVICES PROGRAM

503 SE Hawthorne
Portland, OR 97214

Viv Feldman 503-988-3390
Program Coordinator

Fran Weick 503-988-4018
Program Assistant

Fax 503-988-4320
Interoffice Mail: 503/350/Volunteer Services

Remember, we are here to fill all of your volunteer needs!



Ann Shepherd, one of the original Community Advisory Committee members for the MCRC, regretfully tendered her resignation in February. Unfortunately, Ann had a stroke on Thanksgiving Day and although she is slowly recovering, she does not feel she can carry out her CAC responsibilities. Ann's passion and professionalism will be greatly missed and although she will not be attending CAC meetings, she will always be considered part of our committee and community.

Happy St. Patrick's Day

The Programs Unit Newsletter, *The Programmer*, is published bi-monthly. Hopefully, this newsletter will give all of us in the Programs Unit an opportunity to stay better informed about changes at our various worksites and an opportunity to get to know each other better. Topics for newsletter articles might include one of the following: what works at your site; a difficult inmate situation and what you did; fun things that your staff does to make the workload a little lighter; a wonderful adventure you had on your day off; or anything that may be of interest to your colleagues in the Programs Unit.

Please submit your articles to the appropriate *Programmer* contact person:

Marc Swanson—MCIJ, Bob Cahill—MCDC, Carolyn Clark—MCRC,

Cynthia Hilton—MCCF, Laura Holoch—Electronic Monitoring

Articles for the April/ May publication must be submitted by March 22nd. If you have any questions or comments please email Fran Weick at fran.r.weick@co.multnomah.or.us or interoffice Fran at 503/3/MCSO/Fran Weick.

Wednesday March 14, 2001

1 pm – 3 pm

CELEBRATE SUCCESS

- *The Mental Health Dorm at Inverness Jail is celebrating its One Year Anniversary.*
- *Please join us as we celebrate our big leap forward in serving the needs of this part of the population.*
- *Sheriff Dan Noelle will welcome everyone at 1:15 pm.*
- *Refreshments*
- *Tours*

Multnomah County Inverness Jail

**Briefing Room
via the
Public Entrance**

Contact person: Carol Nykerk
Multnomah County Sheriff's Office

*Multnomah County Inverness Jail
11540 NE Inverness Dr.
Portland, OR 97220*

Phone: 503.988-3421

Fax: 503.988-3721

Email: carol.s.nykerk@co.multnomah.or.us

MAR 01 2001

MEETING DATE

AGENDA #:

ESTIMATED START TIME:

B-3

10:15

(Above Space for Board Clerk's use only)

AGENDA PLACEMENT FORM

SUBJECT: Board Briefing on Service Efforts and Accomplishments Report

BOARD BRIEFING:

DATE REQUESTED: Thursday, March 1, 2001

REQUESTED BY: Suzanne Flynn

AMOUNT OF TIME NEEDED: 30 minutes

REGULAR MEETING:

DATE REQUESTED:

AMOUNT OF TIME NEEDED:

DEPARTMENT: Non-Departmental

DIVISION: Auditor's Office

CONTACT: Judy Rosenberger

TELEPHONE #: 503-988-3320

BLDG/ROOM #: 503/601

PERSON(S) MAKING PRESENTATION: Suzanne Flynn, Sarah Landis, Lorenzo Poe, Denise Chuckovich, Carol Ford, Diane McBride, Bonnie Kostelecky, Becky Cobb, Shani Fox,

ACTION REQUESTED:

[x] INFORMATIONAL ONLY [] POLICY DIRECTION [] APPROVAL [] OTHER

SUGGESTED AGENDA TITLE:

Board Briefing on Service Efforts and Accomplishments (SEA) Social and Health Services FY2000

SIGNATURES REQUIRED:

ELECTED OFFICIAL:

Suzanne Flynn

(OR)

DEPARTMENT

MANAGER:

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

BOARD OF COUNTY COMMISSIONERS MULTNOMAH COUNTY OREGON 01 FEB 16 PM 1:52

Any Questions? Call the Board Clerk @ (503) 988-3277

Service Efforts and Accomplishments
Social and Health Services FY2000

February 2001



Suzanne Flynn
Multnomah County Auditor



SUZANNE FLYNN
Multnomah County Auditor

501 SE Hawthorne Avenue, Room 601
Portland, Oregon 97214

Telephone (503) 988-3320

Telefax (503) 988-3019

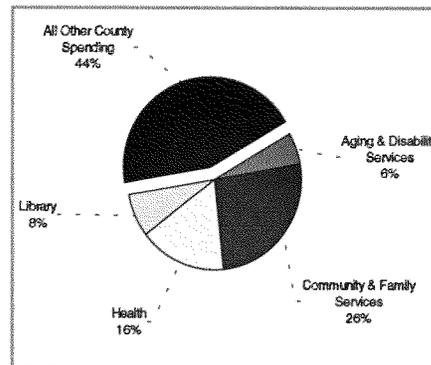
www.multnomah.lib.or.us/aud

February 21, 2001

Dear Citizens of Multnomah County,

This is Multnomah County's first Service Efforts and Accomplishments Report. This year we are reporting on three of the four departments in the County that provide social and health services. These services are a substantial portion of the County's responsibility, representing 55% of all expenditures and over 2,000 employees in FY2000.

The report was the joint effort of the Auditor's Office and the three departments we worked with: Community and Family Services, Health, and Library. While the Department of Aging and Disability Services was not included in this



report, we completed a substantial amount of preparatory work with that department. The FY2002 report on social and health services will include all four departments.

I would like to commend the County and these departments for their willingness and ability to participate in such a challenging task. Together we have created a report that adds considerably to the County's accountability to its citizens.

Sincerely,

Suzanne Flynn
Multnomah County Auditor

Audit Staff: Sarah Landis, Senior Management Auditor
Heidi Loyd, Intern

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Service Efforts and Accomplishments Social and Health Services FY2000

Introduction-----	1	Library-----	25
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Introduction

Purpose

This Service Efforts and Accomplishments (SEA) report presents the resources, workloads, and results of most of Multnomah County's social and health services. The Auditor's Office reports this information in order to:

- Increase government accountability
- Provide information to citizens about their government

Implementation of SEA Reporting

Last year, the Auditor's Office studied the possibility of SEA reporting in Multnomah County and concluded that such reporting was feasible given the considerable progress the County had already made in performance measurement. The study identified gaps in the current performance measurement system that would be filled with SEA reporting, identified the role of the Auditor's Office, and recognized the need for citizen engagement in performance reporting.

The feasibility study also presented full SEA reports for the Health Department and the Sheriff's Office. We have begun a schedule for SEA reporting that will rotate between social and health services one year, and public safety the next.

Social and Health Services	Public Safety Services
<ul style="list-style-type: none">• Department of Community and Family Services• Health Department• Library• Department of Aging and Disability Services (not included this year)	<ul style="list-style-type: none">• Sheriff's Office• Department of Community Justice• District Attorney

This year, the FY2000 report contains information on the social and health services provided by the Health Department, the Department of Community and Family Services, and the Library. Because this is the first year of reporting for the Library and for Community and Family Services, these reports should be considered works in progress. There are a number of measures marked "under development" for which data are not available this year. Future reports should demonstrate progress in producing these data and measuring these outcomes.

Introduction

Methodology and Scope

We have not yet determined how or whether to include the Department of Sustainable Community Development and the Department of Support Services.

Service Efforts and Accomplishments reporting is a concept developed by the Government Accounting Standards Board (GASB). It is intended to supplement financial reporting to give a full account of government performance. Current GASB standards do not require state and local governments to report on service efforts and accomplishments; however, GASB is considering the adoption of standards and has already established guidelines for SEA reporting. In producing this report, we followed GASB's guidelines as well as the General Standards section of *Government Auditing Standards*.

Multnomah County Auditor's Office worked closely with staff and management in each department to develop a framework for reporting, decide on measures, and gather data for the report. The reporting framework and performance measures reflect the mission, goals, and service priorities of each department.

To the extent possible, we tailored the report to reflect our learnings on citizen interest. During last year's feasibility study, we conducted a number of focus groups to find out what citizens want to see in a performance report. The following elements were the most common:

- *Report from the public's point of view.* Organize the information by function rather than department. Include services, regardless of size, which are of great interest to the public.
- *Describe goals and service populations.*
- *Show revenues, expenditures, and amount of services purchased.* Include information on County spending priorities and the number of people served.
- *Include broad measures.* Provide figures on County progress toward state and local benchmarks, and cross-departmental measures.
- *Show efficiency measures.* Include information at the County and department level on per capita costs of services.
- *Include trends and comparisons.* Show how the County has done over time and compared to other jurisdictions.

We completed reports for the Health Department, Library, and the Department of Community and Family Services. We initially intended to include the Department of Aging and Disability Services, but decided to wait until the department had finished its community planning process and internal review of performance

Introduction

measures. We worked with Aging and Disability Services to develop a reporting framework and a proposed set of measures that will be used in the FY2002 Social and Health Services report.

Results are presented by department. Within each department, services are broken down by function or major service area. Four types of measures are provided:

1. *Spending and staffing measures* show how much each department spent, how many people it employed, and how much growth it experienced over the last five years.
2. *Workload measures* indicate how much of a service was produced or how many people were served.
3. *Outcome measures* demonstrate the intended results and effectiveness of a service or program.
4. *Efficiency and cost measures* show how much it costs to provide a service or how economically it is being provided over the course of time or compared to other jurisdictions.

Data and Measure Limitations

Performance measures, such as those presented in this report, provide good indicators of accomplishments or changes in performance. They do not tell us why a program is succeeding or failing. We did not attempt to determine the causes behind specific performance trends; such a task would require extensive evaluation work that is beyond the scope of this report. We encourage readers to consider SEA information in this light. Program staff, County management, or elected officials may be contacted for more information about the results presented here.

Social and health services are provided to help protect vulnerable people, reduce poverty, enhance and protect the social, economic, and physical health of the community, provide leisure and learning opportunities, and give children and youth the skills they need to succeed. Outcomes for these activities are difficult to measure: results can take years to emerge, causal factors are hard to isolate, privacy and cost issues curtail data collection efforts, and clients are very difficult to track over time. Given these limitations, we have provided measures that show performance in specific programs or among certain populations, but do not assess progress toward broad, long-term goals such as reducing poverty. In other cases, we were able to show results on community-wide benchmarks, such as teen pregnancy rate, but were not able to evaluate whether specific County programs impacted these results.

We found many existing measures in departments that provide a good start toward SEA reporting, but that need revision, recalculation, or better data sources. We made recommendations to each of the departments to address these issues prior to the next SEA reporting cycle.

Introduction

Most of the data in the report were provided to the Auditor's Office by department staff and were collected internally, from contractors, or from another government such as the State of Oregon. Due to time and resource constraints, not all data could be verified for accuracy by the Auditor's Office.

Our goal is to make the SEA report as accessible and meaningful to the citizens of Multnomah County as possible while accurately reflecting the work of the County and meeting GASB's guidelines. We will continue to work with departments to develop, implement, and report on SEA, focusing next year on the County's public safety services.

To help us better reflect citizen interest and perspectives, we plan to work with citizen groups to review and refine the reports. We are currently developing a citizen survey that will provide data on how citizens feel about their quality of life, access to services, and satisfaction with government programs. Data from the citizen survey will be available for the FY2001 report (February 2002 release).

Acknowledgements

Multnomah County has a strong performance measurement system in place that provides a wealth of information, much of it suitable for SEA reporting. We would like to acknowledge the years of work that went into creating this system and applaud County leadership, management, and line staff for creating a culture that values data for decision making, believes in evaluation and auditing, and has implemented performance measurement and budgeting down to the program level. Without the work already accomplished, developing SEA reports would not have been possible.

We are grateful to the staff in each department who worked so hard to put this report together, and to department directors Ginnie Cooper of the Library, Jim McConnell of Aging and Disability Services, Lorenzo Poe of Community and Family Services, and Lillian Shirley of the Health Department, for championing the effort and giving staff the time to work on this project.

