



Multnomah County Oregon

Board of Commissioners & Agenda

connecting citizens with information and services

BOARD OF COMMISSIONERS

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NOVEMBER 18, 2004 BOARD MEETINGS REVISED

FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	9:00 a.m. Thursday General Fund Update
Pg 2	9:30 a.m. Thursday SIP Annual Report
Pg 2	10:00 a.m. Thursday Admin Closures Policy
Pg 2	10:15 a.m. Thursday Homeland Security Briefing
Pg 3	10:30 a.m. Thursday Declaring Morrison Bridgehead Property Surplus and Authorizing Negotiations to Sell Property to PDC
Pg 4	10:45 a.m. Thursday Facilities Consolidation and Disposition Strategy Resolution
Pg 4	11:30 a.m. Thursday Health Department Bud Mods, NOI, Ordinances and Resolution
Pg 5	1:30 p.m. Thursday Budget Work Session

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Thursday, November 18, 2004 - **9:00 AM**
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BOARD BRIEFINGS

- B-1 **9:00 TIME CERTAIN:** First Quarter General Fund Financial Update. Presented by Mark Campbell, Lillian Shirley. 30 MINUTES REQUESTED.
- B-2 **9:30 TIME CERTAIN:** Multnomah County Strategic Investment Program: Annual Report Program Year 2003. Presented by Lisa Goldberg and Invited Others. 30 MINUTES REQUESTED.
- B-3 **10:00 TIME CERTAIN:** Proposed Hazardous Conditions and Administrative Closures Policy. Presented by Tom Simpson. 15 MINUTES REQUESTED.
- B-4 **10:15 TIME CERTAIN:** Role of the Federal Protective Service in Multnomah County Oregon. Presented by Sheriff Bernie Giusto, Staff Assistant Christine Kirk, Commander of the U.S. Department of Homeland Security Federal Protective Service Ian J. Canaan and Invited Guests. 15 MINUTES REQUESTED.
-

Thursday, November 18, 2004 - **10:30 AM**
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 10:30 AM **NON-DEPARTMENTAL**

- C-1 Appointment of Diane Xiong (Youth Member Position) to the LIBRARY ADVISORY BOARD

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

- C-2 RESOLUTION Authorizing Private Sale of Certain Tax Foreclosed Property to DUANE M BRATVOLD

- C-3 RESOLUTION Authorizing Execution of Contract between Multnomah County, Seller, and CORNICE GROUP LLC, Purchaser, for Tax-Foreclosed Property Sold at Public Sale, and Deed to Purchaser at Contract Completion
- C-4 RESOLUTION Authorizing Execution of Contract between Multnomah County, Seller, and ARVELL D. WILSON, Purchaser, for Tax-Foreclosed Property Sold at Public Sale, and Deed to Purchaser at Contract Completion
- C-5 RESOLUTION Authorizing Execution of Deeds for Four Tax Foreclosed Properties Sold At Public Sale
- C-6 RESOLUTION Authorizing Cancellation of Uncollectible Personal Property Taxes for Tax Years 1992/93 through 2003/04

DEPARTMENT OF COUNTY HUMAN SERVICES

- C-7 Renewal of Government Expenditure Contract (190 Agreement) 4600004844 with Tri-Met to Provide Transportation for People with Developmental Disabilities

SHERIFF'S OFFICE

- C-8 Amendment 1 to Government Non-Expenditure Contract (190 Agreement) 800784-1 with the City of Gresham, to Administer Gresham's Alarm Ordinance

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- R-1 RESOLUTION Declaring the Morrison Bridgehead Property Surplus and Authorizing Negotiations to Sell the Property to the Portland Development Commission

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 10:45 AM

- R-2 Budget Modification BCS-04 Reclassifying Two Positions in the Accounting Operations Program of the Finance, Budget and Tax Office

- R-3 RESOLUTION Adopting a Consolidation and Disposition Strategy for Multnomah County Facilities
- R-4 RESOLUTION Declaring the Hooper Memorial Center as Surplus Property, Authorizing Sale of the Building, and Authorizing the County Chair to Approve the Terms of Sale and Execute Appropriate Documents to Complete the Sale
- R-5 RESOLUTION Declaring the Former State Medical Examiner's Office, Hansen Building, Multnomah County Corrections Facility and Edgefield Properties, and Portland Building 14th and 15th Floors as Surplus Properties and Authorizing Sale
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- R-9 NOTICE OF INTENT to Apply for Grant Funding from CareOregon to Expand the Capacity, Quality and Range of Services Offered to Medicaid Patients
- R-10 Second Reading and Possible Adoption of an ORDINANCE Establishing a Vector and Code Enforcement Advisory Committee
- R-11 Second Reading and Possible Adoption of an ORDINANCE Amending MCC § 21.612 Relating to Food Service License and Other Fees
- R-12 RESOLUTION Establishing Fees and Charges for Chapter 21, Health, of the Multnomah County Code, and Repealing Resolution No. 03-167

Thursday, November 18, 2004 - **1:30 PM**
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501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION

WS-1 Budget Priority Setting Process. Presented by Dave Boyer, Karyne Dargan,
Mark Campbell and Public Strategies Group. 2.5 HOURS REQUESTED.



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NOVEMBER 16 & 18 2004 BOARD MEETINGS

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Tuesday, November 16, 2004 - 9:00 AM
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WS-1 Budget Priority Setting Process. Presented by Dave Boyer, Karyne Dargan, Mark Campbell and Public Strategies Group. 3 HOURS REQUESTED.

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MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
501 S.E. HAWTHORNE BLVD., Room 600
PORTLAND, OREGON 97204
(503) 988-5217

LISA NAITO • DISTRICT 3 COMMISSIONER

MEMORANDUM

TO: Chair Diane Linn
Commissioner Maria Rojo de Steffey
Commissioner Serena Cruz
Commissioner Lonnie Roberts
Board Clerk Deb Bogstad

FROM: Carol Wessinger
Staff to Commissioner Lisa Naito

DATE: October 20, 2004

RE: Commissioner Naito will be unable to attend the November 16, 2004 BCC ITAX
Work Session and the November 18, 2004 Board Meeting.

The Commissioner will be attending the AOC Conference District and Business Meetings.

Thank you,
Carol Wessinger



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

Board Clerk Use Only

Meeting Date: 11/18/04
Agenda Item #: B-1
Est. Start Time: 9:00 AM
Date Submitted: 09/28/04

BUDGET MODIFICATION: -

Agenda Title: First Quarter General Fund Financial Update

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

Date Requested:	<u>November 18, 2004</u>	Time Requested:	<u>30 Minutes</u>
Department:	<u>Business and Community Services</u>	Division:	<u>Finance, Budget, and Tax</u>
Contact(s):	<u>Mark Campbell</u>		
Phone:	<u>503-988-3312</u>	Ext.	<u>24213</u>
	I/O Address:		<u>503531</u>
Presenter(s):	<u>Mark Campbell and Lillian Shirley</u>		

General Information

1. What action are you requesting from the Board?

This is a briefing on the status of the General Fund through the first quarter of FY 04-05. This presentation will include a discussion of the preliminary year-end forecast as well as a review of current year revenue and expenditure patterns. Also, as part of this briefing, the Health Department will discuss their efforts at managing the projected budget gap resulting from the decline in Oregon Health Plan revenues. This is an information briefing and no formal Board action is required.

2. Please provide sufficient background information for the Board and the public to understand this issue.

The Budget Office provides quarterly financial forecast updates to the Board. This first quarter update will focus on the factors that contributed to the year-end balance, or carryover, that is estimated to be available in FY 04-05. This quarterly forecast update will also provide an overview of General Fund revenue estimates compared to budget. We will also offer a preliminary current year estimate of General Fund spending that will factor in personnel costs associated with the labor contracts which have been ratified by the Board.

Representatives from the Health Department will present a review of the efforts that were taken in FY 03-04 to manage a forecast budget shortfall. As reported to the Board last June, the Health Department faced the potential of a fairly significant shortfall as a result of the decline in state support of the Oregon Health Plan. The Board requested that the Health Department return to report on the actual budget gap once the year-end results were known.

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

N/A

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

N/A

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

N/A

Required Signatures

**Department/
Agency Director:**

David G. Boyer

Date: 09/28/04

Budget Analyst:

J. Mark Campbell

Date: 09/28/04

Department HR:

Date:

Countywide HR:

Date:

BOGSTAD Deborah L

From: CAMPBELL Mark

Sent: Friday, November 12, 2004 3:35 PM

To: #ALL CHAIR'S OFFICE; #ALL DISTRICT 1; #ALL DISTRICT 2; #ALL DISTRICT 3; #ALL DISTRICT 4

Cc: #BUDGET; RAPHAEL Molly; COBB Becky; BOGSTAD Deborah L

Subject: Library Property Taxes

Greetings,

The attached memo provides an update to the Library's revenue forecast based on FY 04-05 certified assessed value data. It was requested by Commissioner Naito when I met with each of the Commission members and their staff to discuss the first quarter General Fund update. This memo will serve as a companion piece to my formal presentation that is scheduled for November 18th. I will forward a copy of my full presentation by Tuesday morning.

Please let me know if you have any questions or if I can provide additional information.

Thanks,
Mark

11/15/2004



Finance, Budget & Tax Office

MULTNOMAH COUNTY OREGON

Budget Office

501 SE Hawthorne Blvd., Suite 531
Portland, Oregon 97214
(503) 988-3312 Phone
(503) 988-4570 Fax

TO: County Chair Diane Linn
Board of County Commissioners
Molly Raphael, Library Director

FROM: Mark Campbell, Deputy Budget Director

DATE: November 12, 2004

SUBJECT: Revised Estimate of Library Local Option Tax Revenues

The Budget Office has revised its forecast of Property Tax revenue based on the certified assessed value data that became available within the past few weeks. This memo addresses the impact of the revised revenue estimates for the Library local option levy. We will discuss the implications for the Permanent Rate levy (the General Fund) on November 18th when we present the first quarter forecast update to the Board.

In developing the FY 04-05 budget we assumed that assessed values would grow, on average, by 3.25% over the previous year. We also assumed that Measure 5 compression – by which we mean the amount of potential tax revenue that is *not collected* due to the \$15/\$1,000 constitutional rate limit – would reduce revenue from the local option levy by 28% annually.

We now know that assessed value growth was slightly higher than forecast. Year over year value growth was 3.46%, a modest increase over the estimate used to forecast FY 04-05 revenue. We were very surprised, however, to learn that the revenue loss from Measure 5 compression was only about 23.5% of the potential revenue yield. We have adjusted the FY 04-05 tax revenue estimates and projected those out for the remainder of the Library levy.

The revised revenue estimates will **generate an additional \$1.5 million** for the Library in the current year. Based on preliminary analysis of the assessed value data we believe that ongoing revenue will increase by an average of \$1.25 million over the remainder of the local option levy.

The chart below highlights the difference between this forecast and the revenue estimates that were developed after the FY 04-05 budget request had been submitted.

Local Option Levy (Includes Prior Years and Interest)

	March-04	October-04	Difference
FY 04-05	\$ 23,845,184	\$ 25,376,013	\$ 1,530,829
FY 05-06	24,718,958	25,833,776	1,114,818
FY 06-07	25,664,831	26,945,860	1,281,029
FY 07-08	26,699,016	28,101,209	1,402,193

Please keep in mind that these are estimates based on a very high level analysis of the tax data. It is also important to note that these estimates are still lower than the revenue forecast prepared when the Local Option levy was submitted to the voters. Even with these new valuation figures revenues will still fall approximately **\$8.1 million short** of original projections over the life of the levy.

What we do know at this point is that compression within the City of Portland has been reduced because the rate associated with the Fire and Police Disability & Retirement Levy (F&PDR) was reduced by about \$0.23 per \$1,000 of assessed value. Unlike the permanent rate and local option levies, the F&PDR levy is established based on the dollar value the City needs to recover to pay current year obligations. In other words it can fluctuate from year to year and is partially dependent upon changes in assessed value.

We have taken a fairly conservative approach to forecasting the ongoing revenue growth associated with the new FY 04-05 revenue estimates. There are two key assumptions built into this forecast:

Assessed Value growth ranges from 3% - 4%; and
Compression will "cost" the Library 25% per year through FY 07-08.

We will be performing more detailed analysis to determine where the assessed values grew – both by property class (i.e.; Residential, Industrial, etc.) and by geographic area. This analysis will be useful, primarily, in determining the accuracy of our forecast as it relates to Measure 5 compression.

We will be prepared to address the Property Tax forecast in greater detail on November 18th. Please let me know if you have any questions or would like additional information prior to that time.



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MULTNOMAH COUNTY OREGON
Budget Office

501 SE Hawthorne Blvd., Suite 531
Portland, Oregon 97214
(503) 988-3312 Phone
(503) 988-4570 Fax

TO: County Chair Diane Linn
Board of County Commissioners
Independent Elected Officials
Department Directors

FROM: Mark Campbell, Deputy Budget Director

DATE: November 18, 2004

SUBJECT: 1st Quarter General Fund Update

The Budget Office has recently completed an analysis of the General Fund based on FY 03-04 actual expenditures and revenues. That review, coupled with the defeat of Measure 26-64, affords some good news as we approach the mid-point of the current fiscal year.

The General Fund ended the previous year with a much higher ending balance than had been anticipated. A combination of factors contributed to a \$3.2 million increase over the amount assumed when the FY 04-05 budget was adopted in June. Those factors will be described below.

In addition, we have revised our forecast of a few key General Fund revenue sources – chief among those being the Property Tax. Based on this revised forecast we believe there will be sufficient ongoing revenue growth to trim the structural deficit we have described by perhaps a million dollars or more.

FY 03-04 Actual Spending

Last spring the Budget Office briefed the Board of County Commissioners and suggested that the General Fund would essentially “break even”. Expenditures were forecast to be within half a million dollars of estimated revenues. This was due primarily to the fact that we took a very conservative approach to our expenditure forecast.

You will recall we described a revenue shortfall in the Health Department that was the result of reductions made to the Oregon Health Plan (OHP). At that time we indicated that this OHP related shortfall could be as much as \$3.5 million. Based on that scenario we assumed overall General Fund spending would be very close to 100% of budgeted appropriations.

We can now report that the OHP shortfall was not nearly as high as we believed it could be. The Health Department did overspend its General Fund appropriation by approximately \$900,000 but that is much less than the worst case scenario we presented to the Board last spring.

The following table highlights the impact that our conservative approach had on the FY 03-04 ending balance:

Total Revenue	\$386,356,000
Department Expenditures	<u>366,872,000</u>
Ending Balance	\$ 19,484,000
Budgeted FY 04-05	<u>16,288,000</u>
<i>Additional Balance for OTO</i>	<i>\$ 3,196,000</i>

Attachment "A" highlights FY 03-04 departmental spending compared to revised budget appropriations. Please note that those expenditures exclude approximately \$67 million of ITAX revenue that was passed through to local school districts.

On average, General Fund expenditures came in at about 98.5% of appropriations. When those figures are adjusted to account for overspending in the Health Department the overall level of departmental savings is very close to historical averages.

FY 03-04 Revenue Highlights

Ongoing General Fund revenues received in FY 03-04 grew by 3.4% over the previous year. That level of growth represents the first year of the past four where ongoing revenues have outpaced inflation.

This growth was led by a more than 14% increase in Business Income Tax (BIT) receipts. Total BIT collections exceeded \$30 million for the first time since FY 99-00. BIT revenue exceeded even the most optimistic forecast prepared last year. The forecast prepared for the County by ECONW suggested the BIT had a high correlation with the state corporate income tax. That correlation seems to have held true in FY 03-04; and, it is worth noting that the corporate kicker is likely to be triggered this year.

Recording Fees nearly reached the record level set in the previous year. Collections in FY 03-04 were more than \$6.3 million. Fee revenue exceeded the budgeted amount by about \$1.5 million and was higher even than the most optimistic forecast prepared last spring. This continues to be a reflection of the low interest rate environment. We do expect recording activity to return to more normal levels as interest rates are ratcheted up.

We have now had a full year's experience with the temporary ITAX. As you will recall the original collection estimates provided by the Department of Revenue were revised downward last fall. Analysis performed by ECONW suggested that ITAX collections would fall within a range from \$114 - \$117 million.

When all of the 2003 taxes are finally accounted for we believe total receipts will be close to the high end of ECONW's range. Through the current period we have collected about \$104 million. We expect to collect another \$6 - 7 million from individuals who have requested to set up payment plans. And, finally, we believe there may be more than \$10 million due from Multnomah County residents who filed a tax return with the state but did not file an ITAX return.

Refunds reduce the net revenue and are primarily associated with exemptions associated with federal and Oregon PERS retirees. The table below highlights the collection estimates:

Cash Received to Date	\$104,000,000
Payment Plan Requests	6,800,000
Add'l ITAX from OR Returns	10,000,000
Refunds	<u>(4,000,000)</u>
<i>Net ITAX Revenue</i>	<i>\$116,800,000</i>

It is important to note that it may take a few years to realize all of that revenue. This is a fairly typical. As a point of comparison, we are still collecting BIT revenue from 1998 when the County enacted a one year, temporary increase to support local school districts.

FY 04-05 Forecast Update

We have revised the budget estimates for a few key General Fund revenue sources based on a review of Property Tax data and actual collections through the first quarter of the year.

Property Tax revenue will exceed the budgeted level for the first time in four years. Assessed Value growth exceeded the estimate we used to develop the FY 04-05 revenue projection. In addition, Measure 5 compression is lower than assumed and this provides good news for both the General Fund and the Library Local Option Levy. The Board received a memo last week detailing the impact of the revised Property Tax forecast on the Library.

This revised forecast generates an additional \$2.2 million of Property Tax revenue for the General Fund. Attachment "B" highlights one of the reasons for this growth. That chart highlights value growth by major property classification over the past five years. Immediately following passage of Measure 47/50 the local economy was quite strong and average value growth exceeded 5% annually. This is exemplified by the growth in Commercial/Industrial/Utility and Personal Property values.

Those categories helped fuel revenue growth that exceeded the 3% annual limit established under Measure 47/50. You will note, however, the steep drop in value growth for those categories in FY 02-03. They grew modestly in the following year but that growth was still not sufficient to lift the average value growth above the 3% assumed in the FY 03-04 budget.

Commercial/Industrial/Utility values are estimated to grow by 2.2% in the current year. Those values still have some ground to make up if we are to experience the average growth levels experienced in the years immediately following passage of Measure 47/50. However, this value growth, combined with strong BIT collections, does provide an indication that the economic recovery is underway.

Attachment "C" highlights the forecast revisions made to General Fund revenues. Of particular note is the forecast for the BIT. Receipts from the first quarter (payments due on September 15th) are approximately 12% higher than the same quarter in FY 03-04. We have adjusted the budgeted revenue upward slightly to reflect those quarterly collections.

You will recall, however, it was pointed out earlier that BIT collections exceeded \$30 million last year. Net collections are estimated to be a little less than \$27 million. An explanation is in order. Until this year taxpayers were allowed to retain credits for overpayments and those credits could be applied, at the taxpayers discretion, over a five year period. A code change was implemented last year that eliminated this "credit carryforward" provision. As a result, we expect that refunds will be inordinately high as those credits are exhausted. We will be in a better position to gauge the level of refund activity when we have an opportunity to analyze second quarter payments.

Motor Vehicle Rental Tax collections continue to be stagnant. We are revising the budget estimate downward by approximately one million dollars. We remain concerned that this revenue source will not experience much growth until the tourism industry returns to pre-9/11 levels.

Because we have continued concerns with regard to this revenue source, and because it helps support debt payments for the Oregon Convention Center expansion, we have asked ECONW to incorporate the Motor Vehicle Rental Tax in the forecast they prepare for the County. We also asked them to take a look at some of the factors that might be impacting those revenues. For example, there has been some conjecture that MAX has siphoned some of the revenue from rental car agencies located at the airport. It is also true that the number of cabs/limousines and shuttle services available to airport travelers has expanded greatly over the past few years.

Overall, the revenue forecast is optimistic. The chart in Attachment "C" attempts to discern the amount of increased revenue in this forecast that can be considered ongoing. We believe the Property Tax and Motor Vehicle Rental Tax revenues will be ongoing in the sense that those new estimates will inform future revenue growth. We are less sure about the BIT but, and this is a big but, if economic conditions continue to improve we would expect to see annual collections above the current forecast levels.

Last spring we suggested that the structural deficit could range from \$6 - 8 million. Based on this latest revenue forecast we believe we can trim that estimate slightly. It now appears the FY 05-06 figure will *fall within a range of \$4.5 - \$6.5 million*. This will be discussed in greater detail when we present the fiscal parameters for sunset of the ITAX next month.

Expenditures/Reserves

Once again we are taking a conservative approach to department spending. At this time we are assuming that departments will spend their full appropriations. We believe this is a prudent approach given the shortfalls we have experienced over the past several years. If we do realize budgetary savings that can be a source of one-time-only funding which can be dedicated to reserves or it can help us cushion the impact of the ITAX sunset.

General Fund reserves (you will recall we have two 5% reserves) are budgeted at \$12.1 million this year. Given the \$3.2 million increase in BWC and the other revenue adjustments described above we are reasonably confident we will be able to fully fund the reserve this year. If that does happen we will be able to free up approximately \$1.5 million that had been earmarked for that purpose in FY 05-06.

Likewise, we are continuing to build up our PERS reserves. We received notification from PERS in October that our rates, as well as those of the other jurisdictions that participated in the lawsuit, would be reduced by about one-third of one percent of payroll. That rate reduction translates to a savings of roughly \$800,000 which we recommend be dedicated to the PERS reserve. We know that we will see an increase in our rates next year and the savings we generate this year can help mitigate that rate increase.

At this time we are assuming the entire General Fund contingency will be distributed in the current year. The contingency account is set at about \$6.7 million and breaks down as follows:

Wages/Contract Provisions	\$4,200,000
Carryover Amendments	1,200,000
"Normal" Contingency	<u>1,300,000</u>
<i>Total</i>	<i>\$6,700,000</i>

The Board approved two carryover amendments last June. A Budget Note, included as Attachment "D", highlights some policy considerations regarding the use of carryover. At this point, we are simply noting that the conditions under which the carryover amendments were approved have been met. The Board may want to have a discussion on those items and the implications addressed in the Budget Note before approving the transfer of those appropriations to departments.

As always, there are risks to the forecast. Chief among those risks is the fact that contract negotiations have not been completed with either the Parole/Probation Officers or the Oregon Nurses Association.

We also have a few revenue sources we are watching closely. Those include Medicaid reimbursements for clients in the Health Department and DCJ who are OHP standard eligible, jail bed reimbursements from the US Marshal, and our ongoing concern with Motor Vehicle Rental Tax collections.