Aging and Disability Services: Rey Espana and Daphne Teals

Community and Family Services: Dan Aledo, Danna Burch, Sara Carter, Denise Chuckovich, Janice Gratton, Barbara Hershey, Howard Klink, Kathy Knapp, Margaret LaFaive, Arlene Landry, Carol Mason, Lynn Reini, Judy Robison, Kathy Tinkle, Gloria Wang, Nancy Wilton, and Phillip Windell

Health: Linda Doyle, Bonnie Kostelecky, and Diane McBride

Library: Becky Cobb, Ellen Fader, Shani Fox, Jeanne Goodrich, Maggie Kalil, Lucien Kress, and James Price

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Multnomah County

Service Efforts and Accomplishments FY2000

Department of Community and Family Services

Overview

FY2000 In Brief . . .

Accomplishments

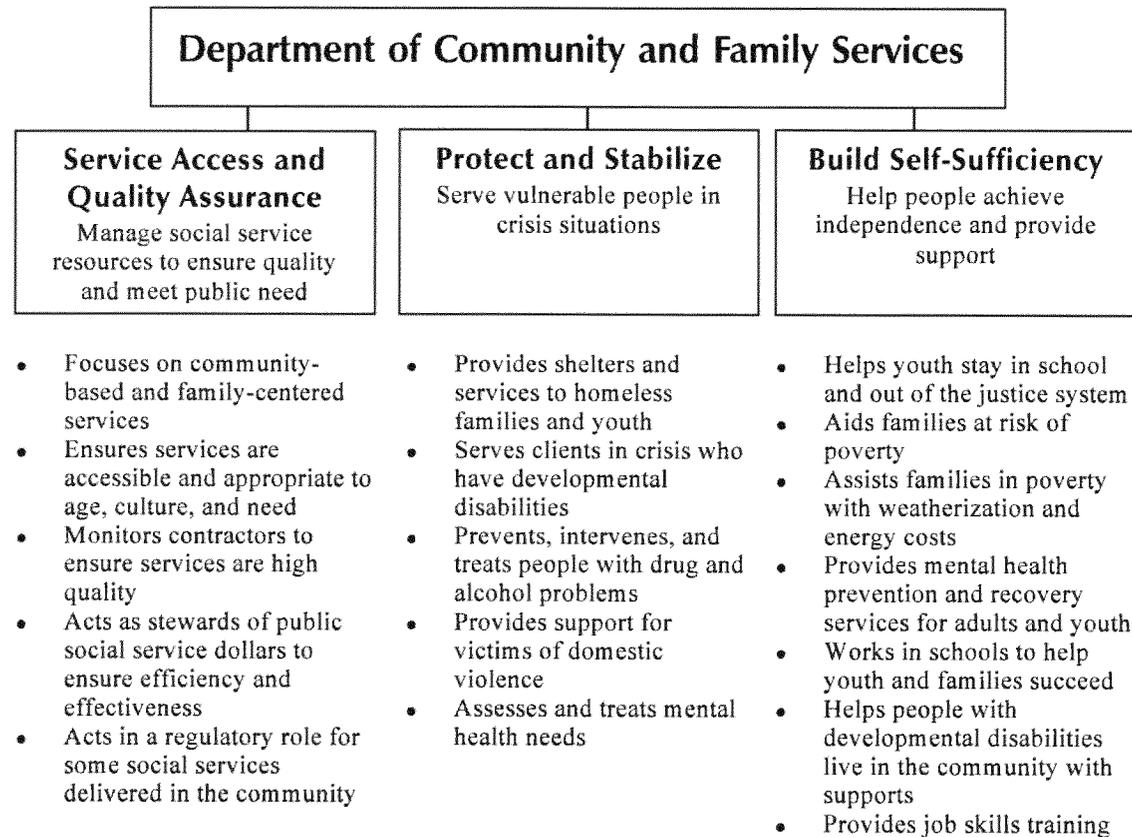
- Integrated 74 clients from Fairview Hospital into community residences and services
- Increased awareness and screening for domestic violence among public, private, and non-profit agencies
- Invested in technology and data quality to improve management of services
- Helped increase activities and events at participating SUN schools by an average of 55%

Issues

- The Department is participating in a major redesign of mental health services in response to community concern about quality and access
- Outcomes for many of the Department's clients, such as homeless families or victims of domestic violence, are very difficult to measure

The Department of Community and Family Services works to improve the quality of life for vulnerable people in Multnomah County. The department provides funding, oversight, and coordination of services that strengthen communities, help people out of crisis situations, and assist them in moving toward greater independence and well-being.

The Department provides most of its services through contracts with community-based organizations. Services are designed to meet a broad range of needs and to reflect client diversity.



Department of Community and Family Services

Spending and Staffing

Spending

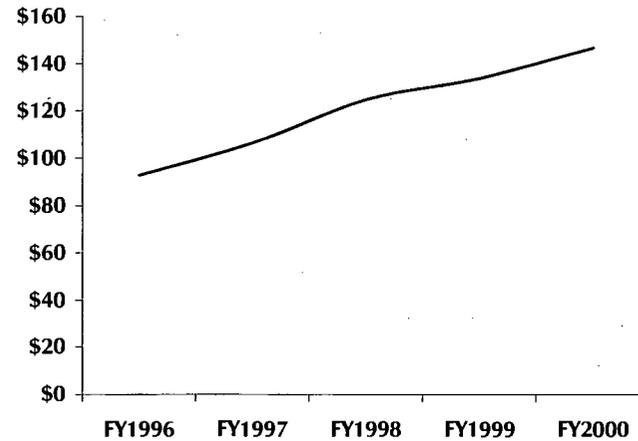
The Department of Community and Family Services spent \$146.7 million on services in Fiscal Year 2000 (July 1, 1999 - June 30, 2000), an increase of 58% since FY1996.

- \$227 dollars were spent per county resident.
- Approximately 75% of the Department's funding came from state and federal sources, with local and other sources accounting for the remainder.
- \$107 million of the Department's expenditures went to funding community-based organizations that provide services directly.

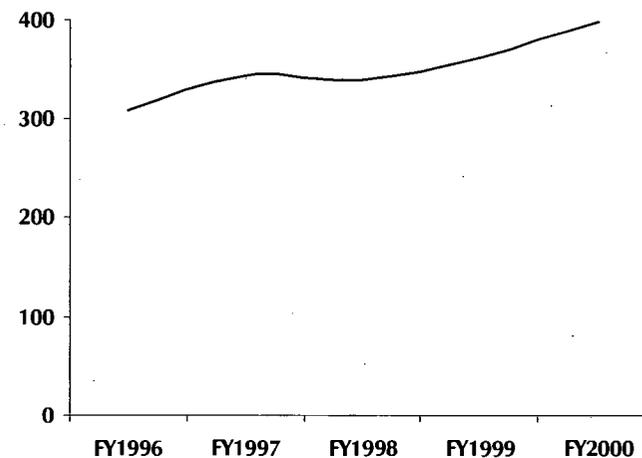
Staffing

The number of hours worked by Department of Community and Family Services employees was equal to 397 full-time positions in FY2000. This is an increase of 30% over FY1996.

Community and Family Services Spending
(In Millions of \$, Adjusted for Inflation)



Community and Family Services Staffing
(Full-Time Equivalent Employees)



Department of Community and Family Services

Service Access and Quality Assurance

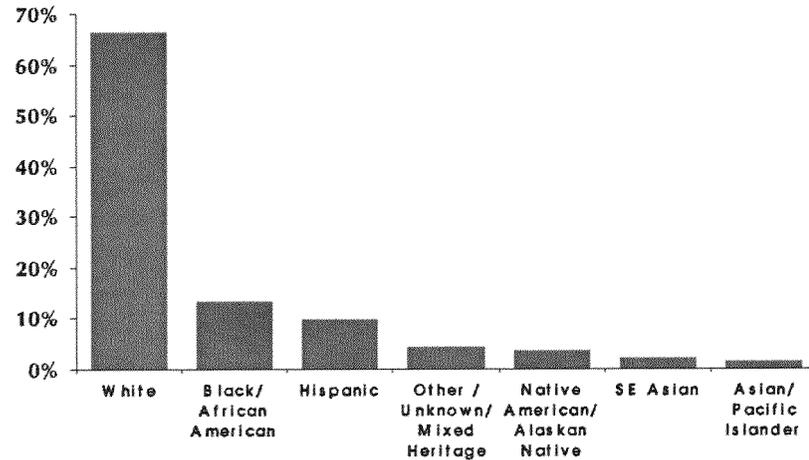
The social service system in Multnomah County is designed to meet the diverse needs of individuals and communities. The guiding principles of the systems are:

- Services should be equitable and available to those who need assistance.
- A full range of services should be available to meet the needs of county residents, and these services should be coordinated with one another.
- Services should be appropriate for age, cultural group, and needs.
- Emphasis is on early intervention, prevention, and recovery.
- Services should allow for as much client choice as possible.
- Services should be family-centered.
- Focus is on children and youth to help them to succeed in the future.
- Services should increase the quality of life for individuals and the community as a whole.

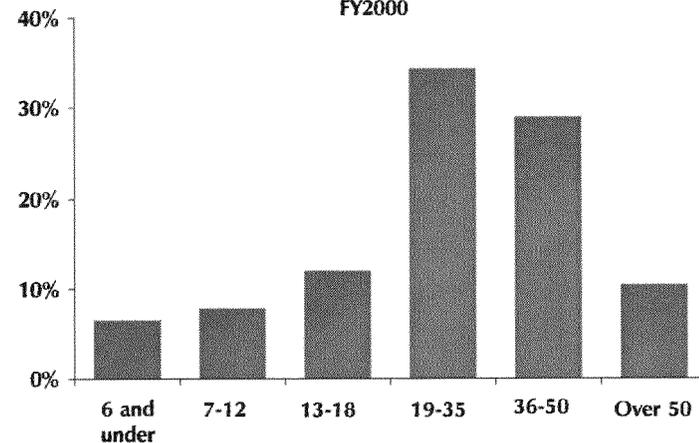
In FY2000, the Department of Community and Family Services and their contractors provided services to over 42,500 clients.

The Department also manages the mental health care system that covers 55,000 eligible members of the Oregon Health Plan.

Client Race/Ethnicity
FY2000



Client Age
FY2000



Department of Community and Family Services

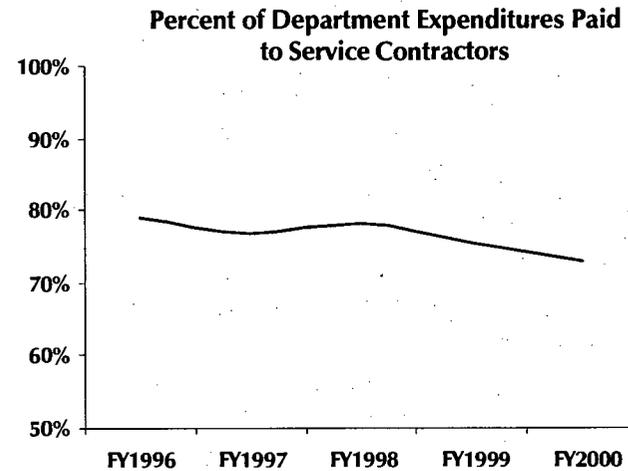
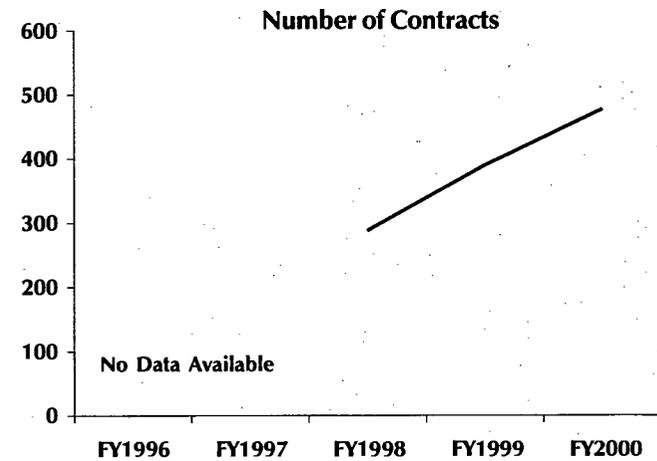
Service Access and Quality Assurance

The County believes that government should partner with community-based agencies that are close to clients and have experience meeting their individual needs. These agencies provide services in community and cultural centers, schools, churches, local hospitals and medical facilities, and other existing neighborhood sites so that those who need them can access them easily.