Conclusion

On balance, this first quarter forecast provides very good news. Total revenue is expected to exceed the budgeted levels. To the extent we generate any departmental savings we can use that additional revenue to increase reserves and to help blunt some of the impact associated with the sunset of the ITAX.

We covered a lot of ground in a very brief amount of time and we have not addressed the forecast beyond this year. We are scheduled to make a full forecast presentation when we brief the Board on the fiscal parameters associated with the sunset of the ITAX. That briefing is currently scheduled for mid-December.

We will also update the FY 04-05 forecast with the expectation that we will return in mid-January with a second quarter update. Please let us know if you have specific issues or concerns you would like addressed at that time. We will be sure to incorporate the Board input in the next forecast.

Attachment "A"

General Fund Savings by Department
GF Expenditures Including ITAX Supported Programs

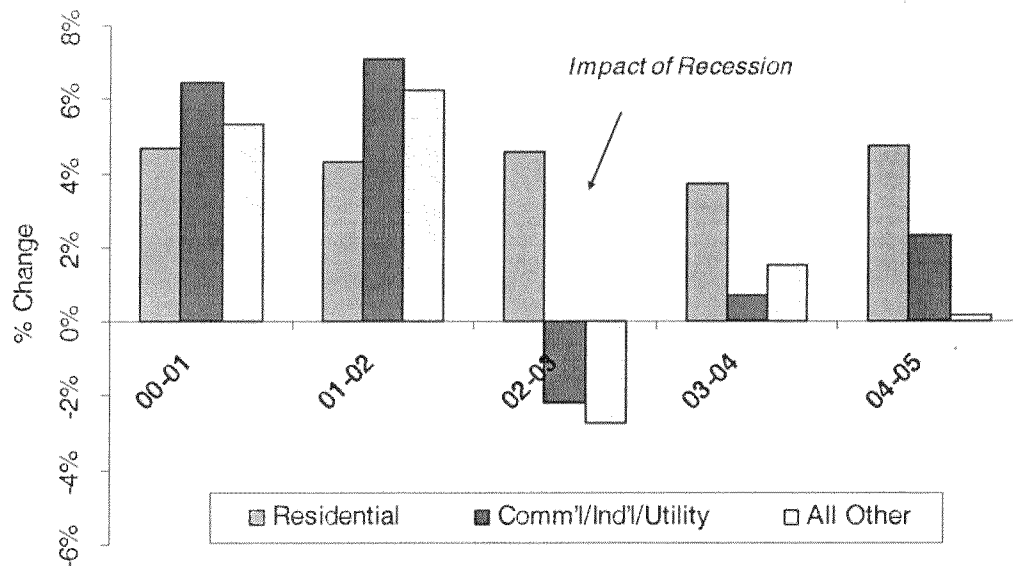
	Revised Budget	Actuals	Under/(Over)	% Savings
NonDepartmental ⁽¹⁾	\$ 14,114,000	\$ 13,864,000	\$ 250,000	1.77%
District Attorney	16,059,000	15,081,000	978,000	6.09%
OSCP	14,616,000	14,015,000	601,000	4.11%
County Human Services	29,726,000	27,973,000	1,753,000	5.90%
Health	45,789,000	46,718,000	(929,000)	-2.03%
Community Justice	43,199,000	42,551,000	648,000	1.50%
Sheriff	80,513,000	78,504,000	2,009,000	2.50%
Business & Community	43,810,000	40,573,000	3,237,000	7.39%
Library	16,849,000	16,849,000	0	0.00%
Overall County ⁽²⁾	0	3,870,000	(3,870,000)	#DIV/0!
Totals	\$ 304,675,000	\$ 299,998,000	\$ 4,677,000	1.54%

Notes:

1. Excludes Transfer of ITAX Revenue to County School Districts
2. ITAX Refunds

Attachment "B"

5 Years of Assessed Value Change



FY 04-05 General Fund

1st Quarter Update

November 18, 2004

Attachment "C"

General Fund Revenue Estimates

FY 04-05 Budget Compared to October Forecast

	Budget	FY 04-05 Forecast	Over/(Under)	Notes
Beginning Working Capital (BWC)	\$ 16,288,000	\$ 19,484,000	\$ 3,196,000	FY04 Revenue Growth Higher Than Forecast; FY04 Departmental Spending @ 98.5% of Budget
Property Taxes	182,503,000	184,765,000	2,262,000	Ongoing Revenue - AV Growth Higher Than Forecast; Compression Lower Than FY 03-04
Business Income Tax	26,088,000	26,682,000	594,000	Revised Estimate Based on 1st Quarter (9/15) Collections
Motor Vehicle Rental	11,953,000	10,985,000	(968,000)	Ongoing Revenue - Stagnant Revenue Growth Associated w/ Decline in Tourism Industry
A&T - State Grant & Recording Fees	8,974,000	9,327,000	353,000	Beginning to See Impact of Increasing Interest Rates; Forecast Based on Five Year Rolling Average
All Other (w/Out ITAX)	32,332,000	32,332,000	-	
	\$ 278,138,000	\$ 283,575,000	\$ 5,437,000	
		Amount That is OTO	4,143,000	
		Amount That is Ongoing	1,294,000	
			\$ 5,437,000	

Attachment "D"

Carryover Policy

For FY 2005, general fund carryover amendments have been approved by the Board. These carryover amendments propose to use one-time resources to fund on-going program expenditures. Using one-time-only funding for on-going programs is generally not a recommended budgetary practice. The Financial & Budget Policies state that "the County will fund ongoing programs with ongoing revenues." The policy also addresses conditions when the allocation of one-time-only resources is appropriate.

Any Board approved general fund carryover amendments will be held in contingency until FY 2004 has closed in order to ensure that FY 2005 General Fund beginning working capital meets, or exceeds, the amount estimated in the Approved Budget. *This requirement must be met before any contingency transfers will be considered by the Board regardless of whether any given department has realized savings in FY 2004.*

Attachment "A"

General Fund Savings by Department

GF Expenditures Including ITAX Supported Programs

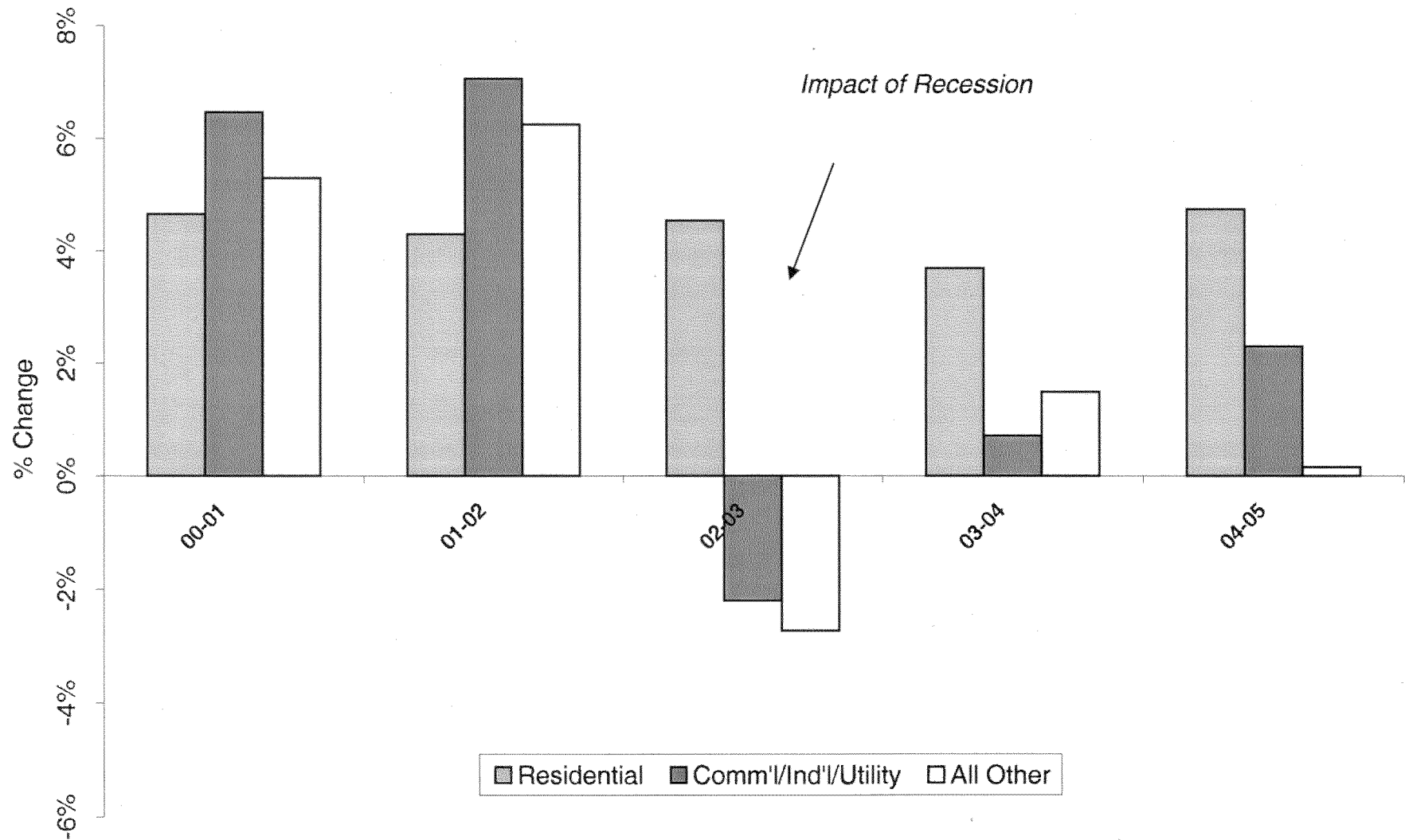
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Notes:

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2. ITAX Refunds

Attachment "B"

5 Years of Assessed Value Change



Attachment "C"

General Fund Revenue Estimates

FY 04-05 Budget Compared to October Forecast

	Budget	FY 04-05 Forecast	Over/(Under)	Notes
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		Amount That is Ongoing	1,294,000	
			\$ 5,437,000	

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: B-2

Est. Start Time: 9:30 AM

Date Submitted: 09/07/04

Requested Date: 11/18/04

Time Requested: 30 minutes

Department: Chair's Office

Division: Strategic Investment Program

Contact/s: Lisa Goldberg

Phone: 503-988-4765

Ext.: 84765

I/O Address: 503/6

Presenters: Lisa Goldberg and Invited Others

Agenda Title: Briefing on the Multnomah County Strategic Investment Program: Annual Report Program Year 2003

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** No Board action is requested.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** Multnomah County and the City of Gresham entered into a Strategic Investment Program agreement with LSI Logic in 1995. Per this agreement, Multnomah County is required to prepare an annual report to the public describing LSI Logic's compliance with the agreement. This briefing is an opportunity to present this report and update the Board and the public on activities occurring through the Strategic Investment Program. The public-private partnership established through this program has brought over 750 jobs at LSI Logic as well as other tangible benefits to the community. While the semiconductor industry continues to experience instability, LSI Logic has remained committed to its obligations under the SIP.
- 3. Explain the fiscal impact (current year and ongoing).** There is no fiscal impact related to this briefing.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain: n/a

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**

- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: n/a

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain: n/a

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

- 4. Explain any legal and/or policy issues involved. n/a**
- 5. Explain any citizen and/or other government participation that has or will take place. n/a**

Required Signatures:

Department/Agency Director:

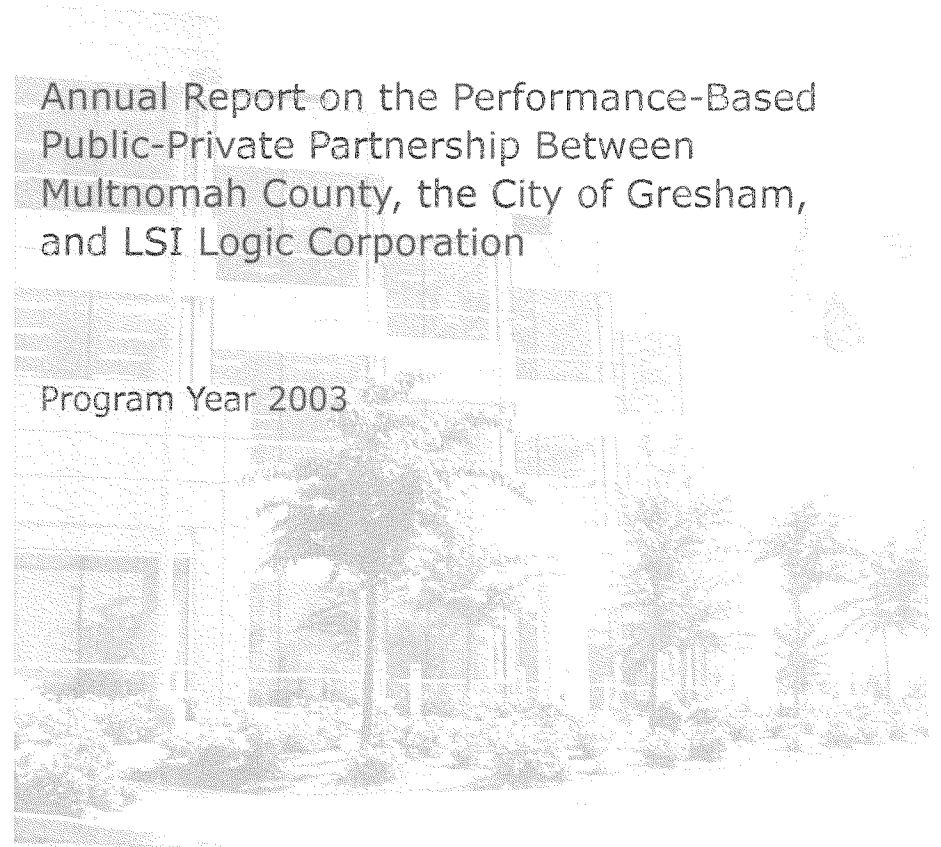


Date: 9/7/2004

Multnomah County Strategic Investment Program

Annual Report on the Performance-Based
Public-Private Partnership Between
Multnomah County, the City of Gresham,
and LSI Logic Corporation

Program Year 2003



**MULTNOMAH
COUNTY**

Strategic Investment Program
501 SE Hawthorne Blvd., Suite 600
Portland, Oregon 97214

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Multnomah County Strategic Investment Program (SIP)
Office of Multnomah County Chair Diane Linn
501 SE Hawthorne Blvd., Suite 600
Portland, OR 97214

SIP Coordinator: Lisa Goldberg
(503) 988-4765
Email: SIP@co.multnomah.or.us

SIP Operating Partners:
Mt. Hood Community College
Oregon Department of Environmental Quality
SE Works One Stop
Workforce Connections/East County One Stop

This report is produced by Multnomah County and will be available online at www.multnomahsip.org.

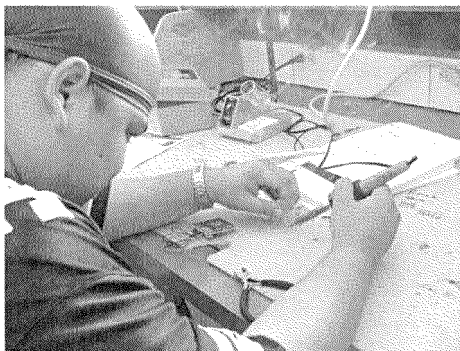
Text and layout: Lisa Goldberg
Environmental Review: Cory-Ann Chang

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Published September 2004

Conclusion

We are pleased that we can say LSI Logic's presence has had a significant impact in helping the county achieve each goal originally laid out in the SIP agreement. Throughout the process, the participation of our partner agencies and organizations has been instrumental to this success. Our workforce development and educational partners—Mt. Hood Community College, SE Works Neighborhood Jobs Center, and Workforce Connections—have been at the table since the inception of LSI Logic's SIP agreement in 1995, and have continually adapted to the changing needs of the program.

In 2003, economic conditions were clearly improved over the previous several years, and this upturn was reflected in the hiring of several dozen new manufacturing workers at LSI Logic's Gresham site. As a whole, however, the semiconductor industry is proceeding more cautiously than during the boom of the late 1990s, a period of explosive—and ultimately unsustainable—growth in the industry. The open communication between the company, Multnomah County, and the City of Gresham keeps our partnership strong as we move forward. The public also has access to a wealth of information about the SIP through our website: www.multnomahsip.org.



Jackson Manyong works on a project in his electronics class at the Lents Tech Center, located in Marshall High School

Introduction

In 1995, Multnomah County and the City of Gresham developed an innovative public-private partnership with LSI Logic Corporation, under the State of Oregon's Strategic Investment Program (SIP). This partnership led to the construction of LSI Logic's Gresham campus, now the nexus of manufacturing activity for the California-based company, and the establishment of one of East County's most visible and significant corporate presences. With the sale last year of LSI Logic's plant in Tsukuba, Japan, Gresham is now home to the company's sole production facility. While weathering the economic turmoil of the unpredictable semiconductor industry, LSI Logic has remained committed to its obligations under the SIP.

Through the Strategic Investment Program, the state permits counties to provide property tax relief for large, capital-intensive investments such as the one made by LSI Logic. This abatement of property taxes allows Multnomah County to compete nationally, and even globally, for highly sought-after high-technology investment. It attracted Arizona-based Microchip Technology as well, which purchased the Fujitsu Microelectronics campus under the Strategic Investment Program in 2002. A report on the status of that SIP agreement will be available in early 2005.



Under the terms of the SIP, LSI Logic pays property taxes on the first \$100 million of assessed property value (with the threshold increasing 3% per year) and receives a tax exemption on valuations above this threshold. The company pays an annual community service fee, equal to 25 percent of the abated taxes up to a maximum of \$2 million per year, which is distributed by agreement between Multnomah County and the City of Gresham.

Multnomah County took an innovative approach to creating a partnership with LSI Logic, integrating important county goals into the SIP agreement and setting a high standard for corporate citizenship. The public goals of Multnomah County incorporated into the SIP agreement are:

- creating job opportunities
- providing child care support
- encouraging alternative transportation
- building a world-class workforce
- strengthening secondary and post-secondary education
- expanding the pool of affordable housing
- encouraging the purchase of locally produced or sold goods and services
- promoting environmental stewardship

During the past eight years, the public-private partnership established by the SIP agreement between Multnomah County, the City of Gresham, and LSI Logic has had a variety of tangible benefits to the community. Where do we stand?

After conducting an audit of the environmental programs at the Gresham site, the City of Gresham honored LSI Logic with a G.R.E.A.T. Business Award in 2003. The award recognized LSI Logic for outstanding efforts in conserving energy and water, reducing waste, and protecting our waterways.

LSI Logic also earned "Green Partner" status from Sony Corporation in 2003. The designation came after a team from Sony completed an audit of LSI Logic's environmental management systems and material control. The company received near-perfect audit scores and was recognized by Sony as far ahead of its other suppliers in terms of environmentally friendly corporate specifications and procedures. LSI's achievement of Green Partner status is significant since Sony is a major customer and has committed to purchasing parts only from approved Green Partner suppliers.

Below is a summary of the results of the efforts to reduce the environmental impacts at the Gresham campus in 2003:

2003 ENVIRONMENTAL IMPACT REDUCTIONS

Gallons of Chemical Reduction	11,680
Gallons of Wastewater Treatment	
Chemical Reduction	146,801
Pounds of Gas Reduction	6,965
Gallons of Spent Chemicals Recycled	54,027
Pounds of Hazardous Waste Reduced	96
Gallons of Water Saved	182,725
Kilowatt-Hours of Energy Saved	1,896,020
Cu. Ft. of Natural Gas Reduction	31,222,360
Pounds of Air Pollution Prevented	15,049
Pounds of Solid Waste Reduced	27,419
Trip Miles Avoided	218,557

Below is a summary of LSI Logic's actual expenditures in the region for 2003:

Multnomah County	\$16,415,929
Oregon, non-Multnomah County	\$52,292,951
Total Oregon	\$68,708,880
Clark County	\$ 3,983,390
Total Region	\$72,692,270

Promoting environmental stewardship

In 2003, LSI Logic continued its participation in both the Oregon Department of Environmental Quality's Green Permits program and the federal EPA's National Environmental Performance Track. The company submits annual performance reports for each program. Both programs are designed to recognize companies that have formal environmental management systems in place and demonstrate a commitment to continually improving environmental performance. LSI Logic remains in full compliance with all applicable federal, state, and local environmental requirements.

Each department at LSI Logic is responsible for completing one environmental improvement project evaluation annually. These projects were focused in five areas: chemical reduction/pollution prevention; water conservation; energy conservation; solid waste reduction; and transportation and trip reduction. Nineteen projects were submitted, ranging from process changes reducing chemical use to heating and cooling system adjustments reducing energy consumption. Employees also volunteered their time on outside environmental projects, including native habitat restoration efforts in East County.

Creating job opportunities

At the end of 2003, LSI Logic counted 795 full-time employees at its Gresham campus. In 2003 the semiconductor industry finally emerged from the record downturn that began in 2001. While business conditions were improved, LSI Logic maintained a cautious approach toward spending in its efforts to restore profitability. Early in 2003, the company reduced its permanent workforce by 25 employees, but no manufacturing specialists were affected. Due to the need for increased flexibility in managing its workforce, LSI Logic instituted a temporary-to-hire model for manufacturing specialists in 2003. Under this new model, manufacturing specialists are initially hired into temporary positions through a subcontractor, Pro Unlimited. LSI Logic's intent has been to convert temporary manufacturing workers to regular employees within a reasonable period of time, and they have succeeded in doing so, converting 36 temporary manufacturing specialists to regular positions in 2003.

Wages

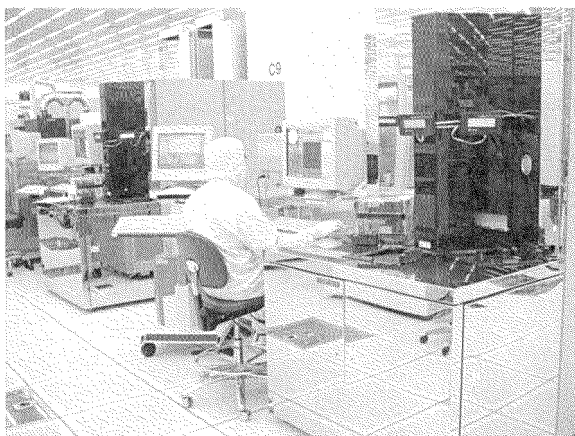
The Gresham campus total payroll was \$34.5 million (not including fringe costs). The average wages as of 12/31/03 were as follows (not including new hires):

Nonexempt workers: \$38,859

Exempt workers: \$89,199

Multnomah County average covered wage (2002): \$38,239

JOB CLASSIFICATION	AVERAGE SALARY	2003 SALARY RANGE
Administrative	\$43,506	\$32,011 – \$54,517
Technician	\$70,638	\$30,701 – \$74,838
Manufacturing	\$40,793	\$20,869 – \$71,250
Professional	\$91,057	\$31,491 – \$188,125
Engineering	\$90,146	\$50,000 – \$128,911



The base hourly wage for an entry-level manufacturing specialist begins at \$9.50 per hour (\$11.02 when compressed shift and scheduled overtime rates are applied).