The County also believes that community-based organizations are stronger when they are not reliant on government funding only. By working with agencies that can also raise private dollars, the County maximizes the tax dollars spent on social services.

The Department of Community and Family Services has the responsibility to monitor these agencies to assure that quality services are delivered.

In addition to funding, oversight, and coordination of contracted services, the Department provides some services directly, such as assessment and referral to mental health and alcohol and drug treatment, some protective services, and coordination of care for a variety of clients.



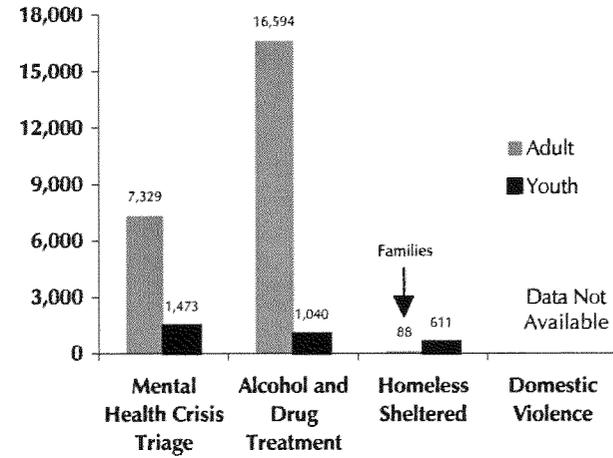
Department of Community and Family Services

Protect and Stabilize

Many of the Department's services and those it contracts for help to stabilize vulnerable people in crisis situations. Clients include individuals with developmental disabilities, homeless families and youth, people with mental illnesses, victims of domestic violence, and people with drug and alcohol problems.

The Department works closely with community organizations to provide services such as shelters, crisis intervention, drug and alcohol treatment, and access to health and mental health care.

People in Crisis
(Clients Served in FY2000)



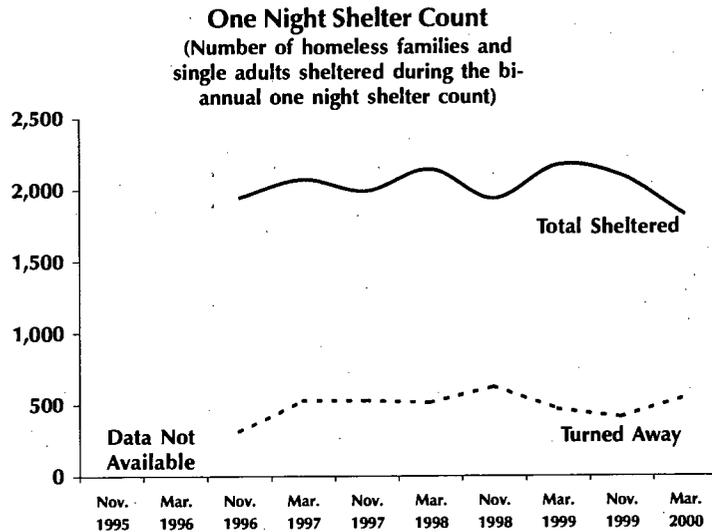
Workload	FY1996	FY1997	FY1998	FY1999	FY2000
Alcohol and drug treatments provided					
Sobering episodes	13,383	12,773	12,322	11,769	12,722
Detoxification episodes	3,236	3,138	3,268	3,206	3,310
Residential treatment episodes	1,218	1,497	1,939	1,580	2,054
Outpatient treatment episodes	7,506	7,151	7,288	7,235	8,459
Driving under the Influence of Intoxicants (DUII) treatment episodes	4,285	4,271	4,476	5,305	5,417
Methadone treatment episodes	3,270	2,926	2,872	2,946	3,611
Abuse or neglect investigations performed for developmentally disabled adults	236	383	494	539	609
Child abuse assessments	701	653	643	638	659
Involuntary mental health commitments	280	202	186	185	282
Alcohol and drug client assessments	N/A	N/A	4,720	4,735	4,462
Homeless households provided with housing vouchers	191	802	968	1,171	810
Individuals with developmental disabilities referred to crisis diversion services	N/A	36	45	53	23

Department of Community and Family Services

Protect and Stabilize

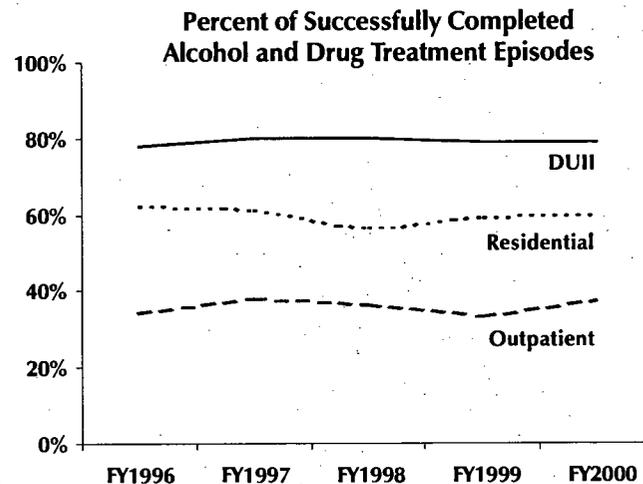
Homeless Shelters and Emergency Housing

The County contracts with local organizations to provide emergency shelter and housing for homeless families and youth. A new data system is currently under consideration that will provide information on services to the homeless. The chart below shows only a snapshot of services provided during the two nights per year that data are uniformly collected.



Alcohol and Drug Treatment

The Department provides assessment and referral to treatment of people with serious drug and alcohol problems, including people charged with Driving Under the Influence of Intoxicants (DUI) crimes. Treatment is provided through community contractors. Research indicates that every dollar spent on alcohol and drug treatment saves more than five dollars in future expenses related to criminal justice, welfare, and victim costs. Treatment success rates have remained stable over the past five years.



Results

Percent of people turned away from shelter or emergency beds during one night shelter count
Domestic violence outcome measure

	FY1996	FY1997	FY1998	FY1999	FY2000
Percent of people turned away from shelter or emergency beds during one night shelter count	N/A	21%	25%	27%	25%
Domestic violence outcome measure	New Measure, Under Development				

Efficiency

Average cost for alcohol and drug treatment (outpatient and residential)
Cost per homeless youth shelter bed per night (includes other services)
Cost per homeless family shelter bed per night

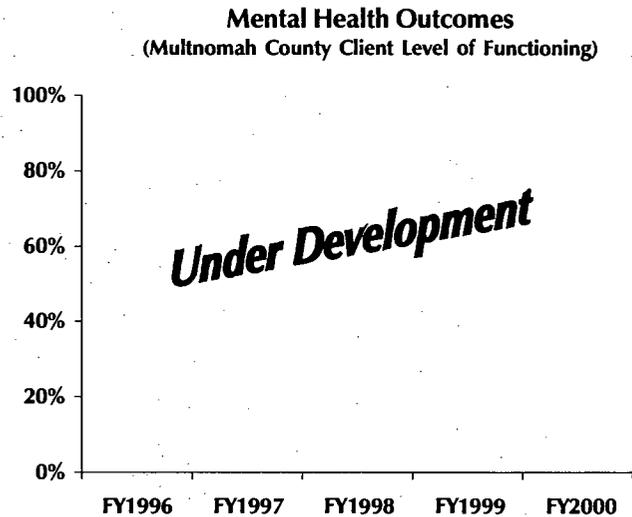
	FY1996	FY1997	FY1998	FY1999	FY2000
Average cost for alcohol and drug treatment (outpatient and residential)	New Measure, Under Development				
Cost per homeless youth shelter bed per night (includes other services)	New Measure				\$52.18
Cost per homeless family shelter bed per night	New Measure				\$16.90

Department of Community and Family Services

Protect and Stabilize

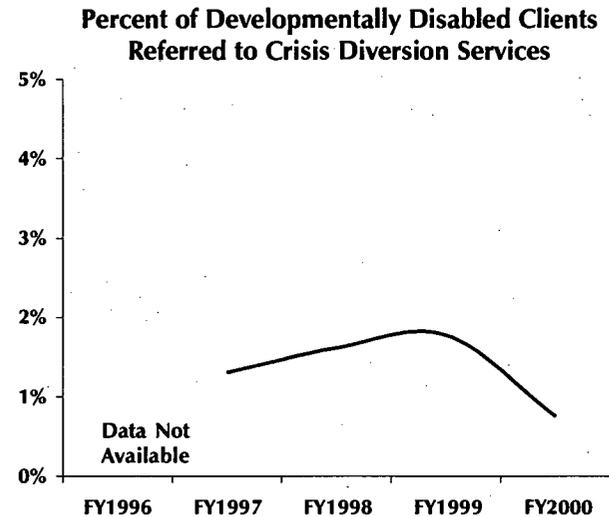
Mental Health

The Department provides a broad range of mental health services to adults and children, including assessment and referral, treatment, crisis intervention, involuntary commitment, and transitional housing. The mental health system is currently undergoing major redesign and improvements that will focus on recovery, family, and consumer choice. Client outcome data will be available over the next few years when the new system is in place.



Developmental Disabilities

The Department's services for people with developmental disabilities and their families include service coordination, employment assistance, housing, and help when crises develop. The percentage of clients who require crisis diversion services is an indicator of how well the Department and contractors are doing in preventing crisis situations from developing.



Results

Children and youth mental health outcome measure (level of functioning)
Satisfaction with child and adolescent mental health services
Residential homes for clients with developmental disabilities
Complaints received

	FY1996	FY1997	FY1998	FY1999	FY2000
Children and youth mental health outcome measure (level of functioning)					
Satisfaction with child and adolescent mental health services	N/A	N/A	N/A	N/A	85%
Residential homes for clients with developmental disabilities					117
Complaints received					

Department of Community and Family Services

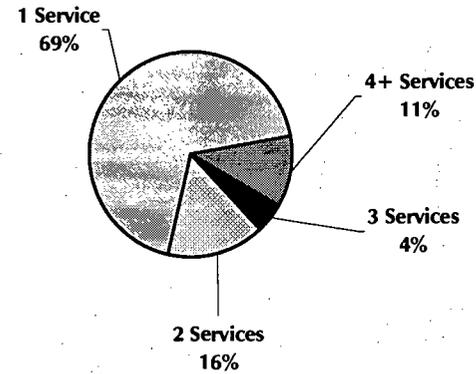
Build Self-Sufficiency

The Department works to strengthen the ability of individuals and communities to avoid poverty and other crises and to improve quality of life. As part of its long-range strategy, the Department works with communities who must also step in to help keep people out of poverty.

Other approaches include investing in community-based service organizations to change community conditions and build strengths, working directly with families, teaching school success skills to children and youth, developing job-readiness and employment skills, and providing limited subsidies such as rent vouchers, food, and energy assistance to help prevent families from falling into poverty.

The Department also works to increase clients' involvement in choosing services.

Number of Services Clients Received
FY2000



Workload	FY1996	FY1997	FY1998	FY1999	FY2000
Developmentally disabled clients served	2,785	2,763	2,779	2,975	3,050
Family programs clients served					
Youth	N/A	2,093	2,003	1,765	1,811
Families	N/A	1,693	1,563	2,177	2,065
Households that received weatherization or energy assistance	N/A	N/A	N/A	12,936	12,197
Transitional housing for homeless families	N/A	N/A	N/A	228	188
Transitional housing for homeless youth	N/A	N/A	N/A	81	148
Mental health clients served					
Adults covered by the Oregon Health Plan	N/A	N/A	N/A	7,046	7,434
Children and adolescents covered by the Oregon Health Plan	N/A	N/A	N/A	3,541	3,735
Early childhood mental health	N/A	N/A	1,400	1,527	3,038
School-based informal mental health visits	N/A	N/A	9,102	7,868	8,339

Department of Community and Family Services

Build Self-Sufficiency

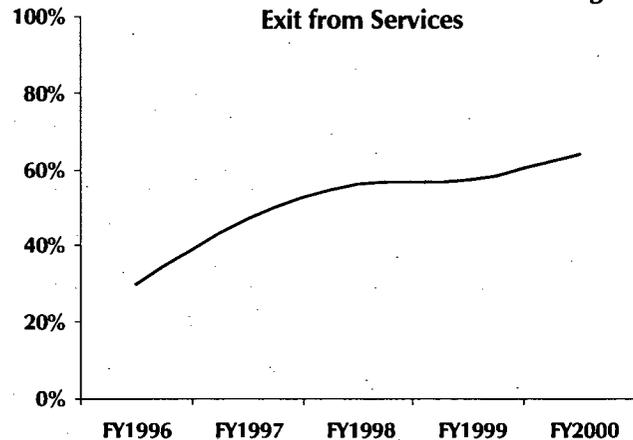
Families With Children and Individuals

Programs for families and individuals are designed to increase their self-sufficiency and encourage positive relationships. Services include counseling, parenting classes, employment assistance, skill building, linkages to other services, housing assistance, and case management.