Promotion and Retention

Twenty-seven percent of manufacturing specialists in the Operator II category received promotions, and another 54 percent received special salary increases. Three technicians were promoted and two received special salary increases. In 2003 LSI Logic achieved its goal of 92 percent retention at the Gresham campus.

Benefits

LSI Logic provides a comprehensive benefits package to all its full-time employees, and to part-time employees on a pro rata basis. Benefits include an option of several health plans; dental, vision, and mental health coverage; basic life insurance coverage; an employee assistance program; pre-tax medical and dependent-care accounts; tuition reimbursement for ongoing education; child care discounts; free TriMet transit passes; and other transportation benefits.

Expanding the pool of affordable housing

Each year LSI Logic contributes to a Community Housing Fund that Multnomah County uses to expand affordable housing options for a variety of populations within the county. Most recently funds were granted to assist with the development of Prescott Terrace, a 45-unit low-income housing complex in NE Portland that will provide supportive housing for individuals and families with a member who has a mental illness or substance abuse disability. Thus far, LSI Logic's annual housing contributions, combined with initial payments of \$500,000 each from LSI Logic and Fujitsu Microelectronics (whose SIP agreement has since been terminated), SIP-generated funds have contributed to the development of over 450 units of affordable housing in Multnomah County.

Encouraging the purchase of locally produced or sold goods and services

Despite gradually improving business conditions in the semiconductor industry, LSI Logic continued its efforts to limit expenditures in the area of procurement. Expenditures on local procurement in 2003 totaled \$72.7 million. While production materials consumption actually increased over 2002, this was partially offset by improvements in pricing. Spending on construction and infrastructure dropped by nearly \$9 million from 2002 to 2003. However, LSI Logic added 33 new local suppliers to its portfolio of regional vendors in 2003. On a cumulative basis, LSI Logic's partnership with Oregon suppliers of goods and services has resulted in company expenditures of over \$700 million.

MECOP is a collaboration between several Oregon universities and private firms that hire engineering graduates. The program offers students the opportunity for real-world experience to supplement their academic curriculum and better prepare them for the workforce. In addition, LSI Logic also provided seven internships to master's level students from the University of Oregon and Portland State University.

Career Pathway Technology Project

As part of its SIP contract, LSI Logic contributed \$100,000 each year for the first six years of the agreement toward education and training for the high-tech industry (1996-2001). These funds have been dedicated to the Career Pathway Technology Project, a collaboration between the SIP partners and east Multnomah County educational institutions designed to increase the number of high school students pursuing high-tech careers. The objective of the Pathway Project is to deliver innovative technical coursework for east Multnomah County high school students that is academically rigorous and benchmarked to industry standards. The project includes substantial emphasis on recruitment and support of low-income and English-as-a-Second-Language students. Mt. Hood Community College serves as the contracted service provider for the project. Through the project's scholarship program, students from the participating high schools are selected each year to receive \$1,000 scholarships applicable toward tuition at any Oregon public college or university.



County Chair Diane Linn presents Lidiya Bosovik with a college scholarship as part of the Career Pathway Technology Project

Providing child care support

LSI Logic offers a free dependent-care resource referral program administered by Family Care, Inc. Family Care provides assistance with referrals, counseling, education, and workshops.

A 50 percent subsidy for child care costs is available to LSI Logic employees whose annual household income is between \$25,009 and \$35,450, depending on the number of family members. Four local child care facilities offer discounts to LSI Logic employees. Twenty-one children were participants at these facilities in 2003. LSI Logic also provides emergency back-up child care resources and support.

Employees may request a shift change or adjustment to alleviate child care issues. In 2003 all five such requests were granted.

Encouraging alternative transportation

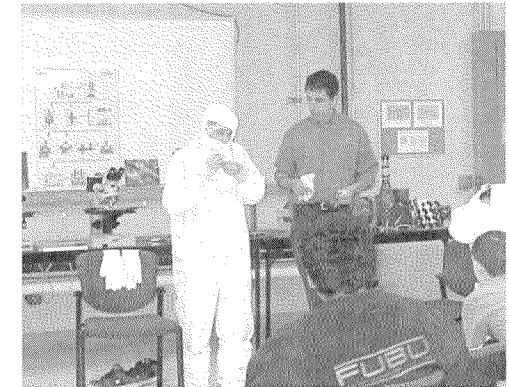
LSI Logic offers TriMet Passport stickers at no charge to any employee who requests one. In 2003, 496 Passport stickers were distributed to employees. Free shuttle service is provided from the campus to the Gresham City Hall MAX station. Through an online process, employees can request shuttle service to Portland International Airport. A total of 377 airport shuttle trips were completed in 2003.

Carpooling is also encouraged, through the provision of 34 reserved carpool parking spaces and carpool permits for those who request them. Bike lockers are also available. If employees miss their carpool, or if inclement weather or TriMet's schedule affects their ability to get home, LSI Logic provides a guaranteed ride home taxi voucher.

Performance at a Glance

	Meets	Exceeds	Requires Correction	Completed or N/A
Job Creation				
Contract Employees	•			
Retention		•		
Promotion	•			
Wage Ranges	•			
Weighted Avg. Payroll	•			
Employer-Paid Benefits		•		
Employee Healthcare Costs	•			
Healthcare Coverage		•		
First Source Agreement	•			
First Source Funding*				•
Child Care				
Subsidies		•		
Providers		•		
Shift Accommodation	•			
Survey	•			
Transportation				
TriMet Passes		•		
Carpool Spaces		•		
Alternative Option	•			
Bike Racks, Facilities	•			
Guaranteed Ride Home	•			
Employee Information	•			

LSI Logic trainer
Gerard Fleck looks on
as a student dons the
"bunny suit" uniform
worn in the industry
at Careers Calling
Day



According to Tiffany Purn, the SUN program manager at Clear Creek, the partnership with LSI has been a huge asset to the school. "Employees at LSI have been quick to volunteer and help out in whatever way they can, trying out new things to see how they work, and offering great feedback. They are generous monetarily—bringing pizzas with them to luncheons and donating Sony Playstations to raffle off at large events like the Thinking Beyond Eighth Grade event—but more importantly are generous with their time and energy."

Careers Calling Day

Mt. Hood Community College organized this event for eighth graders from East County school districts to learn about different career options from practitioners in a wide variety of fields. LSI Logic participated in the daylong event, in which several staff introduced 90 eighth graders to careers in the semiconductor industry and stressed the importance of math and science education. Multnomah County provided critical funding to support this event through the Strategic Investment Program's Community Resources Fund.

Internships

LSI Logic sponsored 11 MECOP (Multiple Engineering Cooperative Program) students from Oregon State University in six-month internships from a variety of engineering disciplines.

SUN Schools Program

In 2003 LSI Logic entered into a partnership with the SUN Community Schools program at Clear Creek Middle School in the Gresham-Barlow School District. The SUN Schools program is a county effort to broaden the educational resources within the community, bring coordinated services into schools, and develop schools as “community centers” in their neighborhoods.

LSI Logic sponsored several events at the school in 2003:

- LSI Logic Speakers Bureau – Teachers were given the opportunity to request guest speakers and presenters from LSI Logic to supplement their classroom curriculum. Two speakers came to the school and made presentations before a total of 42 students.
- Women in High Tech Student Luncheons – A group of 10 female students had lunch with four female employees from LSI Logic (engineers and operators) to learn more about careers in technology fields and the many different directions math and science education can lead. These lunches have proved very popular with Clear Creek students, and they continue to take place.
- Thinking Beyond Eighth Grade – The goal of this event was to better prepare eighth grade students for high school and beyond by orienting them to different program offerings at the high school, familiarizing them with the job outlook in the technology field, and discussing job readiness skills. Students and parents chose from concurrent workshop sessions that were repeated throughout the evening. A total of 164 people (89 adults and 75 youth) attended. LSI Logic provided money for refreshments, a \$150 door prize, and three speakers for the event.

	Meets	Exceeds	Requires Correction	Completed or N/A
Community Service Fee	•			
Additional Contributions				
Strategic Workforce Development Program	•			
School-to-Work		•		
Entry-Level Training	•			
Ongoing Employee Education		•		
Funding for Training and Education**				•
Housing	•			
Local Procurement	•			
Infrastructure and Public Services	•			
Environmental Management System				
Toxics/Hazardous Material Minimization		•		
Water Conservation and Quality		•		
Air Quality	•			
Solid Waste Reduction/Recycling		•		
Energy Conservation		•		

*No FSA payments were required in 2003.

**Funds totaling \$600,000 were required in the first six years of the SIP agreement; this obligation has been met.

Additionally, the Alternative Transportation Incentive Program, housed in the company's Environmental Health and Safety department, offers gift certificates to employees who use alternative transportation.

Employee profile

Sheri Bolinger had been looking for work for several months when she saw an ad in the newspaper with entry-level openings at LSI Logic. Previously having admired the facility while driving by, she decided to respond. She was directed to SE Works, a place she was already familiar with as an employment resource, for prescreening. Within a few weeks she was hired, through Pro Unlimited, as a manufacturing specialist. In less than three months, she was offered a regular position with LSI Logic. "It happened much faster than I thought it would," says Sheri. A David Douglas High School graduate, Sheri likes the fact that her compressed schedule allows her to spend concentrated time with the six children in her family. And she was pleasantly surprised by the variety and the learning opportunities her job offers. "Things are always changing, and I'm learning a lot," she says. "I can't think of anything about the job that I don't like."



Building a world-class workforce; strengthening secondary and post-secondary education; providing educational opportunities to enhance upward mobility

Fostering the development of a highly skilled workforce is a collaborative effort that requires the participation of the public and private sectors. LSI Logic contributes in a variety of ways to supporting Multnomah County's goals of building strong educational and workforce systems.

Ongoing Employee Education

LSI Logic's education assistance program provides tuition reimbursement to employees who participate in ongoing education (reimbursement is 100 percent for public colleges and universities and 50 percent for private institutions).

In 2003 104 employees received educational assistance, including 29 for two-year degree programs, 42 for four-year degree programs, and 19 for post-graduate degree programs. LSI Logic employees also participated in over 17,899 hours of company-provided training in 142 categories.

Internal Internship Program

LSI Logic instituted an innovative internal internship program at the Gresham campus in 2003. The internship program was developed to increase retention among employees, many of whom used the company's educational assistance program to further their education but did not have the experience needed to get promoted. Through the program, employees gain valuable experience that can help them move up in the company. It also creates an internal hiring pool for managers. Nine internships have been completed since the program began in June 2003, and seven internships were in progress in 2004. The program has been so successful that LSI Logic plans to expand it to other company sites.

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: B-3

Est. Start Time: 10:00 AM

Date Submitted: 09/21/04

Requested Date: November 18, 2004

Time Requested: 15 minutes

Department: DBCS

Division: Emergency Management

Contact/s: Tom Simpson

Phone: 988-4233

Ext.: 84233

I/O Address: 503/6

Presenters: Tom Simpson

Agenda Title: Briefing Regarding Proposed Hazardous Conditions and Administrative Closures Policy

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?**
Informational briefing only for purposes of policy discussion regarding necessary revisions to MCPR 3-15, Inclement Weather and Natural Disasters.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.**
After the December 2003/January 2004 winter storm it was clear that the County needed to clarify its inclement weather policy regarding leave for employees and communication with the public and with employees.

Procedures for designating employees who are required to report for duty, regardless of administrative closures, to perform emergency-related functions and other services essential to the public health and safety (essential employees) are needed to ensure continuation of essential County services regardless of weather or other conditions.

Revisions are also need to clarify administrative closure authority of the Chair and other Elected Officials, require designation of essential employees, and allow employees to adjust work hours to make up for weather related absences.

County Human Resources, the County Attorney, the Chair's Office, Emergency Management, Union Representatives and Labor Relations have all reviewed and approved the proposed changes. A draft resolution was prepared for Board review and approval. Both the changes in Personnel Rules and the Resolution will be discussed with the Board during this briefing.

3. **Explain the fiscal impact (current year and ongoing).**
No fiscal impact

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

4. **Explain any legal and/or policy issues involved.**
None

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

Draft rules were reviewed by Union representatives and Management staff.

Required Signatures:

Department/Agency Director: _____

Date: 09/21/04

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

DRAFT
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Adopting a Hazardous Conditions and Administrative Closure Policy

The Multnomah County Board of Commissioners Finds:

- a. The Chair has authority to direct county officers and employees to perform or facilitate emergency services (MCC § 7.905). The Chair also determines when to close or curtail County operations and allow employees to leave work early due to situations affecting employees' health or safety. Such administrative closures may be due to inclement weather, natural or other disasters, or the presence of hazardous materials or chemicals.
- b. Under MCC 9.030, county personnel rules may be adopted by Board resolution or by Chair Executive Rule. On September 9, 2002, by Executive Rule 270, the Chair adopted the current personnel rules, including MCPR 3-15 Inclement Weather and Natural Disaster.
- c. Procedures should be developed for designating employees who are required to report for duty, regardless of administrative closures, to perform emergency-related functions and other services essential to the public health and safety (essential employees).
- d. The Board wishes to clarify administrative closure authority, require designation of essential employees and allow employees to adjust work hours to make up for weather related absences.

The Multnomah County Board of Commissioners Resolves:

1. The Chair, Sheriff, Auditor and District Attorney may determine administrative closures for their operations and shall develop procedures for designating essential employees.
2. Employees may, at the discretion of their supervisor, be allowed to adjust their work hours within the work week to make up for late arrivals and early departures provided that no overtime or compensatory time is earned as a result of the adjustment.
3. The Chair is directed to amend Executive Rule 3-15 to implement this policy.

ADOPTED this _____ day of _____, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Agnes Sowle, County Attorney



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

Board Clerk Use Only

Meeting Date: 11/18/04
Agenda Item #: B-4
Est. Start Time: 10:15 AM
Date Submitted: 11/08/04

BUDGET MODIFICATION:

Agenda Title: Briefing on Role of the Federal Protective Service in Multnomah County Oregon

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

Date Requested: November 18, 2004
Time Requested: 15 minutes
Department: Office of the Sheriff
Division: Executive
Contact(s): Christine Kirk
Phone: 503-988-4301 **Ext.:** **I/O Address:** 503/350/kirk
Sheriff Bernie Giusto, Staff Assistant Christine Kirk, Commander of the U.S.
Department of Homeland Security Federal Protective Service Ian J. Canaan and invited
Presenter(s): guests

General Information

1. What action are you requesting from the Board?

A Briefing to assist in the understanding of the role of the Federal Protective Service.

2. Please provide sufficient background information for the Board and the public to understand this issue.

This briefing is in follow up to an item that was initially on the Board's agenda as a MOU which the Board Staff and Sheriff's Office determined should be removed from the consent calendar and brought back to the Board in a regular meeting. Upon further examination by County Attorney it was determined that the issue of the Sheriff deputizing FPS Officers did not need to come to the Board. However, due to the questions about the role of the Sheriff in deputizing persons outside of the Sheriff's Office the Sheriff's Office provided written materials to the Board outlining the authority of the Sheriff to deputize. This information is included in this submission. The briefing will focus on the role of the FPS.

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

none

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

None.

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

It is a goal of the briefing to provide the Board with examples of how the Federal Protective Service works with local law enforcement agencies such as the Multnomah County Sheriff's Office and the Portland Police Bureau.

Required Signatures

**Department/
Agency Director:**



Date: 11/08/04

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:



MULTNOMAH COUNTY SHERIFF'S OFFICE

501 SE HAWTHORNE BLVD., SUITE 350 • PORTLAND, OR 97214

Exemplary service for a safe, livable community

BERNIE GIUSTO
SHERIFF

(503) 988-4300 PHONE
(503) 988-4500 TTY
www.sheriff-mcso.org

MEMORANDUM

TO: CHRISTINE KIRK, Executive Staff

FROM: LT. BRUCE MCCAIN, Executive Staff *gmc*

DATE: November 8, 2004

SUBJECT: Sheriff's Authority and Special Deputy Appointments

Last month Sheriff Giusto appointed eight federal police officers employed by the Department of Homeland Security Federal Protective Service (FPS) as Special Deputy Sheriff—Limited Commission. The special appointments, which may be revoked at will by the sheriff, authorize and limit the Federal Protective Service Officers "to duties only relating to criminal enforcement of ordinances, statutes and laws."

Such special appointments are neither rare nor unusual for the Sheriff's Office. Some special appointments are made to persons who are already law enforcement officers in another jurisdiction. For example, Vancouver, WA police officers were specially appointed as Criminal Intelligence Officers working on a cooperative, Oregon-Washington task force. More often, special appointments confer specific, limited authority to enforce specific laws or ordinances, such as Multnomah County Nuisance Enforcement Officer, Metro Parks Rangers, and Animal Control Officers.

[Examples of these written appointments are attached hereto.]

Sheriff's Authority to Appoint Special Deputies

Special Deputy appointments are made pursuant to ORS 204.635(2), which says, "A sheriff may also, by special written appointment, authorize any other person to do any particular act."

In addition, ORS 204.635(3) provides, "A deputy has the power to perform any act or duty that the principal has, and a person specially appointed to do a particular act has the same power in relation to the particular act authorized."

While these statutes expressly authorize a county sheriff to appoint special deputies, there is no corresponding statute that grants the same authority to municipal police chiefs or officers. This is likely due to the long history of the county sheriff as a constitutional and statutory office. A municipal police chief is an employee of a municipal corporation (i.e. city), and generally cannot confer police powers on non-police officers.

Statutory Indemnification

ORS 204.635(4) says, "In counties having a civil service system covering deputy sheriffs, the sheriff shall not be responsible for the conduct of deputy sheriffs or persons specially appointed as provided in subsection (2) of this section." Multnomah County has a civil service system for its deputy sheriffs, therefore the Sheriff is not responsible for the conduct of persons specially appointed under this law.

Oregon Law and Federal Protective Service police officers

The appointment of a Federal Protective Officer as Special Deputy- Limited Commission actually grants the officer few powers they did not already enjoy under Oregon law. Pursuant to ORS 133.220, an arrest may be effected by:

- (1) A peace officer under a warrant;
- (2) A peace officer without a warrant;
- (3) A private person; or
- (4) *A federal officer.* [Emphasis added.]

ORS 133.005(3) defines a "Peace officer" as "a member of the Oregon State Police or a sheriff, constable, marshal, municipal police officer, investigator of a district attorney's office if the investigator is or has been certified as a peace officer in this or any other state, or an investigator of the Criminal Justice Division of the Department of Justice of the State of Oregon." An Oregon State trooper, MCSO deputy sheriff and City of Portland police officer are "peace officers" for the purpose of making an arrest under ORS 133.320.

ORS 133.005 (2) defines "Federal officer" as "a special agent or law enforcement officer employed by a federal agency and who is empowered to effect an arrest with or without a warrant for violations of the United States Code and who is authorized to carry firearms in the performance of duty." Federal Protective Service police officers are "federal officers" for the purpose of making an arrest under ORS 133.220.

The Oregon legislature has granted to "federal officers" broad powers of arrest virtually identical to those granted state and local "peace officers." ORS 133.245 provides:

- (1) A federal officer may arrest a person:
 - (a) For any crime committed in the federal officer's presence if the federal officer has probable cause to believe the person committed the crime.

(b) For any felony or Class A misdemeanor if the federal officer has probable cause to believe the person committed the crime.

(c) When rendering assistance to or at the request of a law enforcement officer, as defined in ORS 414.805.

(d) When the federal officer has received positive information in writing or by telephone, telegraph, teletype, radio, facsimile machine or other authoritative source that a peace officer holds a warrant for the person's arrest.

(2) The federal officer shall inform the person to be arrested of the federal officer's authority and reason for the arrest.

(3) In order to make an arrest, a federal officer may use physical force as is justifiable and authorized of a peace officer under ORS 161.235, 161.239 and 161.245.

(4)(a) A federal officer making an arrest under this section without unnecessary delay shall take the arrested person before a magistrate or deliver the arrested person to a peace officer.

(b) The federal officer retains authority over the arrested person only until the person appears before a magistrate or until the law enforcement agency having general jurisdiction over the area in which the arrest took place assumes responsibility for the person.

(5) A federal officer when making an arrest for a nonfederal offense under the circumstances provided in this section shall have the same immunity from suit as a state or local law enforcement officer.

(6) A federal officer is authorized to make arrests under this section upon certification by the Department of Public Safety Standards and Training that the federal officer has received proper training to enable that officer to make arrests under this section.

Summary

- The sheriff has statutory authority to make special appointments.
- Special appointments may be limited in scope and duration.
- Past special appointments have varied from police officers to park rangers.
- Oregon law grants federal officers the power to make an arrest under state law.
- FPS police officers are federal officers.
- The sheriff's appointment of FPS police officers as Special Deputy-Limited Commission ensures FPS police officers are granted the full range of arrest authority, both as federal officers and as peace officers, to enforce applicable state and local laws on property owned or possessed by the United States, or on any street, sidewalk, or property adjacent thereto.

STATE OF OREGON)
County of Multnomah)

ss. Special Deputy Sheriff-Limited Commission

TO: _____

Pursuant to ORS 204.635(2), you are hereby specially authorized to perform such duties as may be required pursuant to your duties as a Federal Protective Service Officer, provided that exercise of such authority shall be limited to duties only relating to criminal enforcement of ordinances, statutes and laws.

This delegation of authority shall be revocable without cause or notice. Further provided that this commission will immediately terminate if you no longer hold the position referenced above.

This delegation of authority does authorize you to carry a firearm in the performance of your official duty.

Further provided that the appointee will not have the status of a sworn police officer for benefits as provided in Oregon Revised Statutes, Chapter 237, not entitled to any compensation from the Multnomah County Sheriff's Office.

Issued this ____th day of _____, 2004 and expiring the ____th day of _____, 2006.

DRAFT

BERNARD GIUSTO, SHERIFF

I, _____ being first duly sworn depose and say that I will support the Constitution of the United States, the Constitution of the State of Oregon, and the laws thereof, the charter of the County of Multnomah and the ordinances thereof, and that I will faithfully, honestly, and impartially discharge the duties of a Special Deputy Sheriff of the County of Multnomah to the best of my ability so help me God.

Signed: _____

Subscribed and sworn to before me this ____th day of _____, 2004.