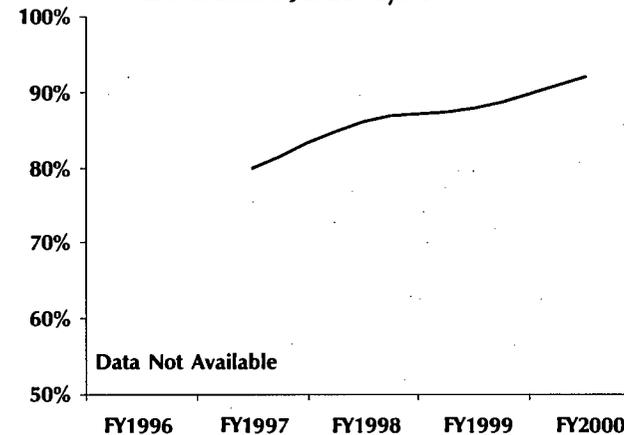
Youth

The Department contracts for services that help youth who are at risk of delinquency, drug and alcohol abuse, and dropping out of school. Data indicate that the success rate of these programs has grown from 80% to 92% over the past 4 years.

Percent of Homeless Youth, At Risk Families, and At Risk-Youth Who Obtained Stable Housing at Exit from Services



Percent of Youth Served Who Do Not Enter or Re-Enter the Criminal Justice System Within the Year



Results	FY1996	FY1997	FY1998	FY1999	FY2000
Percent of youth served who are enrolled in school, job training, or are employed at exit	N/A	N/A	N/A	91%	92%
Developmentally disabled individuals using the Self-Directed Supports Initiative	New Program		192	401	419
Percent of developmentally disabled individuals served who reside in stable housing	New Measure, Under Development				
Percent of mental health clients who reside in stable housing	New Measure, Under Development				
Percent of clients with a developmental disability who were successfully placed in a job	New Measure, Under Development				

Efficiency	FY1996	FY1997	FY1998	FY1999	FY2000
Average cost per household weatherized (adjusted for inflation)	N/A	\$2,467	\$1,430	\$1,541	\$2,009
Savings per family after weatherization	New Measure, Under Development				

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Multnomah County

Service Efforts and Accomplishments FY2000

Health Department

Overview

FY2000 In Brief . . .

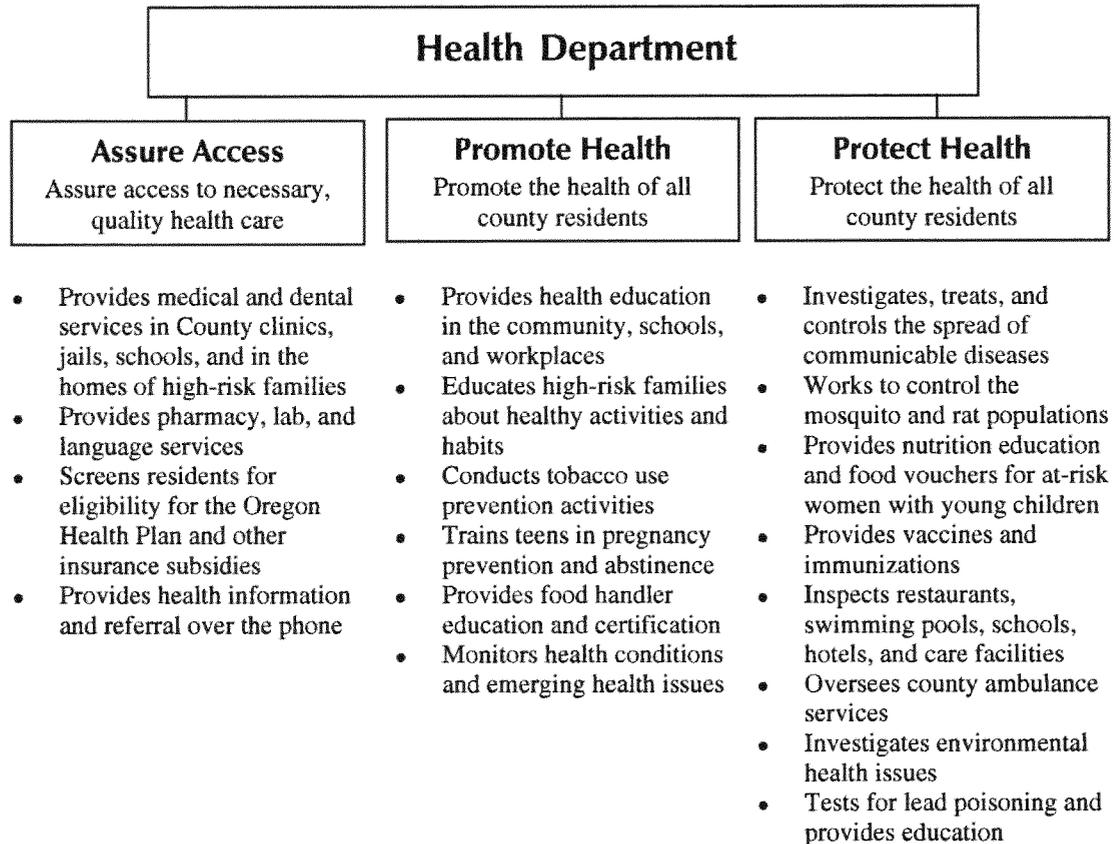
Accomplishments

- Improved childhood immunization rates by increasing private sector participation
- Assisted the Tobacco Prevention Coalition in the passage of the Smoke-Free Workplace Ordinance
- Included mental health care, medical care, and alcohol and drug services together in County clinics
- Worked to contain rising prescription drug costs
- Improved methods of mosquito control
- Secured a Communities in Charge grant to plan for community health care improvements
- Received national Cultural Competence Award for Excellence

Issues

- Increasing Hepatitis C rates will continue to be a challenge for the department
- Need for language interpretation continues to grow

The Health Department works to assure, promote, and protect the health of the people of Multnomah County in partnership with the diverse communities it serves.



Health Department

Spending and Staffing

Spending

The Health Department spent \$89.7 million on services in Fiscal Year 2000 (July 1, 1999 – June 30, 2000), an increase of 21% over FY1996.

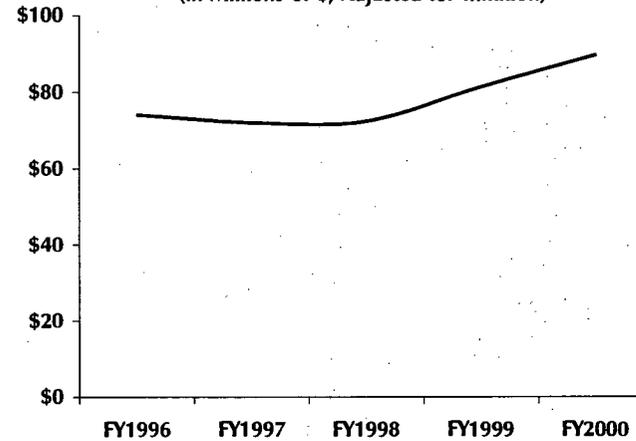
- Growth in state and federal funding account for more than half of the increase.
- Funding sources for the Health Department in FY2000 were: approximately \$45 million federal and state, \$5 million from user fees and other, and \$40 million from local sources.
- \$139 dollars were spent per county resident.

Staffing

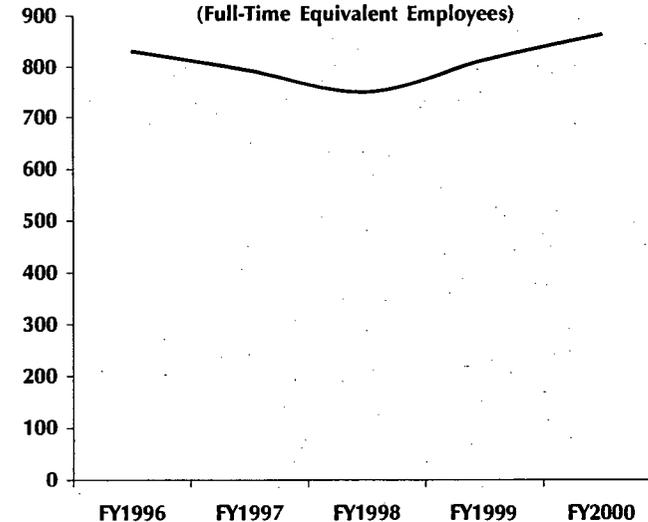
The number of hours worked by Health Department employees was equal to 863 full-time positions in FY2000. This is an increase of 4% over five years.

Staff includes medical doctors, dentists, nurses, outreach workers, sanitarians, interpreters, epidemiologists, environmental health experts, health educators, nutritionists, and others.

Health Department Spending
(in Millions of \$, Adjusted for Inflation)



Health Department Staffing
(Full-Time Equivalent Employees)

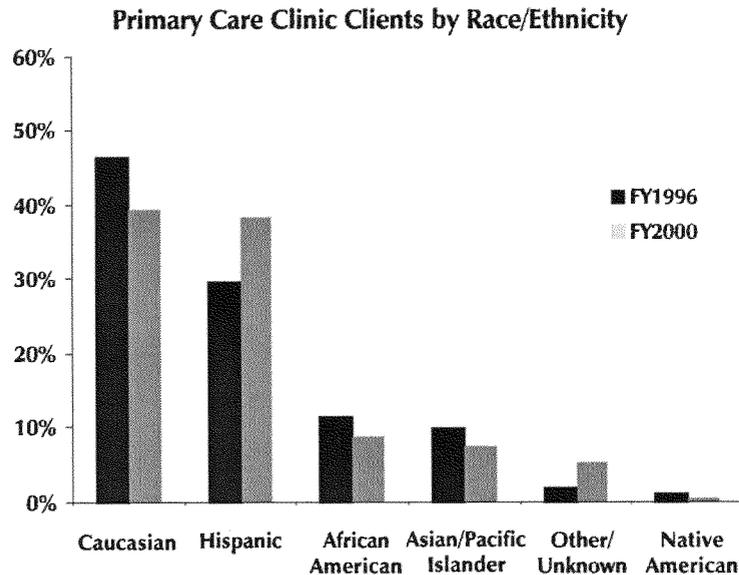


Health Department

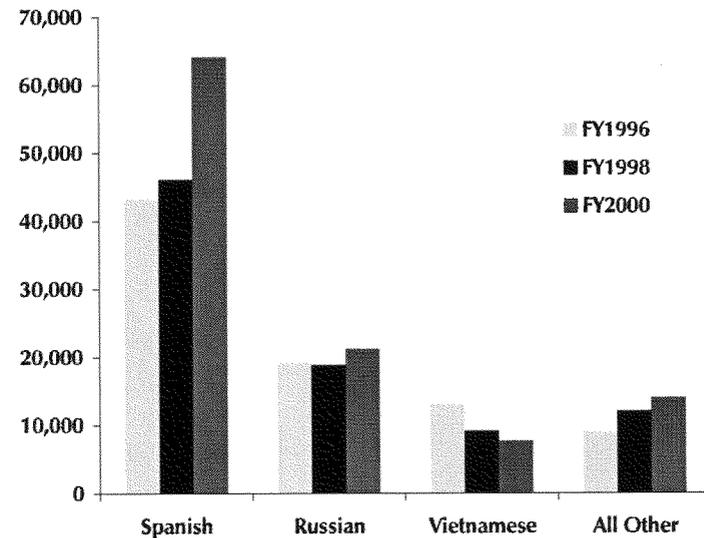
Assure Access

The goal of the Health Department is to assure that every member of the community has a healthy environment and access to the prevention and treatment services necessary for good health. The Department manages resources and helps develop service systems in the community, especially for those who cannot afford care. The Department also provides services directly in County clinics.

Health Department clinic clients and their needs have been changing over the last few years. The percentage of visits requiring care in a language other than English rose from 24% in FY1993 to 38.4% in FY2000. The percentage of clients who are Caucasian is down, while the percentage who are Hispanic is growing.



Visits for Clients with Language Interpretation Needs (all Health Department Medical and Dental Services)



Workload	FY1996	FY1997	FY1998	FY1999	FY2000
Corrections health visits (adult and juvenile)	N/A	N/A	91,201	101,141	105,931
Dental clinic visits	28,308	28,745	28,738	29,039	31,927
School medical clinic visits	24,631	26,064	28,526	30,206	29,788
Home and community health visits	31,346	31,206	29,448	32,076	31,196
Other medical (Primary Care, Tuberculosis, Sexually Transmitted Disease, and HIV Clinics)	141,110	134,478	124,660	135,109	140,636

Efficiency	FY1996	FY1997	FY1998	FY1999	FY2000
*Cost per visit in Primary Care Clinic		New Measure			\$166.65
*Cost of on-call interpretation for Primary Care Clinic visit (adjusted for inflation)	N/A	\$18.23	\$17.52	\$30.56	\$27.71
*Cost per prescription dispensed to County clients (adjusted for inflation)	\$18.09	\$18.65	\$23.07	\$25.30	\$26.31

*measures do not include all administrative and overhead costs

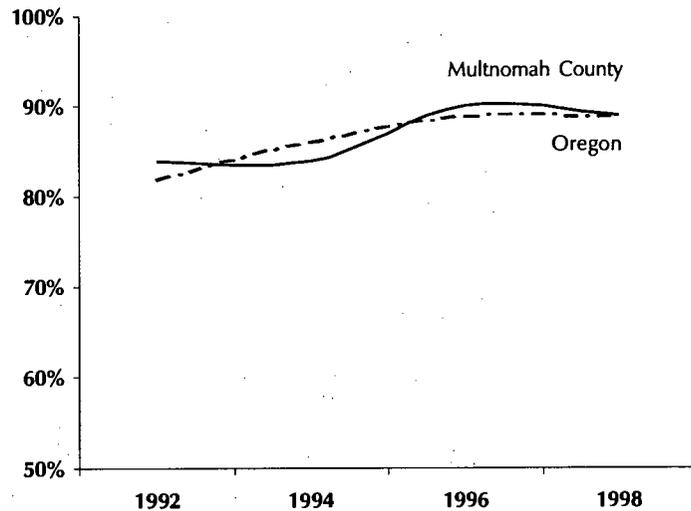
Health Department

Assure Access

Insurance Coverage

Insurance coverage is an important indicator of access to health care. The Health Department routinely screens clients for the Oregon Health Plan and other insurance plans that help at-risk citizens obtain needed health care. The percent of Multnomah County residents with health insurance has risen six percentage points since 1992 to 89% insured. This growth is due in large part to participation in the Oregon Health Plan.

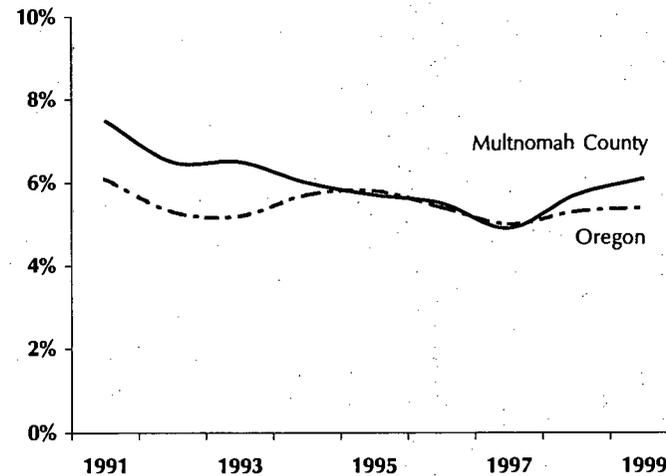
Percent of Residents with Health Insurance



Prenatal Care

The percentage of women who receive prenatal care is another indicator of access to health care and is one of the County's performance benchmarks. The rate of pregnant women in Multnomah County who have inadequate prenatal care decreased from 7.8% in 1990 to 5.7% in 1998, but rose to 6.1% in 1999.

Rates of Inadequate Prenatal Care
(Late entry or less than 5 prenatal visits)



Results

	FY1996	FY1997	FY1998	FY1999	FY2000
Percent of health clinic clients who rated the quality of care they received as excellent or good	N/A	N/A	N/A	98%	98%

Health Department

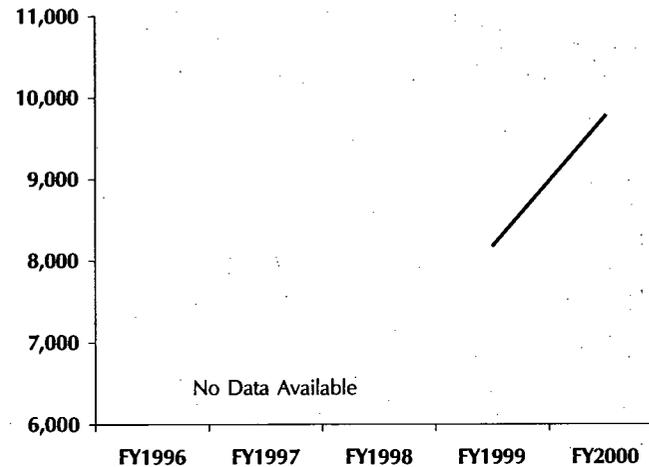
Promote Health

The Health Department also promotes the health of all residents of Multnomah County. Health promotion relies on reaching out to individuals, groups, and communities. The Department helps people to adopt healthy habits by increasing their knowledge and skills through education in schools, the workplace, and other locations. Topics include disease risk reduction, pregnancy prevention, safe food handling, lead poisoning prevention, and workplace health.

Promoting healthy behaviors and preventing disease can have large economic benefits. For example, one national study shows that, for every dollar spent on prevention, the following savings are possible:

Prenatal care	\$3.38
Sexually transmitted diseases	\$3.00
Measles, Mumps, Rubella	\$14.40
WIC nutrition programs	\$2.45

Community Education Program Participants
(HIV/AIDS, Occupational Health, Tuberculosis, Communicable Diseases)



Workload	FY1996	FY1997	FY1998	FY1999	FY2000
Participants in children's dental education programs	N/A	N/A	25,670	27,943	27,917
Abstinence and family planning teen program participants	4,214	6,705	6,770	6,345	6,846
HIV reduction contacts with injection drug users (outreach programs, education, needle exchange)	New Program		7,895	7,896	8,473

Results	FY1996	FY1997	FY1998	FY1999	FY2000
Percent of family planning clients in School-Based Health Clinics who do not get pregnant during the year	95.9%	96.8%	96.2%	96.2%	96.3%
Percent of merchants near Multnomah County high schools that received education regarding tobacco sales to minors		New Program		65%	98%
New HIV positive tests (Calendar Year)	148	146	144	98	N/A

Health Department

Promote Health

The Health Department targets efforts on affecting people's health behaviors to improve the overall health of the community. They focus on health issues that can lead to other social and health problems, such as teen pregnancy, prenatal and neonatal care, smoking, and lifestyle habits that negatively affect health.

Infant Health

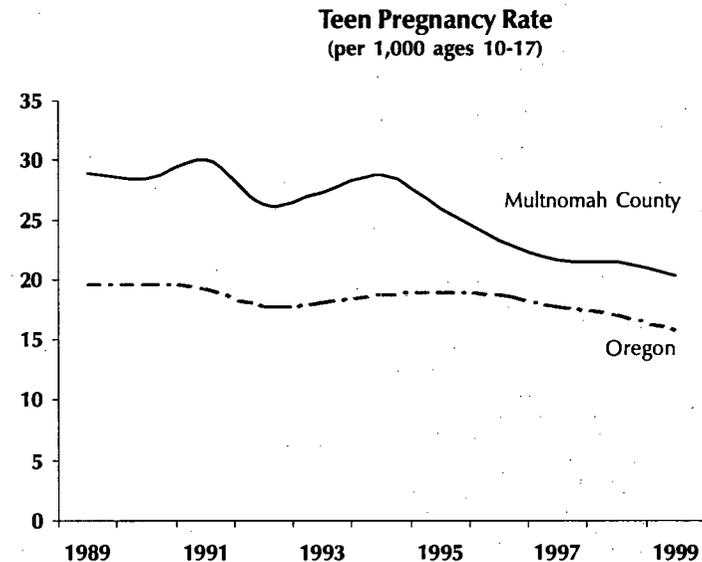
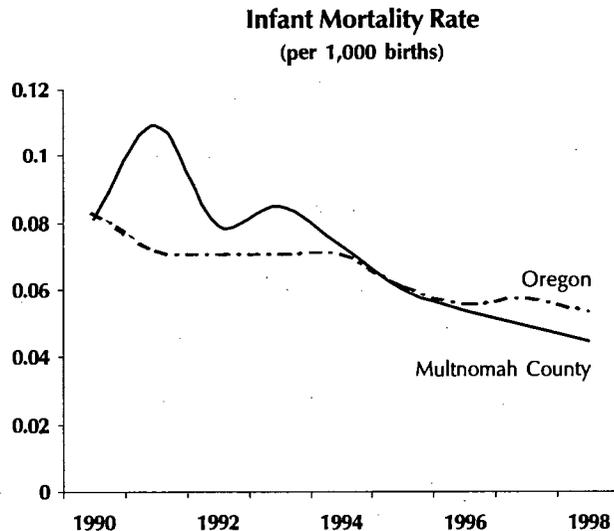
The Department provides prenatal and infant health services through its Primary Care Clinics, community health nurses and workers, teen programs, and Women, Infants, and Children (WIC) program.

The infant mortality rate is an indicator of progress in meeting the health needs of mothers. Overall, the infant mortality rate in Multnomah County has dropped from 8.1/1,000 in 1990 to 4.5/1,000 in 1998, with significant improvements among African American infants.

Teen Pregnancy

The Health Department has a number of programs that work with teens in schools and the community. The Department trains high school teens to provide health outreach and abstinence education to students in middle schools, educates young mothers on the benefits of postponing having another child until they are older, and provides family planning services.

The teen pregnancy rate for Multnomah County has been decreasing faster than for the state as a whole, but is still slightly above the state rate.



Health Department

Promote Health

Health Risk Factors

Results from a survey on health risk factors show that respondents from Multnomah County compare closely with the state as a whole. However,

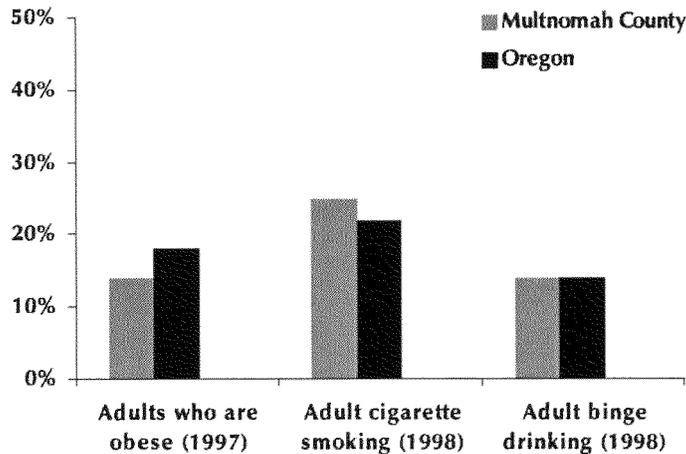
- Multnomah County respondents report slightly lower rates of obesity than residents of the state as a whole.
- Multnomah County respondents reported slightly higher rates of tobacco use than the state as a whole.