NOTARY PUBLIC

My Commission Expires:

STATE OF OREGON)
County of Multnomah)

ss. Special Deputy Sheriff-Limited Commission

TO:

Pursuant to ORS 204.635(2), you are hereby specially authorized to perform such duties as may be required pursuant to your duties as a Criminal Intelligence Officer, provided that exercise of such authority shall be limited to duties only relating to criminal enforcement of ordinances, statutes and laws.

This delegation of authority shall be revocable without cause or notice. Further provided that this commission will immediately terminate if you no longer hold the position referenced above.

This delegation of authority does authorize you to carry a firearm in the performance of your official duty.

Further provided that the appointee will not have the status of a sworn police officer for benefits as provided in Oregon Revised Statutes, Chapter 237, not entitled to any compensation from the Multnomah County Sheriff's Office.

Issued this ____th day of _____ 2003 and expiring the ____th day of _____, 2005.

DRAFT

BERNARD GIUSTO, SHERIFF

I, _____, being first duly sworn depose and say that I will support the Constitution of the United States, the Constitution of the State of Oregon, and the laws thereof, the charter of the County of Multnomah and the ordinances thereof, and that I will faithfully, honestly, and impartially discharge the duties of a Special Deputy Sheriff of the County of Multnomah to the best of my ability so help me God.

Signed: _____

Subscribed and sworn to before me this ____th day of _____, 2003.

NOTARY PUBLIC

My Commission Expires:

STATE OF OREGON)
)
COUNTY OF MULTNOMAH)

SPECIAL APPOINTMENT
SPECIAL DEPUTY SHERIFF
ORS 204.653. (2)

TO: _____

1. Under authority of ORS 204.635 (2) you are hereby granted the status of Special Deputy Sheriff. This authorization shall be limited to the performance of those duties as may be required pursuant to your appointment as Multnomah County Nuisance Enforcement Officer, as set forth in MCC Chapter 15 and MCC Chapter 21.
2. The authority vested in the Appointee is exercisable only during the Appointee's hours on duty as Nuisance Control Officer
3. Under this appointment the Appointee is not a "police officer" or "employee" for the purposes of the Public Employees' Retirement Act, ORS Chapter 237.
4. Under this appointment, the Appointee is not an employee of the Multnomah County Sheriff's Office and the Multnomah County Sheriff's Office is not responsible for wages, benefits or Worker's Compensation insurance.
5. The Appointee's authority is effective as of the date below and shall continue at my pleasure. The Appointee's authority shall terminate automatically upon his relinquishing the title of County Nuisance Enforcement Officer.
6. This appointment is made this ____ day of _____, 2002, and shall expire on the ____ day of _____, 2003.

DRAFT

BERNARD GIUSTO, Sheriff of Multnomah County

I, _____, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, the Charter of the County of Multnomah and the ordinances thereof, and that I will faithfully, honestly and impartially discharge the duties of a Special Deputy Sheriff of Multnomah County, to the best of my ability, so help me God.

Subscribed and sworn to before me this ____ day of _____, 2002.

Notary Public for Oregon
My commission expires: _____

STATE OF OREGON

County of Multnomah

)
) ss.
)

SPECIAL APPOINTMENT
PARK RANGER
(ORS 204.635(2))

TO: _____

1. Pursuant to ORS 204.635(2), you are hereby authorized to perform such duties as may be required by a Metro Parks Ranger, provided that exercise of such authority shall be limited to enforcement of Title 10, Multnomah County Code, "Parks and Recreation," and state wildlife laws, ORS Chapters 496, 497, and 498.
2. This appointment shall continue during the pleasure of the Sheriff, and may be revoked prior to its expiration date without cause or notice.
3. Under this appointment you are not authorized to carry a firearm in the performance of your official duties.
4. Under this appointment you are not a "police officer" or "employee" for purposes of the Public Employees' Retirement Act, ORS Chapter 237.
5. During this appointment you will serve without compensation from the Multnomah County Sheriff's Office.
6. This appointment is made this ____th day of _____, 2003, and shall expire on the ____th day of _____, 2005.

DRAFT

BERNARD GIUSTO, Sheriff of Multnomah County

I, _____, solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Oregon, and the laws thereof, the charter of the County of Multnomah and the ordinances thereof, and that I will faithfully, honestly, and impartially discharge the duties of a Metro Park Ranger to the best of my ability, so help me God.

Subscribed and sworn to before me this ____th day of _____, 2003.

NOTARY PUBLIC
My Commission Expires:

STATE OF OREGON)
County of Multnomah)

ss. Special Appointment
Animal Control Officer
(ORS 204.635(2), MCC 13)

TO: _____

1. Pursuant to ORS 204.635(2) and MCC Chapter 13, you are hereby authorized to perform such duties as may be required by a peace officer acting under ORS 133.005(3), provided that exercise of such authority shall be limited to enforcement of MCC 13, Animal Control Ordinance, and the provisions of ORS Chapter 609, 167, and 433.340 regarding the regulations of dogs.
2. This appointment shall continue during the pleasure of the Sheriff, and may be revoked prior to its expiration date without cause or notice.
3. Under this appointment you are not authorized to carry a firearm in the performance of your official duties.
4. Under this appointment you are not a "police officer" or "employee" for purposes of the Public Employees' Retirement Act, ORS Chapter 237.
5. During this appointment you will serve without compensation from the Multnomah County Sheriff's Office.
6. This appointment is made this ____th day of _____, 2004 and shall expire on the ____th day of _____, 2006.

DRAFT

BERNARD GIUSTO, SHERIFF

I, _____, being first duly sworn depose and say that I will support the Constitution of the United States, the Constitution of the State of Oregon, and perform the duties of a Special Deputy Sheriff of Multnomah County, Oregon to the best of my ability so help me God.

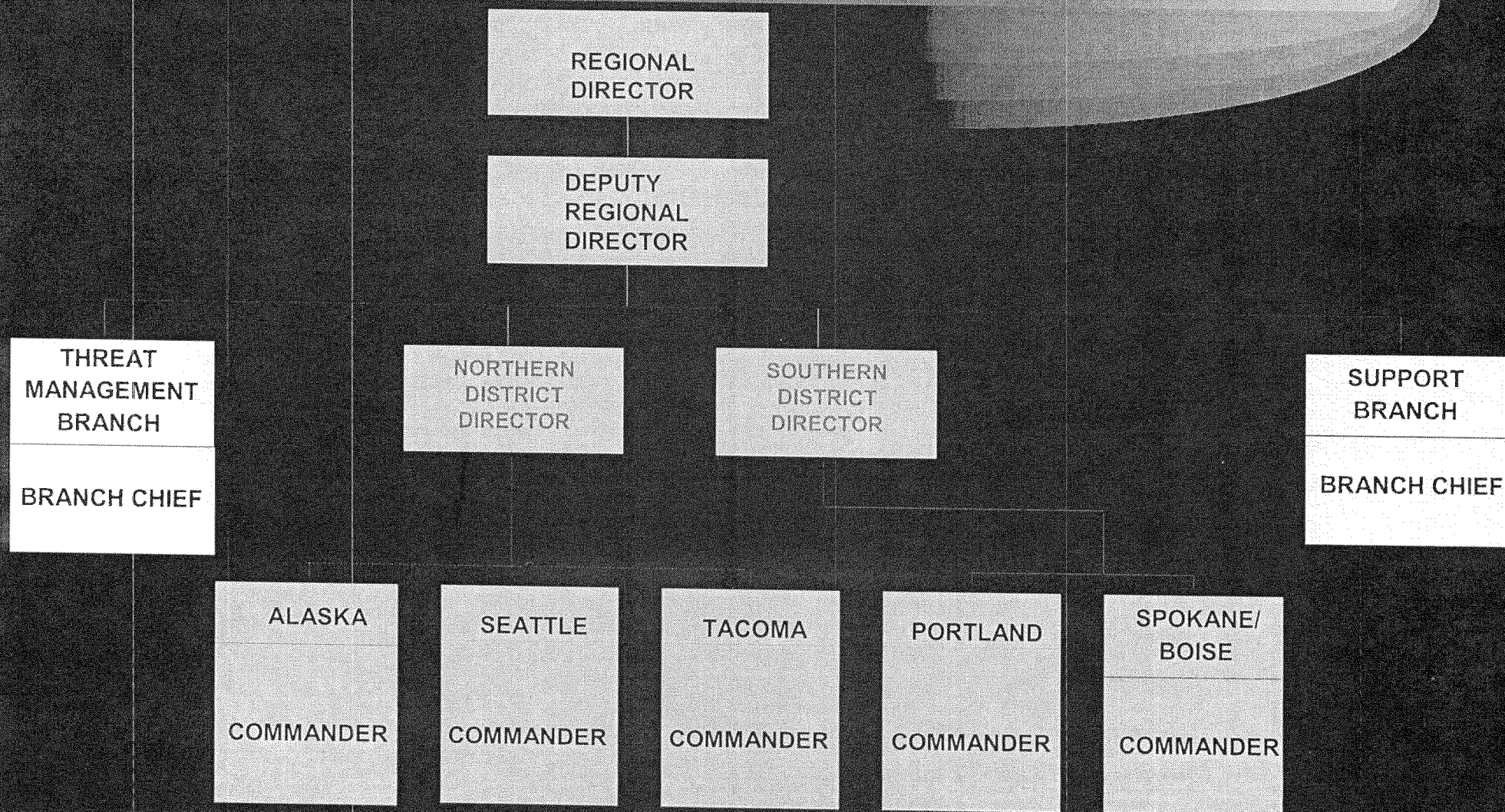
Signed: _____

Subscribed and sworn to before me this ____th day of _____, 2004.

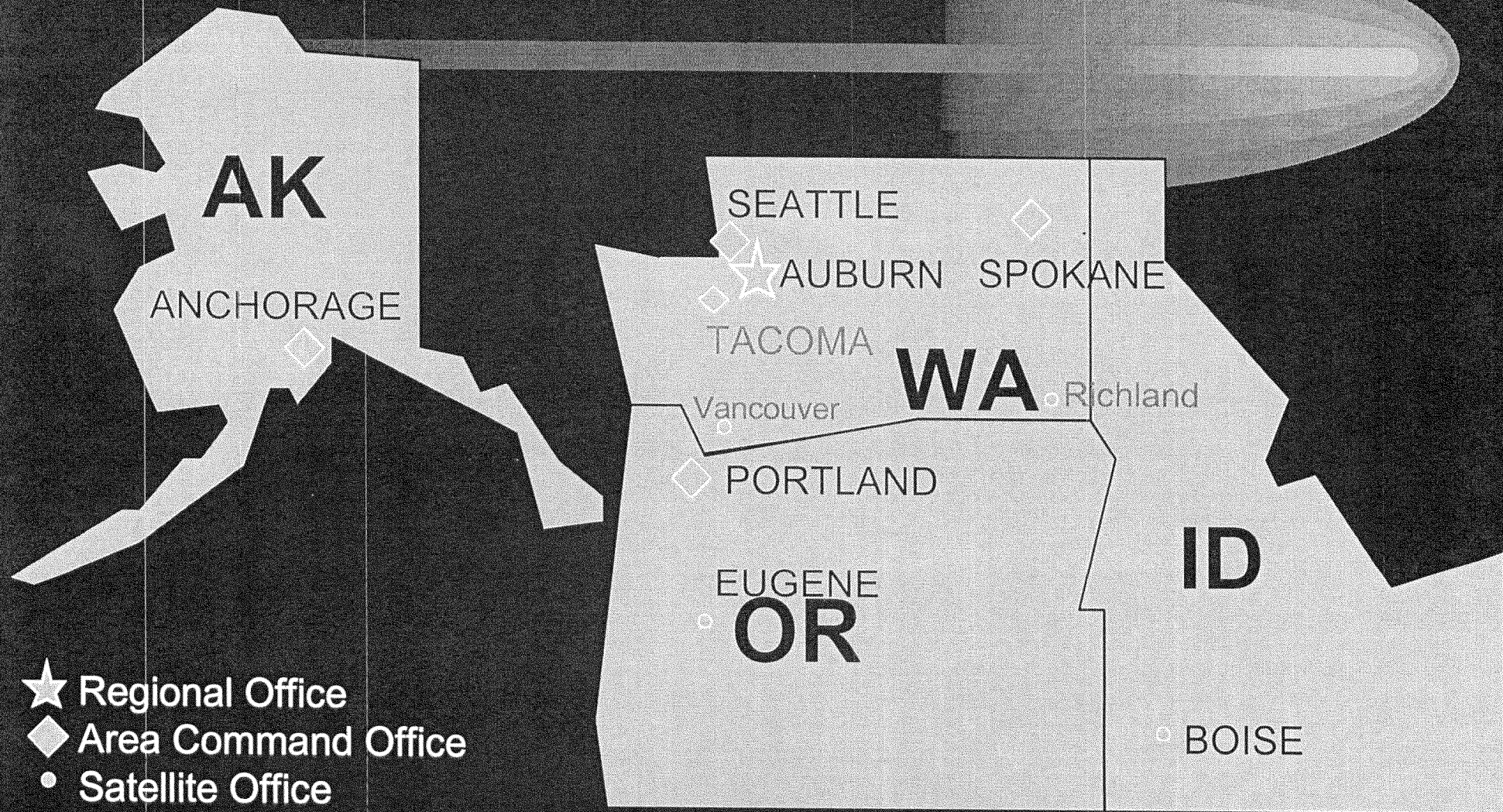
NOTARY PUBLIC

My Commission Expires:

Organization Chart



Regional Geographic Area



**U. S. Department of Homeland Security
Federal Protective Service
Region 10**



**November 18, 2004
Multnomah County**

Leadership

Federal Protective Service (FPS)

Director, Office of Federal Protective Service Wendell C. Shingler

Wendell C. Shingler was named Director of the Federal Protective Service in January 2002. Director Shingler has over 30 years of Federal service holding various security, facility and construction management positions within the Department of the Army, the Federal Highway Administration, the Voice of America and the United States Marshals Service.



During his 13-year tenure with the U.S. Marshals Service, he served most recently as the Chief of Judicial Facility and Security Programs. In this capacity, he directed numerous national programs, including judicial security, facilities management and construction, physical security, safety and health, telecommunications and secure radios, architectural and engineering design, security contracting, and procurement. He developed master plans for each program area, including a multi-year modernization program for upgrading cellblocks, offices and security systems.

Director Shingler has been recognized on numerous occasions for his ingenuity in creating change and implementing effective management techniques for facility and security programs. He received commendation from the President of the United States for his participating role in the development of the Department of Justice's Vulnerability Assessment for Federal Facilities.

As a manager, he focuses on developing effective working relationships and building upon the strengths of an organization to make it more effective. Under his leadership, Federal Protective Service protection services focus directly on the interior security of the nation and the reduction of crimes and potential threats in Federal facilities throughout the Homeland.

Federal Buildings

Federal Protective Service (FPS)

The mission of the Federal Protective Service (FPS) is to provide law enforcement and security services to over one million tenants and daily visitors to all Federally owned and leased facilities nationwide. FPS protection services focus directly on the interior security of the nation and the reduction of crimes and potential threats in Federal facilities throughout the Homeland.

FPS conducts Building Security Assessments on all GSA-controlled facilities to evaluate threats and tailor appropriate security countermeasures. We have full law enforcement capability on Federal property including the authority to detain and arrest people; seize goods or conveyances; obtain arrest and search warrants; respond to incidents and emergency situations; provide protection during demonstrations or civil unrest, and to be deputized by Federal or local law enforcement agencies for law enforcement response in special situations.

FPS also has authority to conduct investigations on all incidents occurring on Federal property controlled by GSA and adjudicate background suitability determination cases on contract personnel. We coordinate with appropriate Federal Emergency Management Agency representatives for security and law enforcement requirements. FPS provides centralized communication, alarm monitoring, and coordination for state and Federal officials regarding Federal facilities, develops a nationwide physical security protection program and coordinates a national Occupant Emergency Program. We have a Weapons of Mass Destruction program to respond to Federal facility threats and aid with joint operations nationwide.

Federal Protective Service (FPS)

Mission

The mission of the Federal Protective Service (FPS) is to provide law enforcement and security services to over one million tenants and daily visitors to all federally owned and leased facilities nationwide. FPS focuses directly on the interior security of the nation and the reduction of crimes and potential threats to federal facilities throughout the nation.

Protection Services to all Federal facilities throughout the United States and its territories, which include:

- Providing a visible uniformed police presence.
- Management and oversight of 10,000 armed contract security guards.
- Responding to criminal incidents and emergencies with full law enforcement authority.
- Authority to detain and arrest individuals and seize goods or vehicles.
- Comprehensive intelligence sharing capability at the federal, state and local levels.
- Participation in national and local Federal Anti-terrorism Task Forces.
- Specialized response capabilities - Canine and Weapons of Mass Destruction Teams.
- Providing protection during demonstrations, protests and acts of civil unrest.
- Investigating criminal incidents.
- Continuous monitoring of building alarms/emergencies through four FPS MegaCenters.
- Conducting building vulnerability and security assessments.
- Implementing appropriate security threat countermeasures.
- Purchasing/installing/monitoring security equipment and enhancements to designated buildings.
- Police emergency services in natural disasters, civil disturbances and terrorist actions.
- Protection support for special events: Olympics, Kentucky Derby and Presidential Inaugurals.
- Chairing the Interagency Security Committee to establish government-wide security policy.
- Presenting formal crime prevention/security awareness presentations to the federal population.
- Conducting background suitability determinations and adjudications for contract security guards and GSA daycare workers.
- Providing Federal Emergency Management Agency (FEMA) support.

New FPS Initiatives include:

- Deployment of additional weapons capabilities needed to respond to an increased threat.
- Increased participation in the FBI Joint Terrorism Task Force operations nationwide.
- Improved intelligence gathering and sharing capability.
- Expansion of FPS' national MegaCenter alarm monitoring and dispatch operations to all DHS components.
- Resurgence of the government-wide role of the Federal Interagency Security Committee.
- Extending FPS Physical Security Academy training to other ICE components.

Historical Background

Federal Protective Service (FPS)

As the Federal Protective Service (FPS) has evolved from a guard force (1700's) to a provider of comprehensive security and law enforcement services, the mission has moved from a reactive to a proactive organization dedicated to reducing the threat to our customers.

Authority and Jurisdiction

In 1971, Congress created the FPS to be under the control of the GSA's Public Buildings Service. Congress directed "special police officers" be hired who would have the authority of "Sheriffs or Constables" on property under the charge and control of DHS. Title 40, United States Code, Sections 318a - 318d provided for the establishment of the service and defined the Authority and Jurisdiction of these officers. FPS Police Officers hired under this authority are responsible for the protection of public buildings and other areas under the charge and control of GSA. They are also responsible for the enforcement of laws enacted for the protection of persons and property, the prevention of breaches of peace, suppression of affrays or unlawful assemblies, and enforcement of any rules and regulations made and promulgated by the GSA Administrator. This authority can also be extended, by agreement, to any area with a significant federal interest.

On March 1, 2003, (in accordance with the Homeland Security Act of 2002) the FPS was transferred from the GSA to the Directorate of Border and Transportation Security within the Department of Homeland Security.

Chronology of Events

1790 - The FPS of today traces its roots to six night watchmen hired by a commission appointed by Congress to protect the buildings that were to become the permanent seat of government for the United States in Washington, D.C. The buildings included those intended to house the Congress and the President, as well as other public offices of the new government.

1802 - Congress replaced the three-man commission with a Superintendent responsible for federal buildings management.

1816 - The Superintendent's office was abolished and building management responsibilities were transferred to the newly created Office of the Commissioner of Buildings.

1849 - The Office of the Commissioner of Buildings was transferred to the new Department of the Interior.

1867 - Government building management was transferred from the Department of the Interior to the Chief of Engineers, U.S. Army.

1883 - Responsibility for federal buildings was shifted to the Office of the Superintendent of the State, War and Navy, under the jurisdiction of the Chief of Engineers, U.S. Army.

1925 - The federal building management function was transferred to the Office of Public Buildings and Public Parks of the National Capital.

1933 - Responsibility was moved back to the Department of the Interior, in the Office of National Parks, Buildings and Reservations.

1936 - Another change moved the protective forces to the National Parks Service.

1939 - Once again, the agency was transferred, this time to the Public Buildings Administration in the Federal Works Agency.

1948 - Title 40 US Code Section 318 enacted [Public Law 80-566]; Provides Federal Officers with arrest authority.

1949 - The functions of the Federal Works Agency were moved into the Protection Division of the Public Buildings Service, an agency of GSA. GSA was established on July 1, 1949, to consolidate under a single leadership basic government service functions that had previously been carried out by various departments and federal agencies.

1971 - On January 11, 1971, the Administrator of GSA signed an order establishing a Federal Protective Service organization (FPS) to handle uniformed protection forces of government occupied buildings. (GSA Order ADM 5440.46)

1976 - All training for officers was consolidated at the Federal Law Enforcement Training Center [FLETC] in Glyncro, Georgia.

1979 - FPS is recognized by the Department of Justice as a criminal justice organization, as defined in 28 CFR 20.3(c).

1986 - FPS transformed into Mobile Police Operations by elimination of all fixed posts at GSA buildings.

1987 - Uniformed and non-uniformed officers of FPS were incorporated under provisions of Title 18 US Code Section 1114, providing criminal penalties for assaults and murders of federal officers.

April 1995 - The Alfred P. Murrah Federal Building, Oklahoma City, Oklahoma, was bombed through an act of domestic terrorism; 168 people were killed and scores injured. This tragedy became a catalyst for change within the security community.

1995 - The FPS began implementation of security measures as recommended by DOJ.

April 1998 - The FPS held a three-day charrette to consider how it match its security and law enforcement expertise with the needs of the tenant community.

December 1998 - As a result of the charrette and its subsequent working groups, the conceptual framework and strategic focus for a new FPS is introduced, seeking to re-invent FPS as the premier facilities security organization providing state-of-the-art protection to GSA buildings.

November 2000 - On November 17, 2000, GSA Administrator David Barram signed DHS Order ADM 5450.137 establishing line authority for FPS. This order withdrew authorities governing safety, security, and law enforcement of employees and buildings from GSA's Regional Administrators and delegated that authority to the FPS Assistant Commissioner.

March 2003 - Functions of several border and security agencies, including the FPS, the Customs Service, and portions of the former Immigration and Naturalization Service were transferred to the Directorate of Border and Transportation Security (BTS) within the Department of Homeland Security. As part of the transition under the Homeland Security Act of 2002, the FPS organization was incorporated into the Immigration and Customs Enforcement (ICE), one of two major components within BTS. The head of the FPS was re-titled Director of the Federal Protective Service in lieu of the previous designation under GSA of FPS Assistant Commissioner.