Tobacco Use

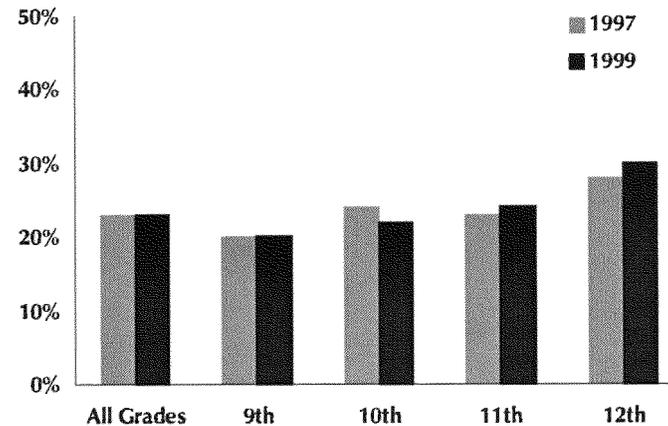
The Health Department works to reduce and prevent tobacco use among youth and adults. They have projects underway to reduce youth access to tobacco, promote bans on indoor smoking, reduce tobacco advertising and promotion, and provide options for those who want to quit.

A 1998 survey found that 25% of all adults in Multnomah County smoke. The rate is only slightly lower for high school-aged youth.

Health Risk Behaviors



Multnomah County Percent Of Youth Who Smoke Cigarettes By Grade



Health Department

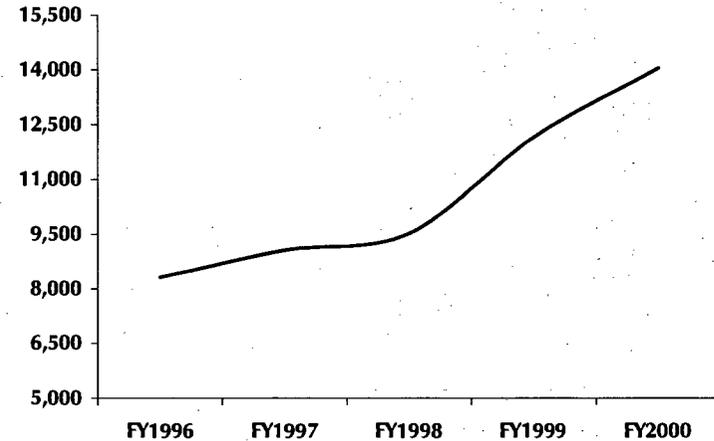
Protect Health

The Health Department helps protect Multnomah County residents from diseases, injuries, and the effects of natural disasters. The Department investigates the outbreak of diseases and community conditions that affect health, then develops and carries out activities that control diseases and their impacts. Many of these services are invisible to the public such as inspections of food safety, control of communicable diseases, and regulation of businesses and workplaces that affect people's health.

As part of its protection work, the Health Department also provides prevention services such as a nutrition program for low-income pregnant women and children, dental services for children, vaccinations for overseas travelers, immunizations for children, and flu shots.

It also oversees the County's emergency medical response and ambulance system.

Children Immunized Through Health Department



Workload	FY1996	FY1997	FY1998	FY1999	FY2000
Environmental health inspections (restaurants, swimming pools, schools, hotels, motels, care facilities, and drinking water)	N/A	N/A	N/A	8,757	N/A
Children participating in dental fluoride and sealant programs	34,828	36,022	35,187	37,530	35,071
Women, infants, and children served in the WIC program	N/A	23,599	24,112	23,589	22,337
Flu vaccinations at health clinics	2,544	2,805	3,158	3,197	3,017
Investigations of lead poisoning in children	N/A	N/A	N/A	24	20

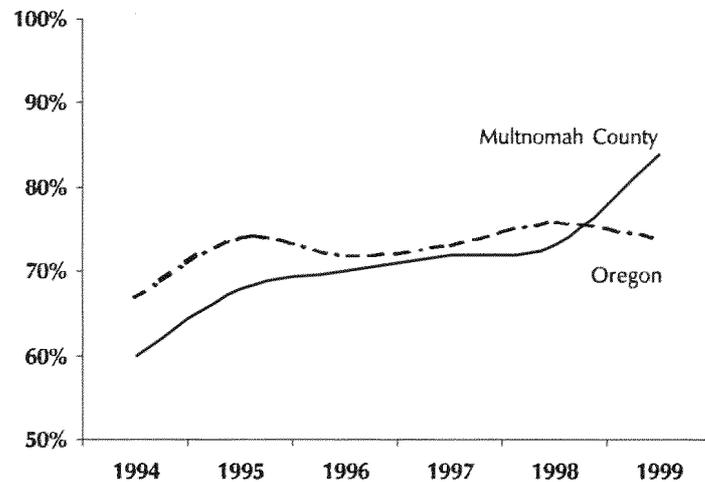
Results	FY1996	FY1997	FY1998	FY1999	FY2000
Percent of ambulance calls that arrived in under 8 minutes	N/A	90.4%	90.4%	90.6%	92.5%

Health Department

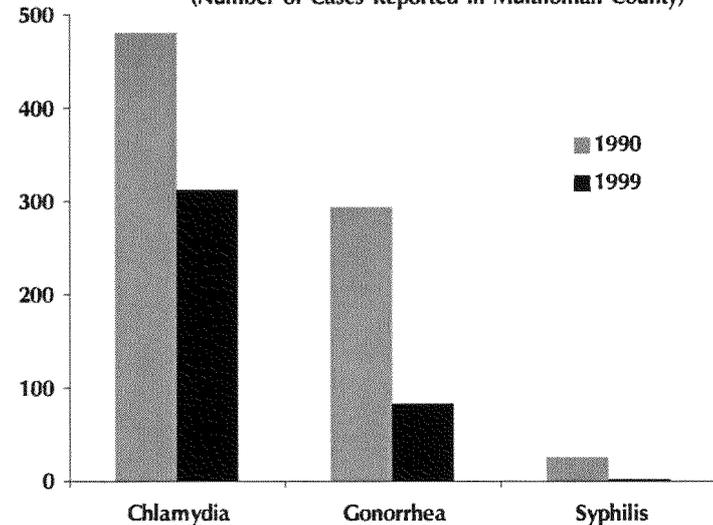
Protect Health

Programs that protect health benefit both individuals and the community as a whole. Two primary concerns for health protection are increasing the rate of immunization among children and controlling the spread of sexually transmitted diseases. The long-term results of these programs in Multnomah County appear to have been favorable in recent years.

Percent of Two Year Olds Immunized



Sexually Transmitted Diseases
(Number of Cases Reported in Multnomah County)



Results

Percent of reported cases of the following sexually transmitted diseases interviewed by disease intervention specialists for contacts

	FY1996	FY1997	FY1998	FY1999	FY2000
Gonorrhea	89%	83%	90%	90%	N/A
Syphilis	100%	100%	100%	95%	N/A
Chlamydia	34%	74%	74%	50%	N/A

Efficiency

	FY1996	FY1997	FY1998	FY1999	FY2000
Human services referral calls taken per FTE	7,515	11,409	11,247	11,625	11,972
Sexually transmitted disease contacts made per disease intervention specialist	N/A	187	209	217	257

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Multnomah County

Service Efforts and Accomplishments FY2000

Library

Overview

FY2000 In Brief . . .

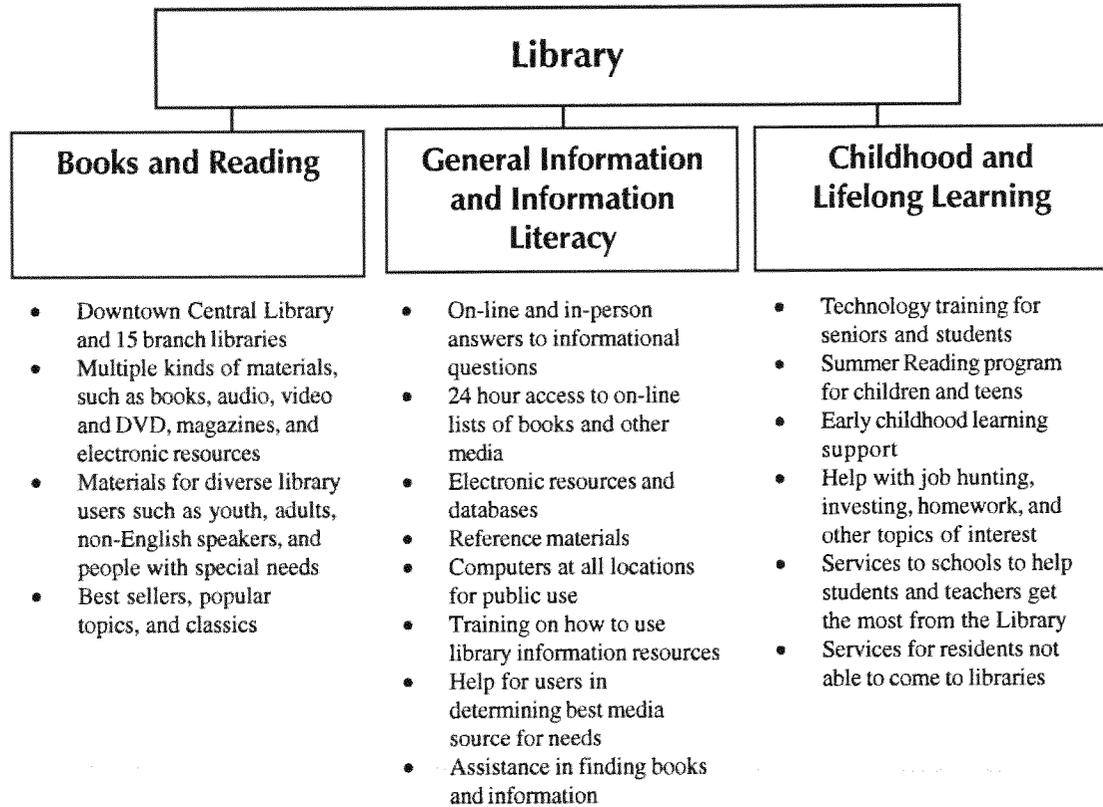
Accomplishments

- Completed renovation on North Portland, Rockwood, and Woodstock branch libraries
- Circulated more than 12 million books and other materials
- Increased outreach and programs for adults, youth, and families
- Made advances in Internet-based services and other electronic resources
- Increased youth participation in the Summer Reading program to over 30,000
- Worked with a growing number of schools to encourage reading and assist students with public library resources

Issues

- Library must continue to adapt to changes in information needs and technology advances
- Library must continue to change to meet the needs of a diverse population, including non-English speaking residents

The Multnomah County Library serves county residents by providing books and other materials to meet their informational, educational, cultural, and recreational needs. The Library upholds the principles of intellectual freedom and the public's right to know by providing people of all ages with access and guidance to information that reflects all points of view.



Library

Spending and Staffing

Spending

The Library spent \$43.4 million in Fiscal Year 2000 (July 1, 1999-June 30, 2000), an increase of 60% over FY1996. This does not include construction costs for new and renovated libraries.

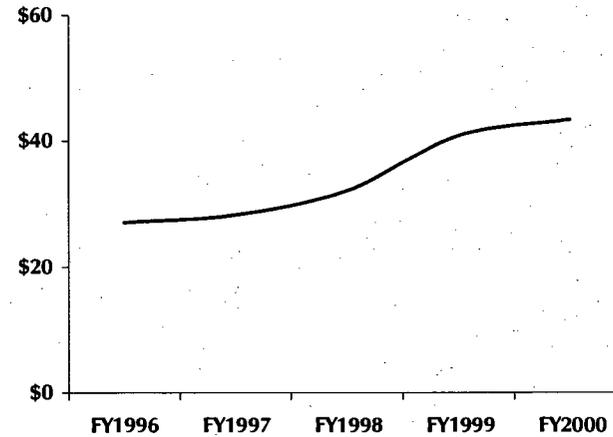
- \$67 dollars were spent per county resident.
- The primary sources of Library funding are voter approved levies and the issuance of bonds.
- The passage of a five year levy in 1997 resulted in increased spending to improve and expand services. The levy offset budget constraints imposed by ballot measures 47 and 50.
- 15.1% of the Library's operating expenditure (excluding debt service) was spent on books and materials.