Special Programs

Federal Protective Service (FPS)

- **National Weapons of Mass Destruction (WMD) Program** - Enables FPS to respond to WMD threats against federal facilities, as well as assist with joint operations/mutual aid throughout the U.S. [READ MORE](#)
- **Hazardous Response Program** - Supports the missions of FPS in responding to credible chemical, biological, radiological, nuclear and high yield explosive (CBRNE) threats or incidents. [READ MORE](#)
- **Canine Program** - A rapidly expanding canine program that is employed as part of FPS' overall building security. [READ MORE](#)
- **Mobile Scanning Truck** - An x-ray/backscattering truck that screens vehicles ranging from cars to tractor-trailers for explosives, drugs and hazardous materials. [READ MORE](#)
- **MegaCenters** - Monitors all types of alarm systems, CCTV and wireless dispatch communications within Federal facilities nationwide. They provide redundant alarm monitoring 24 hours a day, 7 days a week. In the event of a partial or catastrophic failure at one center, all operations can be remotely switched and monitored at a "sister" location. [READ MORE](#)
- **Physical Security** - A comprehensive blanket of protection that cross cuts all of government and is unlike the security services of any private company. This includes installation of alarm systems, x-rays, magnetometers and entry control systems, as well as 24/7 monitoring, uniformed police response and follow-up investigation. [READ MORE](#)
- **Special Response Teams** to provide rapid response in emergencies.

Functions of the WMD Program

Federal Protective Service (FPS)

In July of 2002, the current FPS Program Manager established a formal Hazardous Response (HRP) and Weapons of Mass Destruction (WMD) Program. FPS came up with a base line standard from which to develop the HRP program. This was because no one agency is prepared to respond to a catastrophic WMD event and only a strong community partnership among all responders will allow for success. In developing and solving problems related to both its program and other agencies' programs, FPS developed community relationships and partnerships. These relationships are built over time by developing mutual trust and friendships with responders from different agencies. In the relatively small WMD and Hazardous Material communities, demonstrating tactical and technical competence along with possessing the character traits of honesty and candor are necessary to gain that trust.

Composition of the WMD Program

FPS began this program with four hazardous materials technicians, along with minimal equipment. Since its induction, the numbers have increased to 25 instructors, 27 hazardous materials technicians, two explosive ordinance disposal technicians, and over 800 law enforcement personnel. This team is presently being trained in WMD and hazardous materials at the Awareness, Operations and Incident Command System levels. FPS/HRP Program development is broken down into the areas of administration, information and criminal intelligence, plans, operations, training, logistics, interagency cooperation, and research and development. In developing the HRP program, FPS gained assistance of the above agencies. FPS is preparing to train ten FPS personnel in a train-the-trainer course, and will fill the additional 15-20 slots with members of other local, state, and federal agencies. By opening these relationships through training, FPS has been able to gain access to equipment for testing and evaluation from other agencies.

Accomplishments of WMD Program

At the May 2003 Kentucky Derby, FPS supported the Louisville Metro Police Department as FPS was being supported by the U.S. Department of Energy. During this operation, numerous incidents were successfully resolved as a direct result of relationships that had already been fostered. The FPS Hazardous Response Program has produced meaningful results that can be used by other law enforcement agencies. These results will help to develop new or improve existing programs in order to address the unique demand and threats placed on the world of personnel filled with hazardous materials incidents and Weapons of Mass Destruction (WMD) threats. FPS now has a certified training program in WMD and hazardous materials at the Awareness, Operations, and Incident Command System levels. This also includes necessary personal protective, detection and decontamination equipment. Lastly, FPS has responded to several calls for emergencies and requests for protection in over 23 U.S. cities.

Hazardous Response Program

Federal Protective Service (FPS)

Mission Statement

The mission of the Federal Protective Service (FPS) Hazardous Response Program (HRP) is to respond to credible chemical, biological, radiological, nuclear and high yield explosive (CBRNE) threats or incidents. This support may be in the form of administration, information, plans, operations, training, logistical support, research and development and interagency cooperation.

Overview

The HRP continues to develop and refine capabilities in initial investigation of suspicious or threatening CBRNE incidents; conducting CBRNE threat assessments; confirming the unauthorized presence of CBRNE agents and materials; conducting emergency operations and providing evacuation support during CBRNE incidents; providing CBRNE mutual aid response through agreement; and providing training assistance. This program is compliant with OSHA and NFPA guidance and regulations.

Awareness

The FPS HRP is working to increase and enhance the domestic preparedness awareness of both federal employees and the public. We support training and information assistance initiatives within the federal workforce in a number of areas including occupant emergency planning, along with shelter in place and evacuation planning. This training and planning is done using an integrated approach to all hazards with considerations including medical emergencies, natural disasters with or without warning, fire emergencies, bomb threats, suspicious packages, explosions, hazardous materials emergencies, demonstrations, civil unrest, work place violence and terrorism. We stress the importance of every employee being trained to take appropriate actions in an emergency. We also provide specific awareness level training in hazardous materials and weapons of mass destruction (WMD) to local, state and federal government workers upon request.

Prevention

With strong public and employee awareness as a base, the FPS HRP works to prevent CBRNE disruption through a number of methods and techniques. These range from identifying vulnerabilities to reducing threats.

Preparedness

The diverse workforce of the FPS is prepared to respond to threats posed against federal facilities. All personnel receive extensive training in WMD and hazardous materials. A number of our personnel are certified at the hazardous materials technician level. We plan, train, test and evaluate our procedures through extensive cooperation with local, regional, state and federal crisis responders on a continuing basis. This interagency cooperation is based on the extensive number of partnerships we have developed with community responders throughout the country. If you are a crisis responder or emergency planner and would like to develop a relationship with the FPS HRP, contact your nearest FPS office and request that an FPS Regional or Assistant Regional HRP Coordinator contact you.

Response

We believe awareness, prevention and preparedness are always preferable to response. But sometimes emergencies in our areas of responsibility occur. When they do, FPS is prepared to respond immediately within an integrated community framework approach. Our personnel are trained to integrate their operations within the framework of unified management and incident command. In addition to conducting protective actions, our personnel are trained to take actions to help protect and save others. Our advanced response capabilities will support the incident commander.

Recovery


From the beginning of an emergency we focus on the outcome. To be successful, part of that outcome may include recovery operations conducted at the local, state, regional or federal level. The FPS HRP will support these efforts from their earliest stages.

Canine (K-9) Program

Federal Protective Service (FPS)

Overview

The Canine (K-9) program within the Federal Protective Service (FPS) operates to provide security excellence, and is an integral part of the FPS Explosive Detection Dog (EDD) Teams. The Canine Program supports the FPS mission by directing canines to perform explosive detection searches of building and office areas, vehicles, packages, materials and persons housed or located in federally owned or leased buildings. This involves:

 Officer and Dog from Canine Team

- (1) Conducting preliminary site surveys to evaluate the threat level, working conditions and time constraints.
- (2) Determining the appropriate first response and secondary actions that are required.
- (3) Coordinating to obtain additional law enforcement and/or canine support as determined necessary.

Training

 Officer and Dog from Canine Team

The K-9 teams ensure the daily safety for thousands of federal employees, the public and customer agencies. Routine explosive detection searches are regularly conducted at federal office buildings, courthouse, customhouses and federally leased space nationwide. The FPS Canine Training Academy is located at Ft. McClellan, Alabama, and is run in partnership with Auburn University's Institute for Biological Detection Systems (IBDS). Each Canine Handler and canine are required to attend a nine week EDD Handler Training Course. Handlers and their canine partners graduate from the course as a team. FPS Canine handlers are located in major cities across the country. These highly trained and dedicated Explosive Detection teams are on call 24-hours a day and serve a crucial role as part of a greater network of first responders.

Mobile Scanning Truck

Federal Protective Service (FPS)

An x-ray/backscattering truck that screens vehicles ranging from cars to tractor-trailers for explosives, drugs and hazardous materials.



[Medium](#) [Large](#)

ICE's Federal Protective Service (FPS) demonstrated recently the effectiveness of the X-ray system used to scan vehicles for potential threats and the officers who use the system.

An 18-wheel tractor-trailer truck going through routine X-ray scanning by FPS at the entrance to the Southeast Federal Center in Washington, D.C., on July 1 showed an image that appeared to be a missile packed in the trailer.

[More](#)

FPS Mega Centers (Dispatch Control Centers)

Federal Protective Service (FPS)

Federal Protective Service (FPS) Mega Centers are high-tech, alarm monitoring, and dispatch control centers that demonstrate our commitment the very best protection services. Please review the Frequently Asked Questions provided below.

FREQUENTLY ASKED QUESTIONS

1. What is the reason for changing from Regional Control Centers (RCC) (within our local area) to a Mega Center (in a completely different state)?

A study found our aging RCC's were no longer meeting our security needs and bringing all the RCC's into compliance, would be cost prohibitive. Mega Centers have proven to be the answer, as each facility has state of the art technology and greatly enhances the services available to our customers.

2. How will my service be changed and/or interrupted?

The change over in service will be transparent to most users, ensuring there is no interruption in service. New phone numbers to the Mega Center are provided as well as points of contact information.

3. How can service be similar, when dispatchers are so far away from our local area (i.e. in Denver, Colorado instead of Los Angeles, California)?

Alarms travel by telephone lines directly to the Mega Center.

4. In the event of an alarm or other emergency, how does the Mega Center go about notifying us (agency heads/representatives) after-hours?

Mega Center dispatchers make notifications by telephone based on written instructions provided by your agency. Be sure to keep your emergency notification call lists updated by notifying FPS when changes occur.

5. Who is responsible for keeping updated information regarding emergency contacts?

The receiving agency is responsible for keeping their emergency call lists updated. Therefore, when your call lists change, please notify the FPS Mega Center.

6. Whom do I contact if I have a problem regarding my alarm system?

For issues regarding your alarm system, contact your respective Mega Center. FPS alarm monitoring equipment or physical security concerns should be directed to your local Electronic Technicians or Physical Security Specialists.

7. If I want to add additional alarms to my system (such as duress alarms, interior alarms, etc.) what should I do?

Contact your local FPS Physical Security Specialist, Law Enforcement Security Officer (LESO) or Electronic Technician.

8. Why should I go through the FPS Mega Center for my alarm response versus a different monitoring company (such as ADT, Pinkerton, Brinks, etc.)?

FPS has been serving the federal community for over 20 years. Our FPS Mega Centers provide the highest level of security services available. The Mega Centers use state of the art technology and have a highly trained staff. Basic alarm monitoring service is included for agencies housed in GSA space.

9. How much will I pay in rent or a RWA for the Mega Center to monitor our alarm system?

If you are currently in GSA space (owned or leased), basic alarm monitoring is covered.

RELATED LINK

[FPS Home Page](#)

[Contact Information](#)

[Contact SAC Field Offices](#)

[Contacts for Life-threatening Emergencies in Federal Buildings](#)

[Contacts for Non-life-threatening Emergencies in Federal Buildings](#)

[Historical Background](#)

[Special Programs](#)

[Federal Buildings](#)

[Leadership](#)

[FPS News Room
News Releases
Fact Sheets
Multimedia Gallery](#)

[Faces of ICE
Cheryl E. Davis](#)

[Careers](#)

[Adobe Acrobat Reader](#)

10. We have our own lease, which is not under GSA. Can you still offer us your monitoring services through your Mega Center?

Yes. Federal agencies not in DHS space can obtain alarm-monitoring services through the Mega Centers for a small monthly fee.

11. How do I go about obtaining more information about all of the security services FPS has to offer?

Contact your local PSS, LESO or Mega Center representative. "Contact Information for Non-Life Threatening Emergencies-Security Issues."

Physical Security and Law Enforcement Services

Federal Protective Service (FPS)

[Code Adam: Missing Children Alert](#)

[FPS - Basic Service Charge and Building Specific Service Charge](#)

[Home and Family Security](#)

[How to Avoid Rape and Sexual Assault](#)

[Making Federal Buildings Safe](#)

[Occupant Emergency Program \(OEP\) Guide](#)

[Security and Law Enforcement Services](#)

[Security in the Workplace](#)

[Telephone Bomb Threat Checklist](#)

[Theft in the Workplace](#)

[Travel Security](#)

[Violence in the Workplace](#)

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: C-1

Est. Start Time: 10:30 AM

Date Submitted: 10/29/04

Requested Date: 11/18/2004

Time Requested: N/A

Department: Non-Departmental

Division: Chair's Office

Contact/s: Chair Diane Linn, Andy Smith

Phone: 503 988-3308

Ext.: 85772

I/O Address: 503/600

Presenters: Consent Calendar

Agenda Title: Appointment of Diane Xiong (Youth Member Position) to the Library Advisory Board

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?**
Request approval of appointment of Diane Xiong to the Library Advisory Board.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.**
The Library Advisory Board advises the Board of County Commissioners on matters relating to library services, policies and funding. They also serve as the Citizen Budget Advisory Committee for the County's Library Department. There are 17 members including two youth members between the ages of 13 and 17. Non-youth members are appointed to 4-year terms by the County Chair with approval of the Board of County Commissioners. Youth members are appointed to 2-year terms by the County Chair with approval of the Board of County Commissioners.
- 3. Explain the fiscal impact (current year and ongoing).**
No current year/ongoing fiscal impact.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

- ❖ What revenue is being changed and why?
- ❖ What budgets are increased/decreased?
- ❖ What do the changes accomplish?
- ❖ Do any personnel actions result from this budget modification? Explain.
- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ Why was the expenditure not included in the annual budget process?
- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

If grant application/notice of intent, explain:

- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. Explain any legal and/or policy issues.

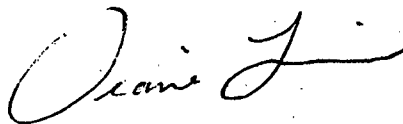
No legal and/or policy issues.

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

N/A

Required Signatures:

Department/Agency Director:



Date: 10/29/2004

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: C-2

Est. Start Time: 10:30 AM

Date Submitted: 10/13/04

Requested Date: November 18, 2004

Time Requested: N/A

Department: DBCS

Division: Tax Title

Contact/s: Gary Thomas

Phone: 503-988-3590

Ext.: 22591

I/O Address: 503/4 Tax Title

Presenters: Gary Thomas

Agenda Title: RESOLUTION Authorizing Private Sale of Certain Tax Foreclosed Property to DUANE M BRATVOLD

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

1. What action are you requesting from the Board? What is the department/agency recommendation?

The Tax Title Section is requesting the Board to approve the private sale of one tax foreclosed property to DUANE M BRATVOLD. The Department of Business and Community Services recommends that the private sale be approved.

2. Please provide sufficient background information for the Board and the public to understand this issue.

The subject property is a lot approximately 24' x 58.85' that came into Multnomah County ownership through the foreclosure of delinquent property tax liens on November 2, 1989. The lot is located between a house at 4 NE 72nd Ave and a duplex at 7227/7233 E Burnside St. The parcel currently has a detached garage and small outbuilding on it which is a part of the property at 4 NE 72nd Ave. Through an error in the sale of the property to Mr. Duane Bratvold in January 1987 the legal description for the subject property was omitted from the deed and it subsequently came into county ownership through foreclosure.

We propose to enter into a private sale with Duane Bratvold who owns the property at 4 NE 72nd Ave. The sale will make his property whole the way it was originally intended to be.

The attached Exhibit A, a plat map shows the location of the property. Exhibit B contains two photos of the subject property and shows its location in relation to the house. The attached Exhibit C is an aerial photo that shows the location of the lot and detached garage in relation to the house at 4 NE 72nd Ave.

Written confirmation was obtained from the City of Portland that states that the subject property is unsuitable for the construction or placement of a dwelling thereon under current zoning ordinances and building codes, as provided under ORS 275.225.

3. **Explain the fiscal impact (current year and ongoing).**
The Private Sale will allow for a recovery of the delinquent taxes, fees, and expenses (see Exhibit D).
4. **Explain any legal and/or policy issues.**
No legal issues are expected. The parcel will be sold "As Is" without guarantee of clear title.
5. **Explain any citizen and/or other government participation that has or will take place.**
No citizen or government participation is anticipated.

Required Signatures:

Department/Agency Director:

Robert A Maestre

Date: 10/13/04

Budget Analyst

By:

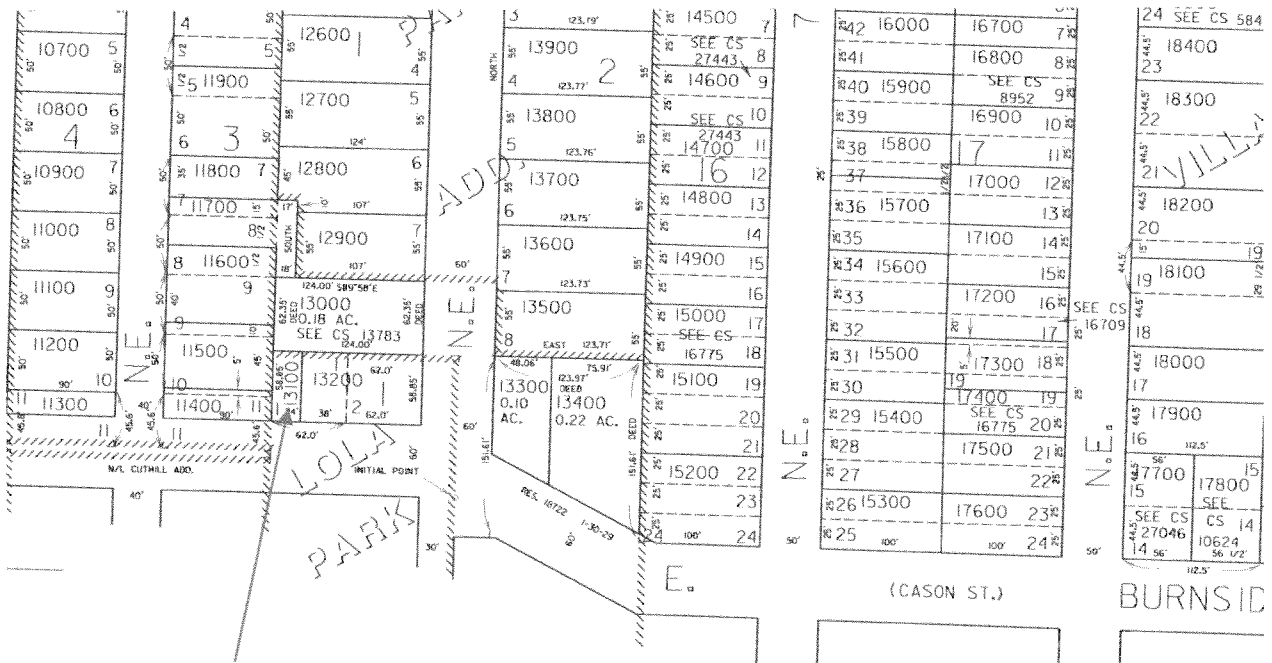
Date:

Dept/Countywide HR

By:

Date:

EXHIBIT A



Location of Subject
4 NE 72nd

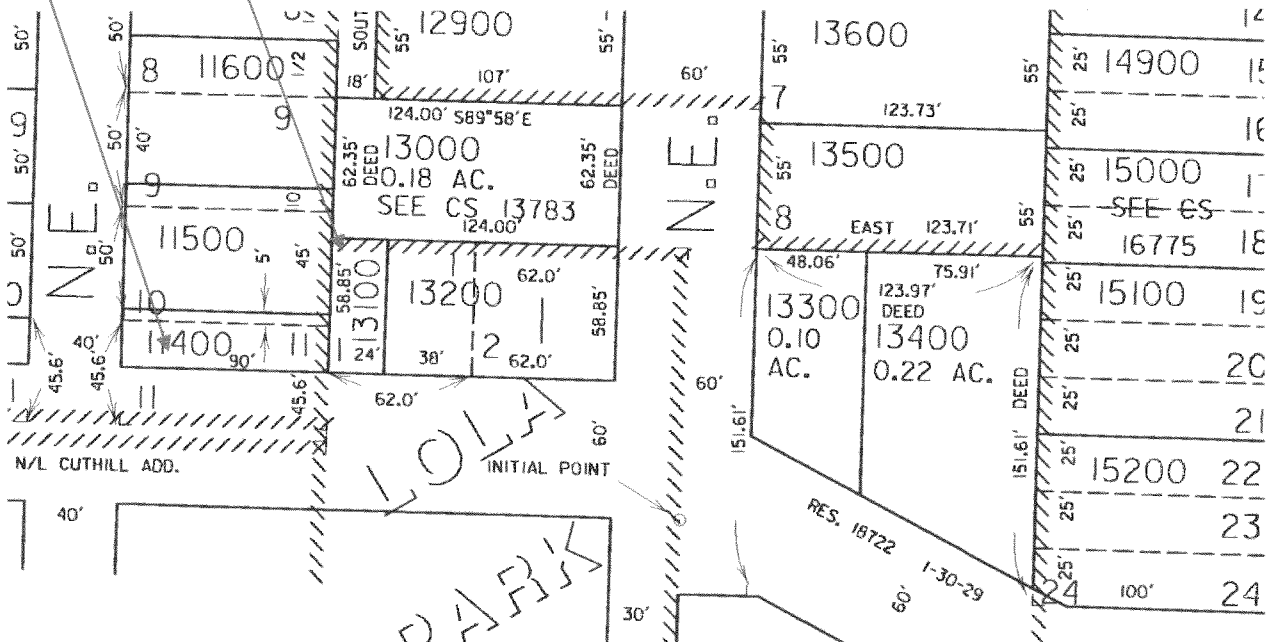


EXHIBIT B

4 NE 72nd Ave



4 NE 72nd Ave

Subject Property

EXHIBIT C



Subject

**EXHIBIT C
PROPOSED PROPERTY LISTED FOR PRIVATE SALE
FISCAL YEAR 2004-05**

LEGAL DESCRIPTION:

LOLA PK; W 24' OF LOT 1 BLOCK 1

ADJACENT PROPERTY ADDRESS: 4 NE 72nd Ave

TAX ACCOUNT NUMBER: R208204

GREENSPACE DESIGNATION: No designation

SIZE OF PARCEL: Approximately 24" x 58.85" (approx. 1,412sf)

ASSESSED VALUE: \$1,500.00

ITEMIZED EXPENSES FOR TOTAL PRICE OF PRIVATE SALE

BACK TAXES & INTEREST:

\$357.10

TAX TITLE MAINTENANCE COST & EXPENSES:

\$180.50

ADVERTISING COST:

-0-

RECORDING FEE:

\$26.00

CITY LIENS:

-0-

SUB-TOTAL

\$563.60

MINIMUM PRICE REQUEST OF PRIVATE SALE

\$1,500.00

BOGSTAD Deborah L

From: GRACE Becky J
Sent: Wednesday, October 13, 2004 1:55 PM
To: BOGSTAD Deborah L
Subject: FW: Bratvold Private Sale Nov 18, 2004

Hi Deb,
I will send the documents immediately!
Thanks

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

From: CREAN Christopher D
Sent: Wednesday, October 13, 2004 1:49 PM
To: GRACE Becky J
Subject: RE: Bratvold Private Sale Nov 18, 2004

Becky -

I have reviewed the attached Resolution and Deed and they may be forwarded to the board as proposed. Thanks.

- Chris

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

From: GRACE Becky J
Sent: Wednesday, October 13, 2004 12:37 PM
To: CREAN Christopher D
Subject: Bratvold Private Sale Nov 18, 2004

Hi Chris,
Attached for your approval and review are the Bratvold Private Sale Documents for the November 18th Board agenda.

Thanks,

Becky Grace
Tax Title, Multnomah County
501 SE Hawthorne, Suite 310
Portland, OR 97214
503.988.3590 x27145

10/13/2004

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Authorizing Private Sale of Certain Tax Foreclosed Property to DUANE M BRATVOLD

The Multnomah County Board of Commissioners Finds:

- a) Multnomah County acquired the real property described below through the foreclosure of liens for delinquent property taxes.
- b) The property has an assessed value of \$1500 on the County's current tax roll.
- c) Written confirmation was obtained from the City of Portland stating that the subject property is unsuitable for construction or placement of a dwelling thereon under current zoning ordinances and building codes, as provided under ORS 275.225.
- d) DUANE M. BRATVOLD has agreed to pay \$1500 an amount the Board finds to be a reasonable price for the property in conformity with ORS 275.225.

The Multnomah County Board of Commissioners Resolves:

- 1. Upon Tax Title's receipt of the payment of \$1500, the Chair on behalf of Multnomah County, is authorized to execute a deed conveying to DUANE M. BRATVOLD, the following described real property:

West 24 feet of Lot 1, Block 1; LOLA PARK in the City of Portland, Multnomah County, Oregon.

ADOPTED this 18th day of November 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

DUANE M. BRATVOLD
4 NE 72ND AVE
PORTLAND OR 97213-5636

Deed D051985

West 24 feet of Lot 1, Block 1; LOLA PARK

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

**BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-162

Authorizing Private Sale of Certain Tax Foreclosed Property to DUANE M BRATVOLD

The Multnomah County Board of Commissioners Finds:

- a) Multnomah County acquired the real property described below through the foreclosure of liens for delinquent property taxes.
- b) The property has an assessed value of \$1500 on the County's current tax roll.
- c) Written confirmation was obtained from the City of Portland stating that the subject property is unsuitable for construction or placement of a dwelling thereon under current zoning ordinances and building codes, as provided under ORS 275.225.
- d) DUANE M. BRATVOLD has agreed to pay \$1500 an amount the Board finds to be a reasonable price for the property in conformity with ORS 275.225.

The Multnomah County Board of Commissioners Resolves:

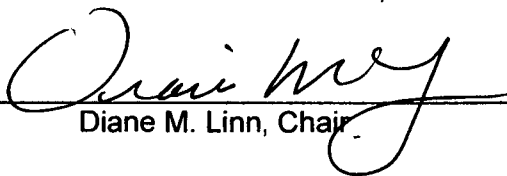
- 1. Upon Tax Title's receipt of the payment of \$1500, the Chair on behalf of Multnomah County, is authorized to execute a deed conveying to DUANE M. BRATVOLD, the following described real property:

West 24 feet of Lot 1, Block 1; LOLA PARK in the City of Portland, Multnomah County, Oregon.

ADOPTED this 18th day of November 2004.

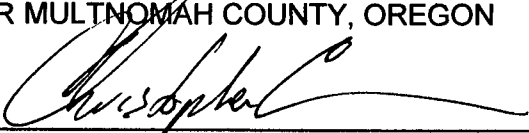


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Christopher D. Crean, Assistant County Attorney

After recording, return to:
MULTNOMAH COUNTY
TAX TITLE DIVISION
503/4

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to DUANE M. BRATVOLD, Grantee, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

The true and actual consideration paid for this transfer; stated in the terms of dollars is \$1500.

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 18th day of November 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

Diane M. Linn, Chair

By Christopher D. Crean
Christopher D. Crean, Assistant County Attorney

This Deed was acknowledged before me this 18th day of November 2004, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Page 2 of 2– Resolution and Deed Authorizing Private Sale

Until a change is requested, all tax statements shall be sent to the following address:
DUANE M. BRATVOLD
4 NE 72ND AVE
PORTLAND OR 97213-5636

After recording, return to:
MULTNOMAH COUNTY
TAX TITLE DIVISION
503/4

Deed D051985

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to DUANE M. BRATVOLD, Grantee, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

West 24 feet of Lot 1, Block 1; LOLA PARK

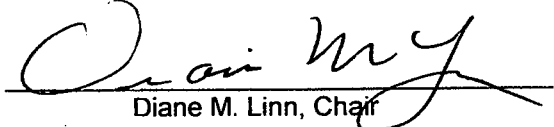
The true and actual consideration paid for this transfer; stated in the terms of dollars is \$1500.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

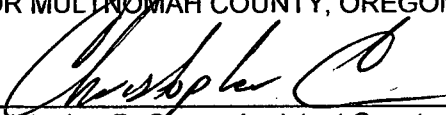
IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 18th day of November 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

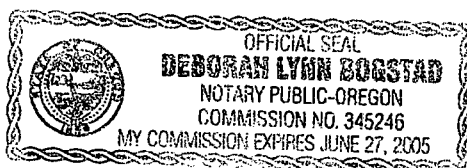

Diane M. Linn, Chair

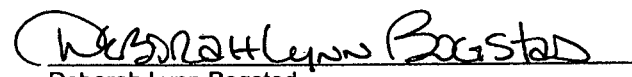
AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

This Deed was acknowledged before me this 18th day of November 2004, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.




Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: C-3

Est. Start Time: 10:30 AM

Date Submitted: 10/18/04

Requested Date: November 18, 2004

Time Requested: Consent Calendar Item

Department: DBCS

Division: Tax Title

Contact/s: Gary Thomas

Phone: 503-988-3590

Ext.: 22591

I/O Address: 503/4 Tax Title

Presenters: Gary Thomas

Agenda Title: Resolution Authorizing Execution of Contract between Multnomah County, Seller, and CORNICE GROUP LLC, Purchaser, for Tax-Foreclosed Property Sold at Public Sale, and Deed to Purchaser at Contract Completion

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?**

The Tax Title Section is requesting the Board to approve the execution of a contract to CORNICE GROUP LLC and the sale of a Tax Foreclosed property that is identified as Auction Property No. 8 as shown in exhibit A. The Department of Business and Community Services recommends that the contract and sale be approved.

- 2. Please provide sufficient background information for the Board and the public to understand this issue.**

Auction Property No 8: R210912

838 N Alberta – Came into County ownership through cancellation of a contract on 12/10/98. Property was made available to AHDP but IRS liens prevented the transfer. House is located adjacent to Neil Kelly Remodeling on a 3,000sf lot. The interior of the house is in poor condition and there is no access to the front entrance.

Tax Title has expenses in the amount of \$21,461.42 against the property and there is a City Lien owing in the amount of \$2,520.12.

CORNICE GROUP LLC, was the highest bidder at the Public Sale with a bid of \$83,500. The County acknowledges receipt of the sum of \$16,700, as deposit paid by the Buyer, with the remaining balance of \$66,800 to be carried on a ten year contract at 7% annual interest.

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

The Public Sale will allow for the full recovery of delinquent taxes, fees, and expenses of this property. The sale will also reinstate this property on the tax roll.

4. Explain any legal and/or policy issues.

No legal issues are expected. The parcels will be sold "As Is" without guarantee of clear title. This property conforms to those policies as outlined in Multnomah County Code Chapter 7.

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

No citizen or government participation is anticipated.

Required Signatures:

Department/Agency Director:

Robert A Maestre

Date: 10/18/04

Budget Analyst

By:

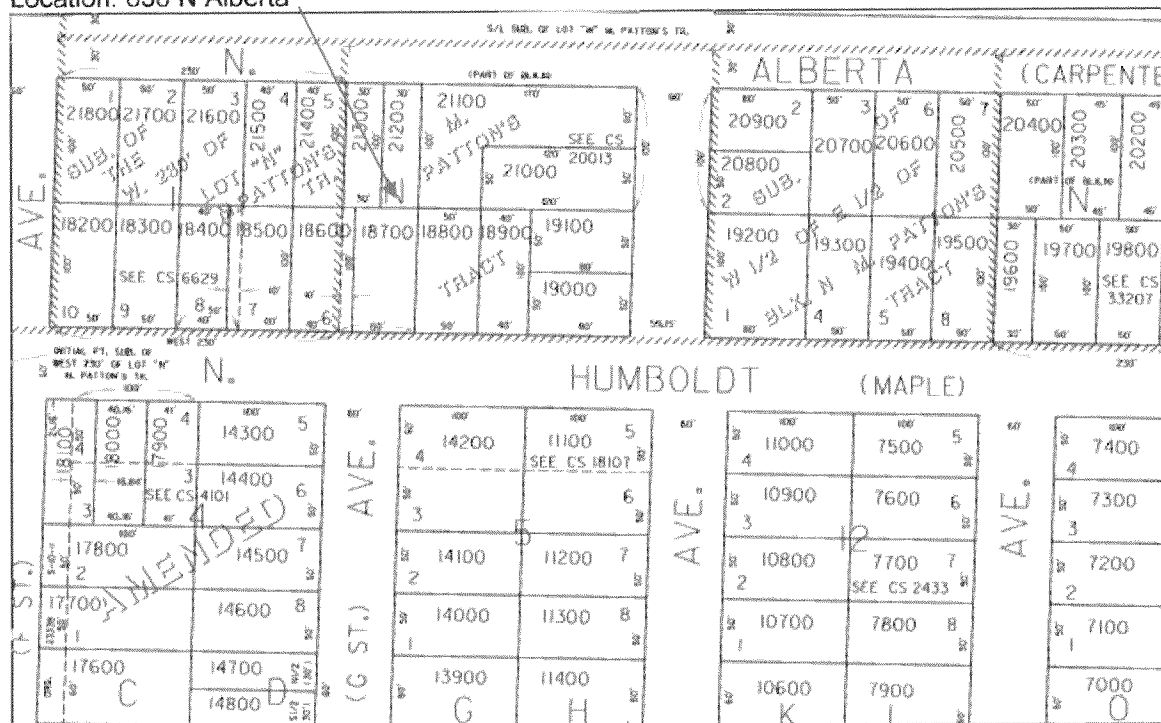
Date:

Dept/Countywide HR

By:

Date:

Location: 838 N Alberta



BOGSTAD Deborah L

From: GRACE Becky J
Sent: Monday, October 18, 2004 11:39 AM
To: BOGSTAD Deborah L
Subject: FW: Auction Sale and Contract Approval R210912 for Cornice Group LLC for Nov 18 Board Agenda

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

From: CREAN Christopher D
Sent: Monday, October 18, 2004 11:19 AM
To: GRACE Becky J
Subject: RE: Auction Sale and Contract Approval R210912 for Cornice Group LLC for Nov 18 Board Agenda

Becky -

I have reviewed the attached resolution and sale contract and they may be forwarded to the Board as proposed.
Thanks.

- Chris

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

From: GRACE Becky J
Sent: Friday, October 15, 2004 3:41 PM
To: CREAN Christopher D
Subject: Auction Sale and Contract Approval R210912 for Cornice Group LLC for Nov 18 Board Agenda

Hi Chris,

Attached for your review and approval are the Auction Documents for Contract and Sale approval of R210912 to Cornice Group LLC.

Thanks

Becky Grace
Tax Title, Multnomah County
501 SE Hawthorne, Suite 310
Portland, OR 97214
503.988.3590 x27145

10/19/2004

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Authorizing Execution of Contract between Multnomah County, Seller, and CORNICE GROUP LLC, Purchaser, for Tax-Foreclosed Property Sold at Public Sale, and Deed to Purchaser at Contract Completion

The Multnomah County Board of Commissioners Finds:

- a. On October 12, 2004 Multnomah County conducted a public auction and sale of tax-foreclosed real properties, including the property described below (property).
- b. The public sale was conducted consistent with the requirements of ORS 275.110 to 275.250 and MCC Chapter 7.
- c. CORNICE GROUP LLC, was the highest bidder at the sale for the property with a bid of \$83,500, and the County acknowledges receipt of the sum of \$16,700, as deposit paid by Buyer. The balance remaining \$66,800 is to be paid pursuant to the proposed Contract.
- d. The Sheriff delivered to the Buyer a Certificate of Sale as required under ORS 275.150 containing the legal description of the property, the whole purchase price, the amount paid in cash, and the date upon which the future payment will become due.

The Multnomah County Board of Commissioners Resolves:

1. The Chair on behalf of Multnomah County is authorized to execute the attached Contract
2. Upon Purchaser's performance of all the obligations of the Contract and upon Tax Title's receipt of the full balance due, the Chair on behalf of Multnomah County, is authorized to execute a deed conveying to CORNICE GROUP LLC, the following described real property:

NORTH 100' OF EAST 30' OF WEST 290' OF THE W ½ OF BLOCK N,
M. PATTONS TRACT; in the City of Portland, Multnomah County, Oregon

ADOPTED this 18th day of November 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher Crean, Assistant County Attorney

Until a change is requested, all tax statements shall be sent to the following address:
CORNICE GROUP LLC
PO BOX 11778
PORTLAND OR 97211

After recording please return to:
MULTNOMAH COUNTY TAX TITLE
503/4th

CONTRACT 15813 OF SALE

THIS CONTRACT is made and entered into on _____ by Multnomah County, Oregon, ("the County"), a municipal corporation, and CORNICE GROUP LLC, ("purchaser").

The County agrees to sell, in accordance with the statutes of the State of Oregon and in consideration of the covenants and agreements made on the part of the purchaser, and purchaser agrees to buy the certain real property situated in the City of Portland, Multnomah County, Oregon, described as follows:

NORTH 100' OF EAST 30' OF WEST 290' OF THE W ½ OF BLOCK N, M. PATTONS TRACT

Purchase Price

Purchaser agrees to pay for described real property the sum of \$83,500 which is the true and actual consideration paid for this transfer. A 20% down payment in the amount of \$16,700 has been paid, with receipt acknowledged by the County. At the time this contract is executed, the down payment of \$16,700 shall be credited to the purchase price and the purchaser shall pay to the County the remaining \$66,800 with interest charged at a rate of 7% per annum on the dates and in the amounts as follows:

Not less than \$776 on the 15th of January 2005, and a payment on the 15th day of each month for a period of 10 years, until the full amount of both the principal and interest has been paid in full, provided always that the purchaser may pay the full amount of both principal and interest due at any time without penalty for early payment.

If any monthly payment of interest and principal, or part of such payments has not been received by the Tax Title Division on the 26th day of each month, a late-charge of \$25.00 will be assessed to the purchaser.

Application of Payments

All payments on the contract shall be applied first to the interest due on the contract, and then to late charges, if any, then the remaining amount shall be applied to the principal. Payments will be credited as of the due date without adjustment of interest when paid either before or after the due date. Purchaser may prepay at any time all or part of the principal amount due on this contract without payment of penalties or premiums, provided that purchaser is not under default under this contract and the payment is identified as prepayment of the principal.

If an agreement is reached between the County and the purchaser to accept payments in a smaller amount than the originally agreed upon payments, the County shall not be held to have breached this contract, nor to have waived its right to insist upon strict compliance by the purchaser with the terms of this contract. The County may proceed with its legal remedies at any time, without notice to the purchaser except as stated within the terms of this contract. Such notice, if extended to the purchaser, shall be accepted by the purchaser as a courtesy only.

Default

Time is of the essence in this contract and the County has the discretion to declare a contract in default due to unpaid payments. The purchaser's default can be cured by following the procedures set forth in Oregon Revised Statutes 93.920 and by paying all costs and expenses actually incurred by the County in enforcing the contract, including but not limited to late charges, attorney fees of \$500.00 and costs of the title search.

In addition, the County may declare the contract in default if:

1. Purchaser fails to make any payment within 15 days after it is due;
2. Purchaser fails to perform or comply with any condition and does not commence corrective action within ten days after written notice from the County specifying the nature of the default, or, if the default cannot be cured within that time, fails to commence and pursue curative action with reasonable diligence;
3. Purchaser becomes insolvent; a receiver, trustee or custodian is appointed to take possession of all or a substantial part of purchaser's property or properties; purchaser makes an assignment for the benefit of creditors or files a voluntary petition in bankruptcy; or purchaser is subject to an involuntary bankruptcy which is not dismissed within ninety days; or
4. Purchaser makes or allows to be made a fraudulent transfer under applicable federal or state law, conceals any of his/her property from creditors; makes or allows to be made a preference within the meaning of the federal bankruptcy laws; or allows a lien or distraint upon any of his/her property.

Tax Payments.

In addition to payment of installments as agreed in this contract, purchaser agrees to pay all taxes lawfully assessed and levied against said property during the term of this contract before they become delinquent.

Terms and Conditions.

1. Purchaser agrees to pay and discharge all municipal liens and assessments of any kind and nature assessed against the property before they become delinquent.
2. Purchaser will keep all improvements on the property in at least as good condition and repair as they were on the date of possession by purchaser and shall not permit any waste or removal of all or part of the improvement without first obtaining express written permission from the County.
3. Purchaser will promptly comply with and cause all other persons to comply with all laws, ordinances, regulations, directions, rules and other requirements of all governmental authorities applicable to the use or occupancy of the property.
4. Purchaser shall promptly make all required repairs, alterations and additions, including, without limitation, any required alteration of the property due to purchaser's specific use of the property. Purchaser also agrees to complete any alterations or repairs necessary to comply with any applicable federal, state and local laws including those pertaining to air and water quality, hazardous materials and other environmental zoning, land use statutes, ordinances and regulations.
5. Purchaser will not use or permit others to use any of the property for any "prohibited conduct" as that term is defined in ORS 475.005 or any "nuisance" as described in ORS 105.555, as those statutes may now or hereafter be amended, supplemented or superseded, or otherwise do or allow any act or omission on or about the property that could subject the property of the County's or Purchaser's interest therein to forfeiture or the risk of forfeiture.
6. In any proceeding to enforce any provision of this contract, the Purchaser shall be liable to the County for any costs, including attorney fees, incurred by the County in the proceeding, provided only that the County is determined to be a prevailing party in the proceeding.

Insurance

Purchaser will keep all improvements now existing or which shall hereafter be placed on the property insured against fire and other casualties covered by a standard policy of fire insurance with extended coverage endorsements. The policy shall be written to the full replacement value and loss payable to County and purchaser as their respective interests may appear, and certificates evidencing the policy

shall be delivered to County and shall contain a stipulation providing that coverage will not be canceled or diminished without a minimum of ten days' written notice to the County. In the event of a loss, purchaser shall give immediate notice to County. County may make proof of loss if purchaser fails to do so within fifteen days of casualty.

Binding Effect/Assignment Restricted

This contract is binding on and will inure to the benefit of the County, purchaser and their respective heirs, legal representatives, successors and assigns. No assignment of this contract or any interest therein or any interest in any of the property herein described shall be valid unless it is approved by County. Terms of this contract may be amended by County upon assignment. Subject to the foregoing restriction, the terms of this contract shall be binding upon the heirs, successors-in-interest and assigned of Purchaser.

Indemnity and Hold Harmless Agreement

Purchaser will indemnify, defend, and hold harmless the County, its elected officials, officers, and employees from and against any claims, loss or liability of any kind arising out of or related to any activity on the property occurring while purchaser is entitled to occupy the property under this or any predecessor agreement, whether or not the property is leased to others. This indemnification of the County by purchaser includes, without limitation, costs incurred in connection with any investigation of site conditions or any cleanup, remedial, removal, or restoration work required by any federal, state, or local governmental agency or political subdivision because of hazardous material present in the soil or groundwater or under the property. Without limiting the foregoing, if the presence of any hazardous material on property caused or permitted by Purchaser or purchaser's agents or contractors results in any contamination of the property, Purchaser shall promptly take all actions at Purchaser's sole expense as are necessary to return the property to the condition existing prior to the release of any such hazardous material onto the property, provided that the County's approval of such action shall first be obtained, and approval shall not be unreasonably withheld, as long as such actions would not potentially have any material adverse long-term or short-term effect on the property. This indemnification by Purchaser includes, without limitation, reimbursement for any diminution in the value of the property and reimbursement for sums paid in settlement of claims, attorney fees, consultant fees, and expert fees. The obligations agreed to with regard to the indemnity and hold harmless provisions of this contract shall survive any termination or cancellation of the contract for any reason.

Waste

It is understood and agreed between the parties that the purchaser shall not commit any strip or waste on the premises or sever any growing timber from the premises nor shall the purchaser suffer or permit any strip or waste to be committed on the property. All improvements placed on the property shall remain and shall not be removed before final payment is made. Purchaser shall not remove any improvements currently upon the property without first having obtained the express written consent of the County. Multnomah County is not responsible for relocation costs.

Lead Based Paint Inspection

1. Purchaser shall have an opportunity to conduct a risk-assessment or inspection to determine the presence of lead-based paint or lead-based Paint hazards on the property. Purchaser may terminate this sale by delivering to County written notice of purchaser's disapproval or risk-assessment or inspection within ten (10) days of the date of this contract unless purchaser has waived the opportunity. The disclosure statement on lead-based paint and lead-based paint hazards, which is attached as Exhibit A, is incorporated in this contract. If purchaser delivers to County a timely notice of disapproval, this contract terminates and will be cancelled and County will refund purchaser's down payment.
2. Purchaser shall indemnify, hold harmless and defend County from all liens, costs, claims, demands, suits and expenses including reasonable attorney fees and expert fees, arising from or relating to purchaser's entry on or inspection of the property as provided under this section. This covenant to indemnify, hold harmless and defend seller shall survive closing or any termination of this contract.

3. Purchaser or its agents may, prior to closing, enter the Property to inspect the Property as needed. Coordination of the date and time the inspection(s) is requested needs to be made with the Tax Title Section at 503-988-3590.

Hazardous Materials

As used in this contract, the term Hazardous Material means any hazardous or toxic substance, material, or waste, including, but not limited to those substances, materials, and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR § 172.101), or by the United States Environmental Protection Agency as hazardous substances (40 CFR pt 302) and amendments thereto, petroleum products, or other such substances, materials, and wastes that are or become regulated under any applicable local, state, or federal law.