Staffing

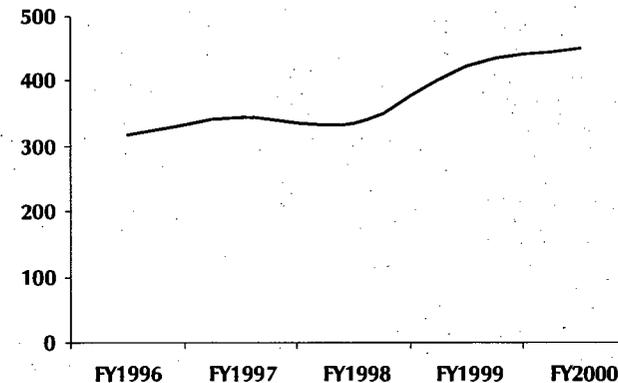
The number of hours worked by Library employees was equal to 449 full-time positions in FY2000. This is an increase of 41% since FY1996.

- 46,076 hours were worked by volunteers in County libraries, an increase of 30% over five years.
- Staffing increases in FY1999 reflect service enhancements funded by the 1997 levy.

Library Spending
(In Millions of \$, Adjusted for Inflation)



Library Staffing
(Full-Time Equivalent Employees)



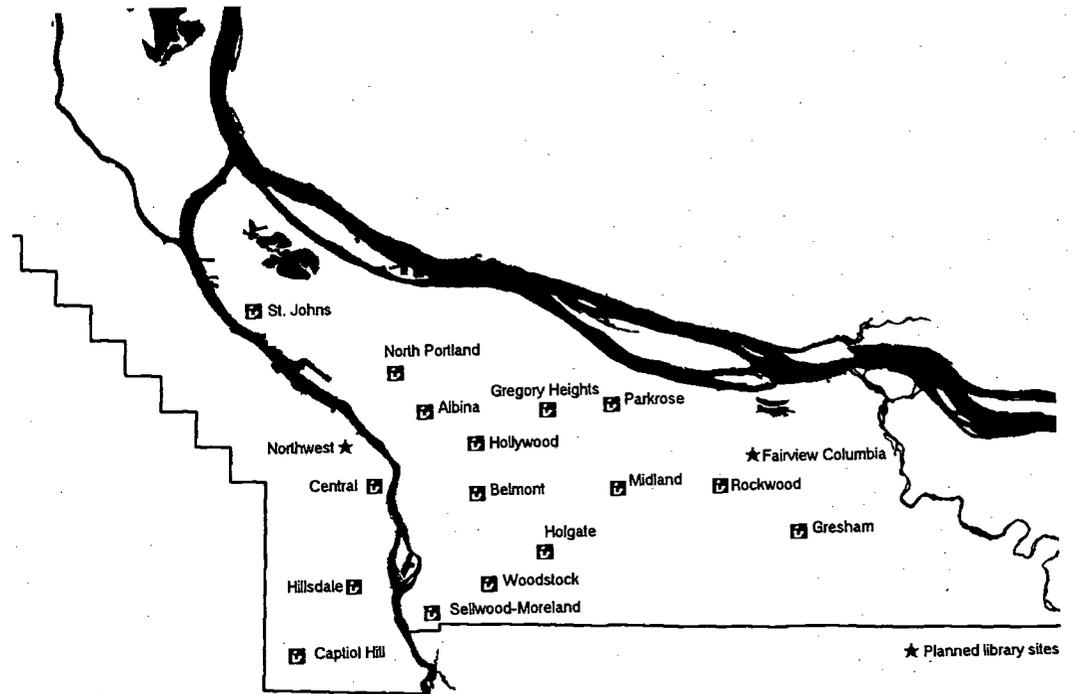
Library

Books and Reading

One of the Library's primary purposes is to provide a wide range of books and other materials to the citizens of Multnomah County. The Library has a large collection that includes popular titles, classics, children's books, information sources, and many other resources.

In addition, the Library supports opportunities to increase reading and literacy in the community by providing outreach, reading programs, and materials in alternate formats and languages to meet the needs of county residents.

Location of Multnomah County Libraries



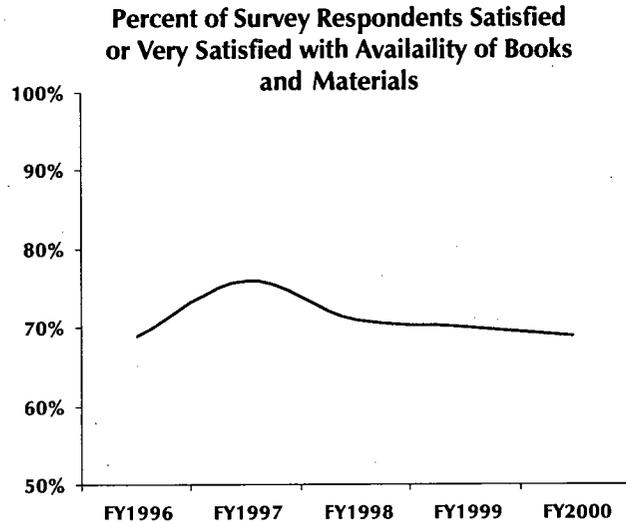
Workload	FY1996	FY1997	FY1998	FY1999	FY2000
Books and materials in languages other than English	19,421	20,998	21,577	22,038	26,697
Books and materials in large print, audio tape, or CD	151,152	146,916	156,643	183,729	213,186
New library cards issued annually	46,365	62,163	65,592	67,626	68,752
Hours open (all libraries)	26,352	27,608	27,994	36,302	37,677
Book holds filled	N/A	N/A	650,273	787,465	893,039
Books circulated	7,364,822	8,032,655	8,486,034	9,450,963	12,152,743

Library

Books and Reading

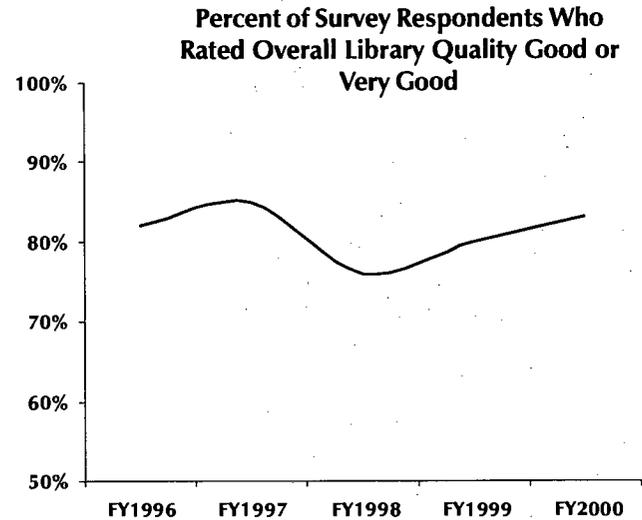
Satisfaction with Availability of Books and Materials

An annual survey of county residents shows a high level of satisfaction with the availability of books and materials at Multnomah County Libraries. Over the past five years, the percent of survey respondents satisfied or very satisfied with availability has remained near 70%, with a high rate of 76% in FY1997.



Overall Satisfaction with Libraries

Citizens also responded to a general question about their overall satisfaction with County libraries. Satisfaction over the past five years has generally remained above 80%. There was a slight dip in FY1998 to 76%, which the Library attributes to service cut backs associated with ballot measures 47 and 50.



Results	FY1996	FY1997	FY1998	FY1999	FY2000
Percent of browsers who found something to check out	91%	N/A	92%	90%	92%
Percent of visitors who found the specific subject or author they were seeking	82%	N/A	72%	84%	84%
Percent of visitors who found the specific title they were seeking	69%	N/A	61%	66%	72%
Percent of unavailable items delivered within 7 days	61%	N/A	58%	58%	56%
Active borrowers (used library card in last three years)	N/A	390,732	N/A	393,610	444,219
Books and materials turnover rate	5.3	5.5	5.7	5.8	7.0
Frequency of visits to Library per capita	4.0	N/A	4.2	4.6	6.2

Efficiency	FY1996	FY1997	FY1998	FY1999	FY2000
Circulation per employee	24,019	22,618	21,934	22,887	27,066
Express check-out (automated) use		New Program			548,453

Library

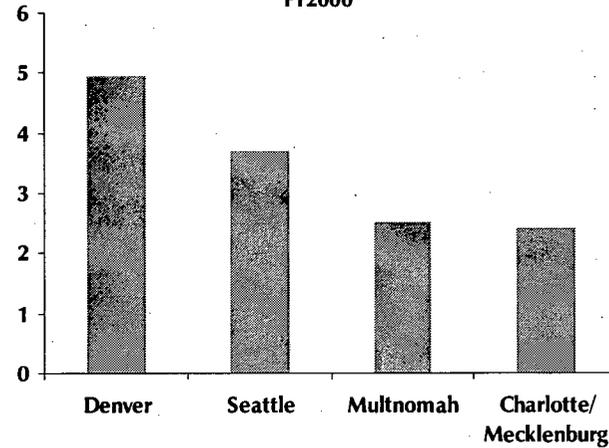
Books and Reading

Multnomah County and Comparable Libraries

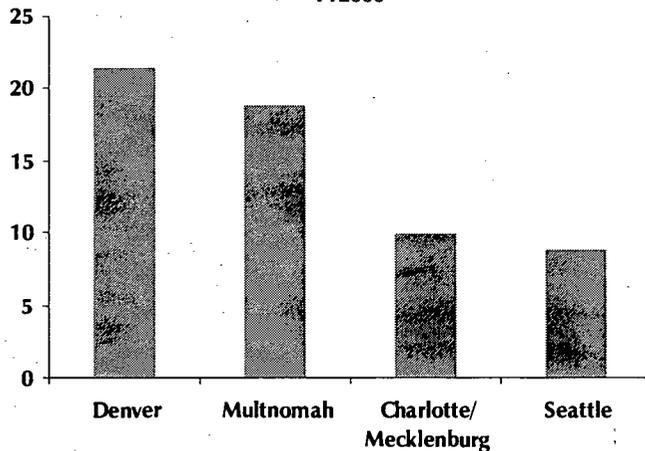
Libraries around the country provide a core set of services, such as checking books in and out, that are relatively easy to compare. For the purposes of this report, the public library systems in Denver, CO, Seattle, WA, and Charlotte/Mecklenburg County, NC were used as comparison sites based on similarities in the service populations and library system characteristics. While many services are similar, no two library systems are exactly alike. Differences in costs, services, staffing, and priorities affect the results presented here. Results should be interpreted cautiously.

- The number of books per capita in Multnomah County was 2.5 in FY2000, about half that of Denver.
- Circulation per capita was 18.8, just under that for Denver, but was about twice as much as for Seattle and Charlotte/Mecklenburg County.

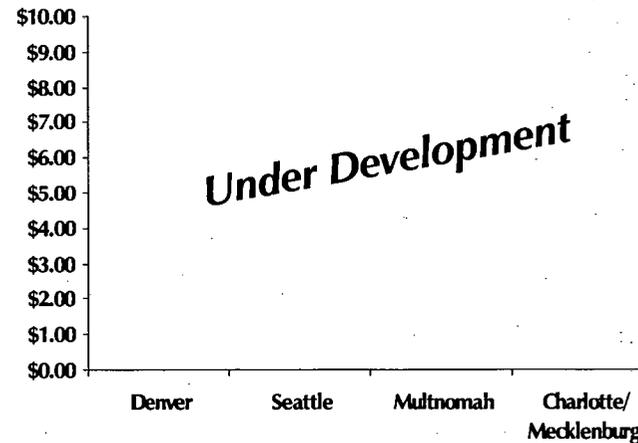
Books per Capita
FY2000



Circulation per Capita
FY2000



Cost per Item Circulated



Library

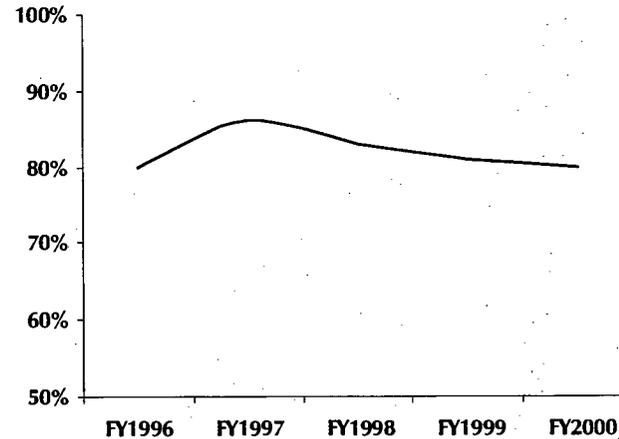
General Information and Information Literacy

The Library provides a number of programs, resources, and services to meet the information needs of county residents. These services include:

- Internet, fax, and telephone access to resources
- Staff assistance with homework, reference questions, and electronic services
- Computer stations for public use
- Classes to help adults and youth learn to use information and technology

Citizen satisfaction with library assistance has remained stable over the past five years at 80% or above.