Purchaser will not cause or permit any hazardous material to be brought upon, kept, or used in or about the property by purchaser or purchaser's agents, employees, contractors, or invitees without the prior written consent of the County, which shall not be unreasonably withheld as long as purchaser demonstrates to County's reasonable satisfaction that such hazardous material is necessary to purchaser's business and will be used, kept, and stored in a manner that complies with all laws regulating any such hazardous materials brought upon or used or kept in or about the property.

Title Insurance

The County does not provide title insurance.

Property Sold "AS IS"

Purchaser agrees that it has accepted and executed this contract on the basis of its own examination and personal knowledge of the Property; County makes no representations or warranties with respect to the physical condition or any other aspect of the Property, including, without limitation, whether the Property conforms to past, current, or future zoning or building code requirements, the existence of soil stability, past soil repair, soil additions, conditions of soil fill or susceptibility to land slides, the sufficiency of any under-shoring, the sufficiency of any drainage, whether the Property is located either wholly or partially in a flood plain or a flood hazard boundary or similar area, or any other matter affecting the stability or integrity of the Property. Purchaser expressly acknowledges that the Property is being sold and accepted "**AS IS**", and purchaser hereby unconditionally and irrevocably waives any and all actual or potential rights purchaser may have regarding any form of warranty, except as set forth in this contract, express or implied, of any kind or type, relating to the Property. Such waiver is absolute, complete, total, and unlimited in any way.

Tax Notice.

Until a change of address is requested, all tax statements shall be sent to the following address:

CORNICE GROUP LLC
PO BOX 11778
PORTLAND OR 97211

Remedies.

TIME IS OF THE ESSENCE REGARDING THIS AGREEMENT.

1. If the conditions described in the LEAD-BASED PAINT section above are satisfied or waived by purchaser and the transaction does not thereafter close, through no fault of County, before the close of business on the Closing Date, purchaser may forfeit the [earnest money deposit] to County as liquidated damages.
2. The parties agree the remedies for the failure to close this transaction shall be limited to the remedies set forth in this contract and the parties waive any further remedies, which may be

available to either. If this transaction does not close, the County may pursue cancellation of this contract under ORS 275.220.

3. Nothing herein shall be interpreted to limit the purchaser's obligations under any provision of this contract as applicable, to defend, hold harmless and indemnify the County.

Severability

If any term or provision of this Contract of the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract and the application of such term or provision to person or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term or provision of this contract shall be valid and enforceable to the fullest extent permitted by law.

Entire Agreement

This contract sets forth the entire understanding of the parties with respect to the purchase and sale of the property. This contract supersedes any and all prior negotiations, discussions, agreements, and understandings between the parties. This contract may not be modified or amended except by a written agreement executed by both parties.

Conveyance of Title

Upon complete performance by Purchaser of all the terms and conditions of this contract, County agrees to convey to Purchaser the title to the aforesaid property by Bargain & Sale Deed.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

IN WITNESS WHEREOF, purchaser has set his/her hand the year and day first above written, and County has caused these presents to be executed by the Chair of the Multnomah Board of County Commissioners heretofore entered of record.

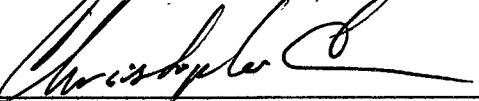
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

BUYER

By 

Christopher D. Crean, Asst County Attorney

Vladimir Ozeruga

STATE OF OREGON

COUNTY OF MULTNOMAH

)
) ss
)

This Contract was acknowledged before me this 18th day of November 2004, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

Exhibit A

Disclosure of Information on Lead-Based Paint Hazards

Lead Warning Statement

Every buyer of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

County's Disclosure (initial)

- ___ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):
___ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain): _____
X County has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- ___ (b) Records and reports available to the County (check one below):
___ County has provided the Buyer with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
X County has no reports or records pertaining to lead-based paint in the housing.

Buyer's Acknowledgment (initial)

- ___ (c) Buyer has received copies of all information listed above.
___ (d) Buyer has received the pamphlet *Protect Your Family from Lead in Your Home*.
___ (e) Buyer has (check one below):
___ Received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
___ Waived the opportunity to conduct a risk management or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Certification of Accuracy

The following party has reviewed the information above and certifies, to the best of the County's institutional knowledge, that the information provided by the signatory is true and accurate.

For the County:

Title: _____

Date: _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-163

Authorizing Execution of Contract between Multnomah County, Seller, and CORNICE GROUP LLC, Purchaser, for Tax-Foreclosed Property Sold at Public Sale, and Deed to Purchaser at Contract Completion

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- b. The public sale was conducted consistent with the requirements of ORS 275.110 to 275.250 and MCC Chapter 7.
- c. CORNICE GROUP LLC, was the highest bidder at the sale for the property with a bid of \$83,500, and the County acknowledges receipt of the sum of \$16,700, as deposit paid by Buyer. The balance remaining \$66,800 is to be paid pursuant to the proposed Contract.
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2. Upon Purchaser's performance of all the obligations of the Contract and upon Tax Title's receipt of the full balance due, the Chair on behalf of Multnomah County, is authorized to execute a deed conveying to CORNICE GROUP LLC, the following described real property:

NORTH 100' OF EAST 30' OF WEST 290' OF THE W ½ OF BLOCK N,
M. PATTONS TRACT; in the City of Portland, Multnomah County, Oregon

ADOPTED this 18th day of November 2004.

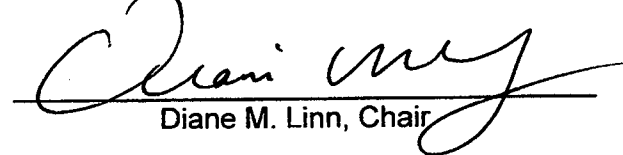


AGNES SQUALE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By

Christopher Crean, Assistant County Attorney

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

Until a change is requested, all tax statements shall be sent to the following address:
CORNICE GROUP LLC
PO BOX 11778
PORTLAND OR 97211

After recording please return to:
MULTNOMAH COUNTY TAX TITLE
503/4th

CONTRACT 15813 OF SALE

THIS CONTRACT is made and entered into on _____
by Multnomah County, Oregon, ("the County"), a municipal corporation, and CORNICE GROUP LLC, ("purchaser").

The County agrees to sell, in accordance with the statutes of the State of Oregon and in consideration of the covenants and agreements made on the part of the purchaser, and purchaser agrees to buy the certain real property situated in the City of Portland, Multnomah County, Oregon, described as follows:

**NORTH 100' OF EAST 30' OF WEST 290' OF THE W ½ OF BLOCK N,
M. PATTONS TRACT**

Purchase Price

Purchaser agrees to pay for described real property the sum of \$83,500 which is the true and actual consideration paid for this transfer. A 20% down payment in the amount of \$16,700 has been paid, with receipt acknowledged by the County. At the time this contract is executed, the down payment of \$16,700 shall be credited to the purchase price and the purchaser shall pay to the County the remaining \$66,800 with interest charged at a rate of 7% per annum on the dates and in the amounts as follows:

Not less than \$776 on the 15th of January 2005, and a payment on the 15th day of each month for a period of 10 years, until the full amount of both the principal and interest has been paid in full, provided always that the purchaser may pay the full amount of both principal and interest due at any time without penalty for early payment.

If any monthly payment of interest and principal, or part of such payments has not been received by the Tax Title Division on the 26th day of each month, a late-charge of \$25.00 will be assessed to the purchaser.

Application of Payments

All payments on the contract shall be applied first to the interest due on the contract, and then to late charges, if any, then the remaining amount shall be applied to the principal. Payments will be credited as of the due date without adjustment of interest when paid either before or after the due date. Purchaser may prepay at any time all or part of the principal amount due on this contract without payment of penalties or premiums, provided that purchaser is not under default under this contract and the payment is identified as prepayment of the principal.

If an agreement is reached between the County and the purchaser to accept payments in a smaller amount than the originally agreed upon payments, the County shall not be held to have breached this contract, nor to have waived its right to insist upon strict compliance by the purchaser with the terms of this contract. The County may proceed with its legal remedies at

any time, without notice to the purchaser except as stated within the terms of this contract. Such notice, if extended to the purchaser, shall be accepted by the purchaser as a courtesy only.

Default

Time is of the essence in this contract and the County has the discretion to declare a contract in default due to unpaid payments. The purchaser's default can be cured by following the procedures set forth in Oregon Revised Statutes 93.920 and by paying all costs and expenses actually incurred by the County in enforcing the contract, including but not limited to late charges, attorney fees of \$500.00 and costs of the title search.

In addition, the County may declare the contract in default if:

1. Purchaser fails to make any payment within 15 days after it is due;
2. Purchaser fails to perform or comply with any condition and does not commence corrective action within ten days after written notice from the County specifying the nature of the default, or, if the default cannot be cured within that time, fails to commence and pursue curative action with reasonable diligence;
3. Purchaser becomes insolvent; a receiver, trustee or custodian is appointed to take possession of all or a substantial part of purchaser's property or properties; purchaser makes an assignment for the benefit of creditors or files a voluntary petition in bankruptcy; or purchaser is subject to an involuntary bankruptcy which is not dismissed within ninety days; or
4. Purchaser makes or allows to be made a fraudulent transfer under applicable federal or state law, conceals any of his/her property from creditors; makes or allows to be made a preference within the meaning of the federal bankruptcy laws; or allows a lien or distraint upon any of his/her property.

Tax Payments.

In addition to payment of installments as agreed in this contract, purchaser agrees to pay all taxes lawfully assessed and levied against said property during the term of this contract before they become delinquent.

Terms and Conditions.

1. Purchaser agrees to pay and discharge all municipal liens and assessments of any kind and nature assessed against the property before they become delinquent.
2. Purchaser will keep all improvements on the property in at least as good condition and repair as they were on the date of possession by purchaser and shall not permit any waste or removal of all or part of the improvement without first obtaining express written permission from the County.
3. Purchaser will promptly comply with and cause all other persons to comply with all laws, ordinances, regulations, directions, rules and other requirements of all governmental authorities applicable to the use or occupancy of the property.

4. Purchaser shall promptly make all required repairs, alterations and additions, including, without limitation, any required alteration of the property due to purchaser's specific use of the property. Purchaser also agrees to complete any alterations or repairs necessary to comply with any applicable federal, state and local laws including those pertaining to air and water quality, hazardous materials and other environmental zoning, land use statutes, ordinances and regulations.
5. Purchaser will not use or permit others to use any of the property for any "prohibited conduct" as that term is defined in ORS 475.005 or any "nuisance" as described in ORS 105.555, as those statutes may now or hereafter be amended, supplemented or superseded, or otherwise do or allow any act or omission on or about the property that could subject the property of the County's or Purchaser's interest therein to forfeiture or the risk of forfeiture.
6. In any proceeding to enforce any provision of this contract, the Purchaser shall be liable to the County for any costs, including attorney fees, incurred by the County in the proceeding, provided only that the County is determined to be a prevailing party in the proceeding.

Insurance

Purchaser will keep all improvements now existing or which shall hereafter be placed on the property insured against fire and other casualties covered by a standard policy of fire insurance with extended coverage endorsements. The policy shall be written to the full replacement value and loss payable to County and purchaser as their respective interests may appear, and certificates evidencing the policy shall be delivered to County and shall contain a stipulation providing that coverage will not be canceled or diminished without a minimum of ten days' written notice to the County. In the event of a loss, purchaser shall give immediate notice to County. County may make proof of loss if purchaser fails to do so within fifteen days of casualty.

Binding Effect/Assignment Restricted

This contract is binding on and will inure to the benefit of the County, purchaser and their respective heirs, legal representatives, successors and assigns. No assignment of this contract or any interest therein or any interest in any of the property herein described shall be valid unless it is approved by County. Terms of this contract may be amended by County upon assignment. Subject to the foregoing restriction, the terms of this contract shall be binding upon the heirs, successors-in-interest and assigned of Purchaser.

Indemnity and Hold Harmless Agreement

Purchaser will indemnify, defend, and hold harmless the County, its elected officials, officers, and employees from and against any claims, loss or liability of any kind arising out of or related to any activity on the property occurring while purchaser is entitled to occupy the property under this or any predecessor agreement, whether or not the property is leased to others. This indemnification of the County by purchaser includes, without limitation, costs incurred in connection with any investigation of site conditions or any cleanup, remedial, removal, or restoration work required by any federal, state, or local governmental agency or political subdivision because of hazardous material present in the soil or groundwater or under the

property. Without limiting the foregoing, if the presence of any hazardous material on property caused or permitted by Purchaser or purchaser's agents or contractors results in any contamination of the property, Purchaser shall promptly take all actions at Purchaser's sole expense as are necessary to return the property to the condition existing prior to the release of any such hazardous material onto the property, provided that the County's approval of such action shall first be obtained, and approval shall not be unreasonably withheld, as long as such actions would not potentially have any material adverse long-term or short-term effect on the property. This indemnification by Purchaser includes, without limitation, reimbursement for any diminution in the value of the property and reimbursement for sums paid in settlement of claims, attorney fees, consultant fees, and expert fees. The obligations agreed to with regard to the indemnity and hold harmless provisions of this contract shall survive any termination or cancellation of the contract for any reason.

Waste

It is understood and agreed between the parties that the purchaser shall not commit any strip or waste on the premises or sever any growing timber from the premises nor shall the purchaser suffer or permit any strip or waste to be committed on the property. All improvements placed on the property shall remain and shall not be removed before final payment is made. Purchaser shall not remove any improvements currently upon the property without first having obtained the express written consent of the County. Multnomah County is not responsible for relocation costs.

Lead Based Paint Inspection

1. Purchaser shall have an opportunity to conduct a risk-assessment or inspection to determine the presence of lead-based paint or lead-based Paint hazards on the property. Purchaser may terminate this sale by delivering to County written notice of purchaser's disapproval or risk-assessment or inspection within ten (10) days of the date of this contract unless purchaser has waived the opportunity. The disclosure statement on lead-based paint and lead-based paint hazards, which is attached as Exhibit A, is incorporated in this contract. If purchaser delivers to County a timely notice of disapproval, this contract terminates and will be cancelled and County will refund purchaser's down payment.
2. Purchaser shall indemnify, hold harmless and defend County from all liens, costs, claims, demands, suits and expenses including reasonable attorney fees and expert fees, arising from or relating to purchaser's entry on or inspection of the property as provided under this section. This covenant to indemnify, hold harmless and defend seller shall survive closing or any termination of this contract.
3. Purchaser or its agents may, prior to closing, enter the Property to inspect the Property as needed. Coordination of the date and time the inspection(s) is requested needs to be made with the Tax Title Section at 503-988-3590.

Hazardous Materials

As used in this contract, the term Hazardous Material means any hazardous or toxic substance, material, or waste, including, but not limited to those substances, materials, and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR § 172.101), or by the United States Environmental Protection Agency as hazardous substances

(40 CFR pt 302) and amendments thereto, petroleum products, or other such substances, materials, and wastes that are or become regulated under any applicable local, state, or federal law.

Purchaser will not cause or permit any hazardous material to be brought upon, kept, or used in or about the property by purchaser or purchaser's agents, employees, contractors, or invitees without the prior written consent of the County, which shall not be unreasonably withheld as long as purchaser demonstrates to County's reasonable satisfaction that such hazardous material is necessary to purchaser's business and will be used, kept, and stored in a manner that complies with all laws regulating any such hazardous materials brought upon or used or kept in or about the property.

Title Insurance

The County does not provide title insurance.

Property Sold "AS IS"

Purchaser agrees that it has accepted and executed this contract on the basis of its own examination and personal knowledge of the Property; County makes no representations or warranties with respect to the physical condition or any other aspect of the Property, including, without limitation, whether the Property conforms to past, current, or future zoning or building code requirements, the existence of soil stability, past soil repair, soil additions, conditions of soil fill or susceptibility to land slides, the sufficiency of any under-shoring, the sufficiency of any drainage, whether the Property is located either wholly or partially in a flood plain or a flood hazard boundary or similar area, or any other matter affecting the stability or integrity of the Property. Purchaser expressly acknowledges that the Property is being sold and accepted "AS IS", and purchaser hereby unconditionally and irrevocably waives any and all actual or potential rights purchaser may have regarding any form of warranty, except as set forth in this contract, express or implied, of any kind or type, relating to the Property. Such waiver is absolute, complete, total, and unlimited in any way.

Tax Notice.

Until a change of address is requested, all tax statements shall be sent to the following address:

CORNICE GROUP LLC
PO BOX 11778
PORTLAND OR 97211

Remedies.

TIME IS OF THE ESSENCE REGARDING THIS AGREEMENT.

1. If the conditions described in the LEAD-BASED PAINT section above are satisfied or waived by purchaser and the transaction does not thereafter close, through no fault of County, before the close of business on the Closing Date, purchaser may forfeit the [earnest money deposit] to County as liquidated damages.
2. The parties agree the remedies for the failure to close this transaction shall be limited to the remedies set forth in this contract and the parties waive any further remedies, which

may be available to either. If this transaction does not close, the County may pursue cancellation of this contract under ORS 275.220.

3. Nothing herein shall be interpreted to limit the purchaser's obligations under any provision of this contract as applicable, to defend, hold harmless and indemnify the County.

Severability

If any term or provision of this Contract of the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract and the application of such term or provision to person or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term or provision of this contract shall be valid and enforceable to the fullest extent permitted by law.

Entire Agreement

This contract sets forth the entire understanding of the parties with respect to the purchase and sale of the property. This contract supersedes any and all prior negotiations, discussions, agreements, and understandings between the parties. This contract may not be modified or amended except by a written agreement executed by both parties.

Conveyance of Title

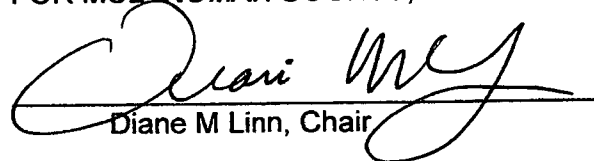
Upon complete performance by Purchaser of all the terms and conditions of this contract, County agrees to convey to Purchaser the title to the aforesaid property by Bargain & Sale Deed.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

IN WITNESS WHEREOF, purchaser has set his/her hand the year and day first above written, and County has caused these presents to be executed by the Chair of the Multnomah Board of County Commissioners heretofore entered of record.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

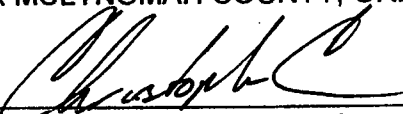

Diane M Linn, Chair


REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

BUYER

By


Christopher D. Crean, Asst County Attorney

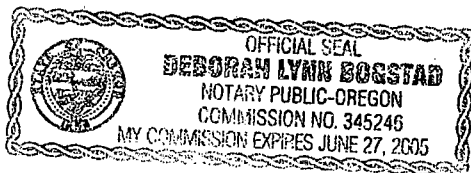

Vladimir Ozeruga

STATE OF OREGON

)
) ss
)

COUNTY OF MULTNOMAH

This Contract was acknowledged before me this 18th day of November 2004, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.





Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

Exhibit A

Disclosure of Information on Lead-Based Paint Hazards

Lead Warning Statement

Every buyer of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

County's Disclosure (initial)

- ☐ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):
☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain): _____
☒ County has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- ☐ (b) Records and reports available to the County (check one below):
☐ County has provided the Buyer with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
☒ County has no reports or records pertaining to lead-based paint in the housing.

Buyer's Acknowledgment (initial)

- ☐ (c) Buyer has received copies of all information listed above.
☐ (d) Buyer has received the pamphlet *Protect Your Family from Lead in Your Home*.
☐ (e) Buyer has (check one below):
☐ Received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
☐ Waived the opportunity to conduct a risk management or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Certification of Accuracy

The following party has reviewed the information above and certifies, to the best of the County's institutional knowledge, that the information provided by the signatory is true and accurate.

For the County:

Title: _____

Date: _____

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: C-4

Est. Start Time: 10:30 AM

Date Submitted: 10/15/04

Requested Date: November 18, 2004

Time Requested: N/A

Department: DBCS

Division: Tax Title

Contact/s: Gary Thomas

Phone: 503-988-3590

Ext.: 22591

I/O Address: 503/4 Tax Title

Presenters: Consent Calendar

Agenda Title: RESOLUTION Authorizing Execution of Contract Between Multnomah County and ARVELL D. WILSON, Purchaser, and Deed to Purchaser at Contract Completion, for Tax-Foreclosed Property Sold at Public Sale

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?**

The Tax Title Section is requesting the Board to approve the execution of a contract to ARVELL D. WILSON and the sale of a Tax Foreclosed property that is identified as Auction Property No. 3 as shown in exhibit A. The Department of Business and Community Services recommends that the contract and sale be approved.

- 2. Please provide sufficient background information for the Board and the public to understand this issue.**

Auction Property No 3: R124878

The subject property came into Multnomah County ownership through tax foreclosure on 9/24/02. The house was vacated in March 2003. The dwelling has some deferred maintenance but overall is a solid structure. Property has not been made available to government agencies or AHDP. The size of the lot is 5,000 square feet. Tax Title has

expenses in the amount of \$11,375.36 against the property and there is a City Lien owing in the amount of \$10,974.56.

ARVELL D. WILSON was the highest bidder at the Public Sale with a bid of \$145,000. The County acknowledges receipt of the sum of \$14,000, as deposit paid by the Buyer on the day of the sale, with \$15,000 due at the contract signing, with the remaining balance of \$116,000 to be carried on a ten year contract at 7% annual interest.

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

The Public Sale will allow for the full recovery of delinquent taxes, fees, and expenses of this property. The sale will also reinstate this property on the tax roll.

4. Explain any legal and/or policy issues.

No legal issues are expected. The parcels will be sold "As Is" without guarantee of clear title. This property conforms to those policies as outlined in Multnomah County Code Chapter 7.

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

No citizen or government participation is anticipated.

Required Signatures:

Department/Agency Director:

Robert A. Maestre

Date: 10/18/04

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

Exhibit A

Property No.:3

Tax Account Number R124878. (R12190-4830)

Location: 6522 N Villard

6000 13 SEE CS 4625		3800 12 SEE CS 14639		3700 13		1400 12		1300 13		1100 12	
N.		DEKUM		(S)		(E)		(GRANT) (CHURCH)		O O	
VILLARD	6100 24	ATLANTIC	8400 1	GREELEY	8500 24	N.	10100 1	BURRAGE (NINTH ST.) AVE.	10200 24	N.	12300 1 SEE CS 12524
	6200 23		8300 2		8600 23		10000 2		10300 23		12200 2
	6300 22		8200 3		22 8700 22		9900 3		10400 22		12100 3
	6400 21		8100 4		21		9800 4		10500 21		12000 4 SEE CS 15331
	6500 20		8000 5		8800 20 SEE CS 15661		9800 5		10600 20		11900 5
	6600 19		7900 6		8900 19		139700 6		10700 19		11800 6
	6700 18		7800 7		9000 18		9600 7		10800 18 SEE CS 4787		11700 7
	6800 17		7700 8		9100 17		9500 8		10900 17 SEE CS 53317		11600 8
	6900 16		7600 9		16 9200 16		9400 9		11000 16		11500 9
	7000 15		7500 10		15 9400 15		9400 10		11100 15		11400 10 SEE CS 3437
7100 14	7200 14	7300 11	7400 11	9300 14	SEE CS 53912	11	11300 11	11200 12	11300 11	11300 11	11300 11
13	12	11	10	13	12	11	10	13	12	11	10



BOGSTAD Deborah L

From: GRACE Becky J
Sent: Friday, October 15, 2004 10:07 AM
To: BOGSTAD Deborah L
Subject: FW: Auction Contract Arvell Wilson November 18th Board Agenda

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

From: CREAN Christopher D
Sent: Friday, October 15, 2004 9:43 AM
To: GRACE Becky J
Subject: RE: Auction Contract Arvell Wilson November 18th Board Agenda

You're welcome.