Percent of Survey Respondents Satisfied or Very Satisfied with Assistance Provided by Library Staff



Workload	FY1996	FY1997	FY1998	FY1999	FY2000
Reference transactions	701,513	708,573	663,039	748,476	773,576
Telephone reference transactions	115,268	104,656	77,863	91,604	87,183
In-library use of materials	2,004,236	N/A	2,017,704	2,562,598	2,472,652
Visits to website	18,625	285,047	1,067,797	9,203,676	42,323,312
Students taught technology and information skills in schools		New Program	12,711	14,093	15,749
Information literacy classes held		New Program		102	340
Website visits for homework help		New Program			119,547

Library

General Information and Information Literacy

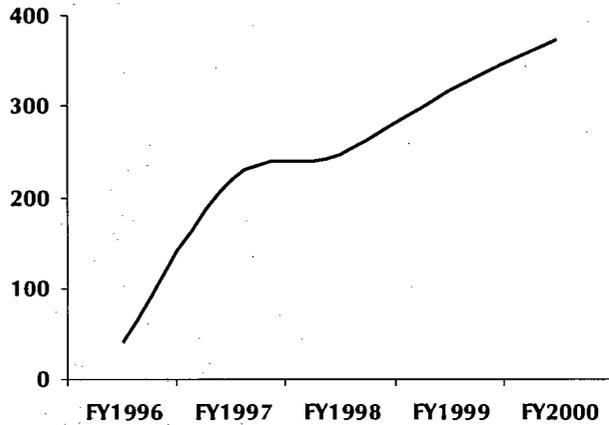
Public Access to Computers

The Library provides computers at Central Library and in each branch for the public to use. Visitors use these computers to access the Internet, do research, and get information about the Library's resources. The number of public computers has increased and will continue to grow as new libraries are built and new stations are added to renovated libraries.

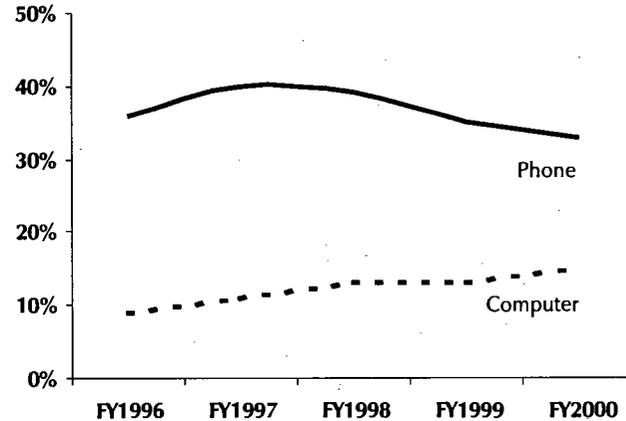
Remote Users

Technology provides more ways for people to contact the Library in addition to visiting in person. The percentage of respondents to the annual citizen survey who had contacted the Library at least once by phone dropped by three percentage points over the last five years. The number who contacted the Library at least once via computer grew by six percentage points.

Number of In-Library Computers Available for Public Use



Percent of Survey Respondents who Accessed the Library at Least Once by Phone or by Computer



Results

Remote user satisfaction
Satisfaction with information literacy classes

FY1996 FY1997 FY1998 FY1999 FY2000

New Measure, Under Development
New Measure, Under Development

Efficiency

Reference transactions completed per staff person

FY1996 FY1997 FY1998 FY1999 FY2000

8,572 7,810 6,928 5,963 5,696

Library

Childhood and Lifelong Learning

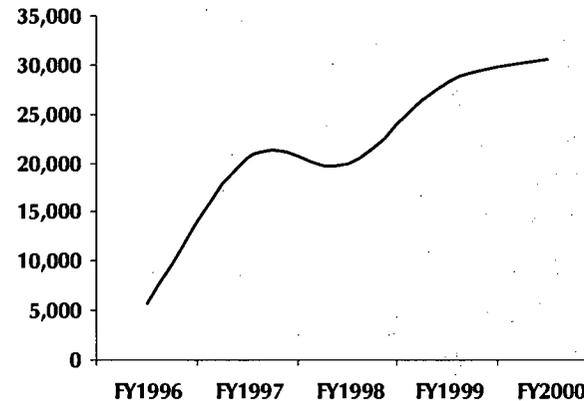
The Library provides opportunities for people to learn throughout their lifetimes. These include:

- Books and training available to parents and childcare facilities to establish early reading habits in young people
- Partnerships with schools to help children learn through School Corps, Homework Help, Books 2U, Talk It Up!, Internet resources, etc.
- Campaigns in schools each fall to ensure that youth have library cards and know how to use them
- Programs on investing and job-hunting available for adults
- Accommodations for people with special needs
- Services to nursing home residents and homebound individuals who cannot travel to libraries

Summer Reading Program

The number of children and teens enrolled in the Summer Reading program has grown over 400% since FY1996. The program is part of the Library's strategy to encourage reading among youth to help them succeed in school.

Number of Children and Teens Enrolled in the Summer Reading Program



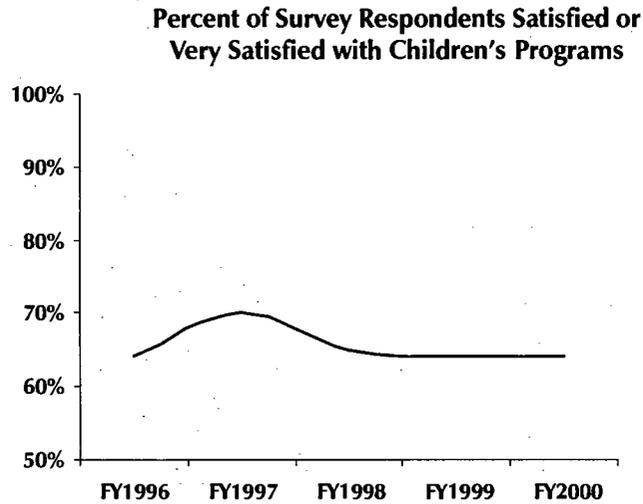
Workload	FY1996	FY1997	FY1998	FY1999	FY2000
Books distributed to child care facilities	N/A	N/A	48,645	60,517	83,005
Contacts with youth in targeted programs in libraries	7,173	10,132	93,600	76,591	78,378
Contacts with youth in targeted programs outside libraries	323,852	308,369	321,362	494,349	387,349
Visits to electronic resources website pages	6,403	60,634	184,230	1,381,289	2,926,152
Visits to youth interest website pages		New Program			99,955
Technology classes offered for seniors		New Program			
Visits to nursing homes	N/A	256	431	693	672
Books distributed through adult outreach services	303,511	307,100	234,871	158,753	142,651

Library

Childhood and Lifelong Learning

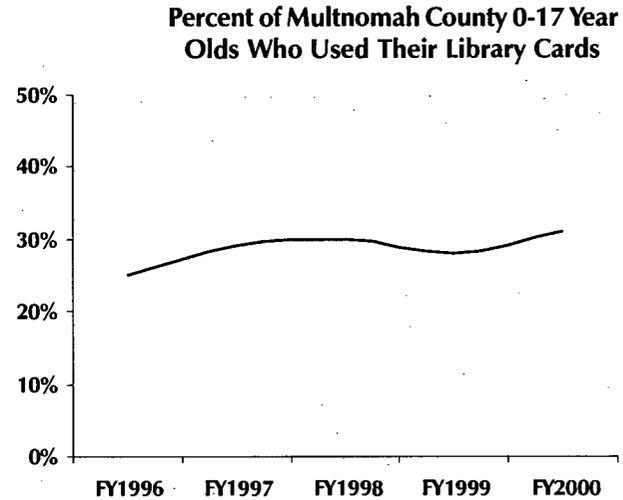
Citizen Satisfaction with Children's Programs

The Library's programs for children have maintained a stable satisfaction rating among respondents to the citizen survey. Between 64-70% of respondents gave the Library high marks in this area.



Library Card Use by Children and Teens

Multnomah County Libraries work closely with schools and provide a number of in-library, outreach, and on-line services designed to help youth access the library and encourage them to use their library cards. Over the last 5 years, between 25-30% of youth in the county used their library cards.



Results

Young cardholders added annually
 Percent of books and materials in languages other than English
 Percent of circulation that is materials for children and young adults
 Percent of active cardholders over 55 years old

	FY1996	FY1997	FY1998	FY1999	FY2000
Young cardholders added annually	New Measure, Under Development				
Percent of books and materials in languages other than English	1.4%	1.4%	1.5%	1.4%	1.5%
Percent of circulation that is materials for children and young adults	21%	28%	31%	31%	28%
Percent of active cardholders over 55 years old	New Measure, Under Development				

Efficiency

Cost per person served by adult outreach services (adjusted for inflation)

	FY1996	FY1997	FY1998	FY1999	FY2000
Cost per person served by adult outreach services (adjusted for inflation)	\$7.68	\$8.50	\$8.29	\$1.17	\$1.08

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Appendix

Appendix

This Appendix lists only the external data sources used in this report. Most of the other data used came directly from the departments, their contractors, or countywide information systems. We did not list these sources here. For information or data sources not listed here, please contact the departments directly.

All population figures for Fiscal Year 2000 are from *July 1, 1999: Oregon Population Report*, Population Research Center, Portland State University.

Department of Community and Family Services

Pages 9 and 10

All alcohol and drug treatment data: State Client Process Monitoring System (CPMS).

Health Department

Page 18

Insurance Coverage: Oregon Population Survey and U.S. Census Bureau 1998 (via the Portland/Multnomah County Progress Board).

Inadequate Prenatal Care: Birth Certificate Data, Oregon Health Division.

Page 19

Economic Benefits: *Public Health: What it is and How it Works*. Turnock, Bernard J. 1997.

New HIV Positive Tests (calendar year): Oregon Health Division.

Page 20

Infant Mortality Rate: Oregon Health Division.

Teen Pregnancy: Oregon Health Division.

Page 21

Health Risk Behaviors data on Obesity: Oregon Behavioral Risk Factor Surveillance System 1997.

Adult Binge Drinking and Cigarette Smoking by Adults: Oregon Behavioral Risk Factor Surveillance System 1998.

Youth Smoking: Oregon Youth Risk Behavior Survey 1999.

Page 22

Ambulance Response Time: EMS & Contract Compliance Committee Reports.

Page 23

2-Year-Old Immunization Rate: *1999 Oregon Immunization Study of Two-Year Olds*, Oregon Health Division.

Percent Sexually Transmitted Diseases Interviewed: Oregon Health Division- STD Section.

Sexually Transmitted Disease Contacts: Oregon Health Division.

Library

All citizen satisfaction survey information is from *FY2000 Multnomah County Auditor's Office Citizen Survey*.

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Hours Open: *Oregon State Library Statistical Reports, 2000*.

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Denver Public Library, Colorado: Denver Public Library Business Analyst.

Public Library of Charlotte/Mecklenburg County, North Carolina: Charlotte/Mecklenburg Finance Director.

Seattle Public Library, Washington: Seattle Public Library Director's Office.

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Circulation of Children's and Young Adults Materials: *Oregon State Library Statistical Reports, 2000*.