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

From: GRACE Becky J
Sent: Friday, October 15, 2004 9:40 AM
To: CREAN Christopher D
Subject: RE: Auction Contract Arvell Wilson November 18th Board Agenda

Chris,

I have accepted the track changes on the contract that you sent to Nasseem and I this morning-
Thanks for your prompt attention!

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

From: CREAN Christopher D
Sent: Friday, October 15, 2004 9:37 AM
To: GRACE Becky J
Subject: RE: Auction Contract Arvell Wilson November 18th Board Agenda

Becky -

I have reviewed the attached resolution and contract and, with one execution, they may be forwarded to the Board as proposed. I made a couple small changes to the language in the Purchase Price section on page one of the Contract. These are the same changes I made to the draft Nasseem sent to me yesterday. Please contact me if you have any questions.

- Chris

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

From: GRACE Becky J
Sent: Thursday, October 14, 2004 1:30 PM
To: CREAN Christopher D
Subject: Auction Contract Arvell Wilson November 18th Board Agenda

Hi Chris,

Attached for your review are the Board Agenda documents for the Auction Sale to Arvell Wilson including the Contract that I believe Nasseem was going to send you.

Thanks,

Becky Grace
Tax Title, Multnomah County

10/19/2004

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Authorizing Execution of Contract between Multnomah County, Seller, and ARVELL D. WILSON, Purchaser, for Tax-Foreclosed Property Sold at Public Sale, and Deed to Purchaser at Contract Completion

The Multnomah County Board of Commissioners Finds:

- a. On October 12, 2004 Multnomah County conducted a public auction and sale of tax-foreclosed real properties, including the property described below (property).
- b. The public sale was conducted consistent with the requirements of ORS 275.110 to 275.250 and MCC Chapter 7.
- c. ARVELL D. WILSON, was the highest bidder at the sale for the property with a bid of \$145,000, and the County acknowledges receipt of the sum of \$14,000, as deposit paid by Buyer on the day of the sale, with \$15,000 due at the contract signing. The balance remaining \$116,000 is to be paid pursuant to the proposed Contract.
- d. The Sheriff delivered to the Buyer a Certificate of Sale as required under ORS 275.150 containing the legal description of the property, the whole purchase price, the amount paid in cash, and the date upon which the future payment will become due.

The Multnomah County Board of Commissioners Resolves:

1. The Chair on behalf of Multnomah County is authorized to execute the attached Contract
2. Upon Purchaser's performance of all the obligations of the Contract and upon Tax Title's receipt of the full balance due, the Chair on behalf of Multnomah County, is authorized to execute a deed conveying to ARVELL D. WILSON, the following described real property

LOT 15, BLOCK 20, BURRAGE TRACT, in the City of Portland, Multnomah County, Oregon.

ADOPTED this 18th day of November 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher Crean, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-164

Authorizing Execution of Contract between Multnomah County, Seller, and ARVELL D. WILSON, Purchaser, for Tax-Foreclosed Property Sold at Public Sale, and Deed to Purchaser at Contract Completion

The Multnomah County Board of Commissioners Finds:

- a. On October 12, 2004 Multnomah County conducted a public auction and sale of tax-foreclosed real properties, including the property described below (property).
- b. The public sale was conducted consistent with the requirements of ORS 275.110 to 275.250 and MCC Chapter 7.
- c. ARVELL D. WILSON, was the highest bidder at the sale for the property with a bid of \$145,000, and the County acknowledges receipt of the sum of \$14,000, as deposit paid by Buyer on the day of the sale, with \$15,000 due at the contract signing. The balance remaining \$116,000 is to be paid pursuant to the proposed Contract.
- d. The Sheriff delivered to the Buyer a Certificate of Sale as required under ORS 275.150 containing the legal description of the property, the whole purchase price, the amount paid in cash, and the date upon which the future payment will become due.

The Multnomah County Board of Commissioners Resolves:


1. The Chair on behalf of Multnomah County is authorized to execute the attached Contract.
2. Upon Purchaser's performance of all the obligations of the Contract and upon Tax Title's receipt of the full balance due, the Chair on behalf of Multnomah County, is authorized to execute a deed conveying to ARVELL D. WILSON, the following described real property:

LOT 15, BLOCK 20, BURRAGE TRACT, in the City of Portland, Multnomah County, Oregon.

ADOPTED this 18th day of November 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

AGNES SCOTT, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Christopher Crean, Assistant County Attorney

Until a change is requested, all tax statements shall be sent to the following address:
ARVELL D. WILSON
5225 N EMERSON DR
PORTLAND OR 97217

After recording please return to:
MULTNOMAH COUNTY TAX TITLE
503/4TH

CONTRACT 15811 OF SALE

THIS CONTRACT is made and entered into on _____
by Multnomah County, Oregon, ("the County"), a municipal corporation, and
ARVELL D. WILSON, ("purchaser").

The County agrees to sell, in accordance with the statutes of the State of Oregon and in consideration of the covenants and agreements made on the part of the purchaser, and purchaser agrees to buy the certain real property situated in the City of Portland, Multnomah County, Oregon, described as follows:

LOT 15, BLOCK 20, BURRAGE TRACT

Purchase Price

Purchaser agrees to pay for described real property the sum of \$145,000 which is the true and actual consideration paid for this transfer. A down payment in the amount of \$14,000 has been paid, with receipt acknowledged by the County. An additional down payment amount of \$15,000, representing 20% of the full sale price is due at the time this contract is executed. At the time this contract is executed, the down payments of \$14,000 and \$15,000 shall be credited to the purchase price and the purchaser shall pay to the County the remaining \$116,000 with interest charged at a rate of 7% per annum on the dates and in the amounts as follows:

Not less than \$1,347 on the 15th of January 2005, and a payment on the 15th day of each month for a period of 10 years, until the full amount of both the principal and interest has been paid in full, provided always that the purchaser may pay the full amount of both principal and interest due at any time without penalty for early payment.

If any monthly payment of interest and principal, or part of such payments has not been received by the Tax Title Division on the 26th day of each month, a late-charge of \$25.00 will be assessed to the purchaser.

Application of Payments

All payments on the contract shall be applied first to the interest due on the contract, and then to late charges, if any, then the remaining amount shall be applied to the principal. Payments will be credited as of the due date without adjustment of interest when paid either before or after the due date. Purchaser may prepay at any time all or part of the principal amount due on this contract

without payment of penalties or premiums, provided that purchaser is not under default under this contract and the payment is identified as prepayment of the principal.

If an agreement is reached between the County and the purchaser to accept payments in a smaller amount than the originally agreed upon payments, the County shall not be held to have breached this contract, nor to have waived its right to insist upon strict compliance by the purchaser with the terms of this contract. The County may proceed with its legal remedies at any time, without notice to the purchaser except as stated within the terms of this contract. Such notice, if extended to the purchaser, shall be accepted by the purchaser as a courtesy only.

Default

Time is of the essence in this contract and the County has the discretion to declare a contract in default due to unpaid payments. The purchaser's default can be cured by following the procedures set forth in Oregon Revised Statutes 93.920 and by paying all costs and expenses actually incurred by the County in enforcing the contract, including but not limited to late charges, attorney fees of \$500.00 and costs of the title search.

In addition, the County may declare the contract in default if:

1. Purchaser fails to make any payment within 15 days after it is due;
2. Purchaser fails to perform or comply with any condition and does not commence corrective action within ten days after written notice from the County specifying the nature of the default, or, if the default cannot be cured within that time, fails to commence and pursue curative action with reasonable diligence;
3. Purchaser becomes insolvent; a receiver, trustee or custodian is appointed to take possession of all or a substantial part of purchaser's property or properties; purchaser makes an assignment for the benefit of creditors or files a voluntary petition in bankruptcy; or purchaser is subject to an involuntary bankruptcy which is not dismissed within ninety days; or
4. Purchaser makes or allows to be made a fraudulent transfer under applicable federal or state law, conceals any of his/her property from creditors; makes or allows to be made a preference within the meaning of the federal bankruptcy laws; or allows a lien or distraint upon any of his/her property.

Tax Payments.

In addition to payment of installments as agreed in this contract, purchaser agrees to pay all taxes lawfully assessed and levied against said property during the term of this contract before they become delinquent.

Terms and Conditions.

1. Purchaser agrees to pay and discharge all municipal liens and assessments of any kind and nature assessed against the property before they become delinquent.
2. Purchaser will keep all improvements on the property in at least as good condition and repair as they were on the date of possession by purchaser and shall not permit any waste or removal of all or part of the improvement without first obtaining express written permission from the County.
3. Purchaser will promptly comply with and cause all other persons to comply with all laws, ordinances, regulations, directions, rules and other requirements of all governmental authorities applicable to the use or occupancy of the property.
4. Purchaser shall promptly make all required repairs, alterations and additions, including, without limitation, any required alteration of the property due to purchaser's specific use of the property. Purchaser also agrees to complete any alterations or repairs necessary to comply with any applicable federal, state and local laws including those pertaining to air and water quality, hazardous materials and other environmental zoning, land use statutes, ordinances and regulations.
5. Purchaser will not use or permit others to use any of the property for any "prohibited conduct" as that term is defined in ORS 475.005 or any "nuisance" as described in ORS 105.555, as those statutes may now or hereafter be amended, supplemented or superseded, or otherwise do or allow any act or omission on or about the property that could subject the property of the County's or Purchaser's interest therein to forfeiture or the risk of forfeiture.
6. In any proceeding to enforce any provision of this contract, the Purchaser shall be liable to the County for any costs, including attorney fees, incurred by the County in the proceeding, provided only that the County is determined to be a prevailing party in the proceeding.

Insurance

Purchaser will keep all improvements now existing or which shall hereafter be placed on the property insured against fire and other casualties covered by a

standard policy of fire insurance with extended coverage endorsements. The policy shall be written to the full replacement value and loss payable to County and purchaser as their respective interests may appear, and certificates evidencing the policy shall be delivered to County and shall contain a stipulation providing that coverage will not be canceled or diminished without a minimum of ten days' written notice to the County. In the event of a loss, purchaser shall give immediate notice to County. County may make proof of loss if purchaser fails to do so within fifteen days of casualty.

Binding Effect/Assignment Restricted

This contract is binding on and will inure to the benefit of the County, purchaser and their respective heirs, legal representatives, successors and assigns. No assignment of this contract or any interest therein or any interest in any of the property herein described shall be valid unless it is approved by County. Terms of this contract may be amended by County upon assignment. Subject to the foregoing restriction, the terms of this contract shall be binding upon the heirs, successors-in-interest and assigned of Purchaser.

Indemnity and Hold Harmless Agreement

Purchaser will indemnify, defend, and hold harmless the County, its elected officials, officers, and employees from and against any claims, loss or liability of any kind arising out of or related to any activity on the property occurring while purchaser is entitled to occupy the property under this or any predecessor agreement, whether or not the property is leased to others. This indemnification of the County by purchaser includes, without limitation, costs incurred in connection with any investigation of site conditions or any cleanup, remedial, removal, or restoration work required by any federal, state, or local governmental agency or political subdivision because of hazardous material present in the soil or groundwater or under the property. Without limiting the foregoing, if the presence of any hazardous material on property caused or permitted by Purchaser or purchaser's agents or contractors results in any contamination of the property, Purchaser shall promptly take all actions at Purchaser's sole expense as are necessary to return the property to the condition existing prior to the release of any such hazardous material onto the property, provided that the County's approval of such action shall first be obtained, and approval shall not be unreasonably withheld, as long as such actions would not potentially have any material adverse long-term or short-term effect on the property. This indemnification by Purchaser includes, without limitation, reimbursement for any diminution in the value of the property and reimbursement for sums paid in settlement of claims, attorney fees, consultant fees, and expert fees. The obligations agreed to with regard to the indemnity and hold harmless provisions of this contract shall survive any termination or cancellation of the contract for any reason.

Waste

It is understood and agreed between the parties that the purchaser shall not commit any strip or waste on the premises or sever any growing timber from the premises nor shall the purchaser suffer or permit any strip or waste to be committed on the property. All improvements placed on the property shall remain and shall not be removed before final payment is made. Purchaser shall not remove any improvements currently upon the property without first having obtained the express written consent of the County. Multnomah County is not responsible for relocation costs.

Lead Based Paint Inspection

1. Purchaser shall have an opportunity to conduct a risk-assessment or inspection to determine the presence of lead-based paint or lead-based Paint hazards on the property. Purchaser may terminate this sale by delivering to County written notice of purchaser's disapproval or risk-assessment or inspection within ten (10) days of the date of this contract unless purchaser has waived the opportunity. The disclosure statement on lead-based paint and lead-based paint hazards, which is attached as Exhibit A, is incorporated in this contract. If purchaser delivers to County a timely notice of disapproval, this contract terminates and will be cancelled and County will refund purchaser's down payment.
2. Purchaser shall indemnify, hold harmless and defend County from all liens, costs, claims, demands, suits and expenses including reasonable attorney fees and expert fees, arising from or relating to purchaser's entry on or inspection of the property as provided under this section. This covenant to indemnify, hold harmless and defend seller shall survive closing or any termination of this contract.
3. Purchaser or its agents may, prior to closing, enter the Property to inspect the Property as needed. Coordination of the date and time the inspection(s) is requested needs to be made with the Tax Title Section at 503-988-3590.

Hazardous Materials

As used in this contract, the term Hazardous Material means any hazardous or toxic substance, material, or waste, including, but not limited to those substances, materials, and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR § 172.101), or by the United States Environmental Protection Agency as hazardous substances (40 CFR pt 302) and amendments thereto, petroleum products, or other such substances, materials, and wastes that are or become regulated under any applicable local, state, or federal law.

Purchaser will not cause or permit any hazardous material to be brought upon, kept, or used in or about the property by purchaser or purchaser's agents, employees, contractors, or invitees without the prior written consent of the County, which shall not be unreasonably withheld as long as purchaser demonstrates to County's reasonable satisfaction that such hazardous material is necessary to purchaser's business and will be used, kept, and stored in a manner that complies with all laws regulating any such hazardous materials brought upon or used or kept in or about the property.

Title Insurance

The County does not provide title insurance.

Property Sold "AS IS".

Purchaser agrees that it has accepted and executed this contract on the basis of its own examination and personal knowledge of the Property; County makes no representations or warranties with respect to the physical condition or any other aspect of the Property, including, without limitation, whether the Property conforms to past, current, or future zoning or building code requirements, the existence of soil stability, past soil repair, soil additions, conditions of soil fill or susceptibility to land slides, the sufficiency of any under-shoring, the sufficiency of any drainage, whether the Property is located either wholly or partially in a flood plain or a flood hazard boundary or similar area, or any other matter affecting the stability or integrity of the Property. Purchaser expressly acknowledges that the Property is being sold and accepted "AS IS", and purchaser hereby unconditionally and irrevocably waives any and all actual or potential rights purchaser may have regarding any form of warranty, except as set forth in this contract, express or implied, of any kind or type, relating to the Property. Such waiver is absolute, complete, total, and unlimited in any way.

Tax Notice

Until a change of address is requested, all tax statements shall be sent to the following address:

ARVELL D WILSON
5225 N EMERSON DR
PORTLAND OR 97217

Remedies.

TIME IS OF THE ESSENCE REGARDING THIS AGREEMENT.

1. If the conditions described in the LEAD-BASED PAINT section above are satisfied or waived by purchaser and the transaction does not thereafter close, through no fault of County, before the close of business on the

Closing Date, purchaser may forfeit the [earnest money deposit] to County as liquidated damages.

2. The parties agree the remedies for the failure to close this transaction shall be limited to the remedies set forth in this contract and the parties waive any further remedies, which may be available to either. If this transaction does not close, the County may pursue cancellation of this contract under ORS 275.220.
3. Nothing herein shall be interpreted to limit the purchaser's obligations under any provision of this contract as applicable, to defend, hold harmless and indemnify the County.

Severability

If any term or provision of this Contract of the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract and the application of such term or provision to person or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term or provision of this contract shall be valid and enforceable to the fullest extent permitted by law.

Entire Agreement

This contract sets forth the entire understanding of the parties with respect to the purchase and sale of the property. This contract supersedes any and all prior negotiations, discussions, agreements, and understandings between the parties. This contract may not be modified or amended except by a written agreement executed by both parties.

Conveyance of Title


Upon complete performance by Purchaser of all the terms and conditions of this contract, County agrees to convey to Purchaser the title to the aforesaid property by Bargain & Sale Deed.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

IN WITNESS WHEREOF, purchaser has set his/her hand the year and day first above written, and County has caused these presents to be executed by the Chair of the Multnomah Board of County Commissioners heretofore entered of record

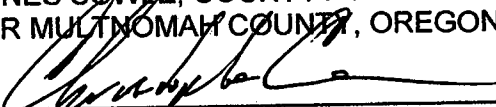


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

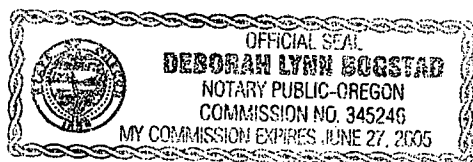
By 
Christopher D. Crean, Asst County Attorney

BUYER

Arvell D. Wilson

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

This Contract was acknowledged before me this 18th day of November 2004, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.



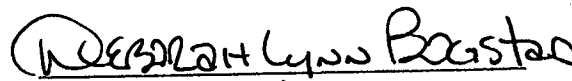

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

Exhibit A

Disclosure of Information on Lead-Based Paint Hazards

Lead Warning Statement

Every buyer of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

County's Disclosure (initial)

- ☐ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):
- ☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain): _____
- ☒ County has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- ☐ (b) Records and reports available to the County (check one below):
- ☐ County has provided the Buyer with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
- ☒ County has no reports or records pertaining to lead-based paint in the housing.

Buyer's Acknowledgment (initial)

- ☐ (c) Buyer has received copies of all information listed above.
- ☐ (d) Buyer has received the pamphlet *Protect Your Family from Lead in Your Home*.
- ☐ (e) Buyer has (check one below):
- ☐ Received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
- ☐ Waived the opportunity to conduct a risk management or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Certification of Accuracy

The following party has reviewed the information above and certifies, to the best of the County's institutional knowledge, that the information provided by the signatory is true and accurate.

For the County:

Title: _____

Date: _____

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: C-5

Est. Start Time: 10:30 AM

Date Submitted: 10/18/04

Requested Date: November 18, 2004

Time Requested: N/A

Department: DBCS

Division: Tax Title

Contact/s: Gary Thomas

Phone: 503-988-3590

Ext.: 22591

I/O Address: 503/4 Tax Title

Presenters: Consent Calendar

Agenda Title: RESOLUTION Authorizing Execution of Deeds for Four Tax Foreclosed Properties Sold At Public Sale

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

1. What action are you requesting from the Board? What is the department/agency recommendation?

The Tax Title Section is requesting the Board to approve the public sale of Four Tax Foreclosed properties that are identified as Auction Properties Nos. 6, 9, 11, and 1.

2. Please provide sufficient background information for the Board and the public to understand this issue.

1. Auction Property No. 6 R175881 – Vacant lot located on NW Creston Road above St Helens Road – Came into County ownership through foreclosure on 9/19/01. The lot is approximately 50' x 100' (5,000sf) in size. NW Creston Road is unimproved and dead-ends a short distance to the west of the subject. The parcel has a brush and tree cover and slopes down to the north from NW Creston. Zoning for the property is R10c, which allows development of the single dwelling units at density of one unit for every 10,000sf on net site area. It also is in an environmental overlay zone, which requires certain considerations. It was made available to AHDP.

The highest bidder at the Public Sale for auction property no. 2 R177820 was CARA WOODS with a purchase price of \$15,000.

2. Auction Property No. 9 R313764 – Vacant lot between 5929 and 6021 SW Taylor St –
Came into County ownership through foreclosure on 9/26/95. The lot is approximately 31' x 122' (3,782sf) and is in asphalt. The parcel serves as a driveway and provides access to three properties off SW Taylor St. It was offered for sale at two previous public auctions but did not sell.

The highest bidder at the Public Sale for auction property no. 9 was NOVENDA L. JOSEPH with a purchase price of \$800.

3. Auction Property No. 11 R334654 – Vacant lot adjacent to 15734 SE Powell Blvd –
Came into County ownership through foreclosure on 9/29/97. Approximately 50' x 180' (9,000sf) in size. Used as part of driveway for adjacent property. Made available to government agencies and AHDP.

The highest bidders at the Public Sale for auction property no. 11 were JOHN H. and ELAINE CARSON with a purchase price of \$57,000.

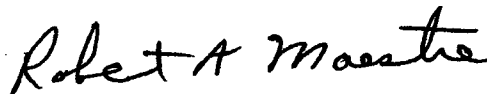
4. Auction Property No. 1 R100002 – 7530 N Willamette Blvd – Came into County ownership through foreclosure on 10/26/92. The property is an abandoned gas station that has underground storage tanks. Level I and Level II Site Assessments have been completed on the property with a recommendation that the tanks be removed. The parcel has been made available to government agencies and to AHDP. The lot is just over 9,000sf in size and is located in a small area that has a Neighborhood Commercial zoning designation.

The highest bidder at the Public Sale for auction property no. 1 was CORNICE GROUP LLC with a purchase price of \$113,000.

3. **Explain the fiscal impact (current year and ongoing).**
The Public Sale will allow for the full recovery of delinquent taxes, fees, and expenses of these four properties. The sale will also reinstate the four properties on the tax roll.
4. **Explain any legal and/or policy issues.**
No legal issues are expected. The parcels will be sold "As Is" without guarantee of clear title. This property conforms to those policies as outlined in Multnomah County Code Chapter 7.
5. **Explain any citizen and/or other government participation that has or will take place.**
No citizen or government participation is anticipated.

Required Signatures:

Department/Agency Director:



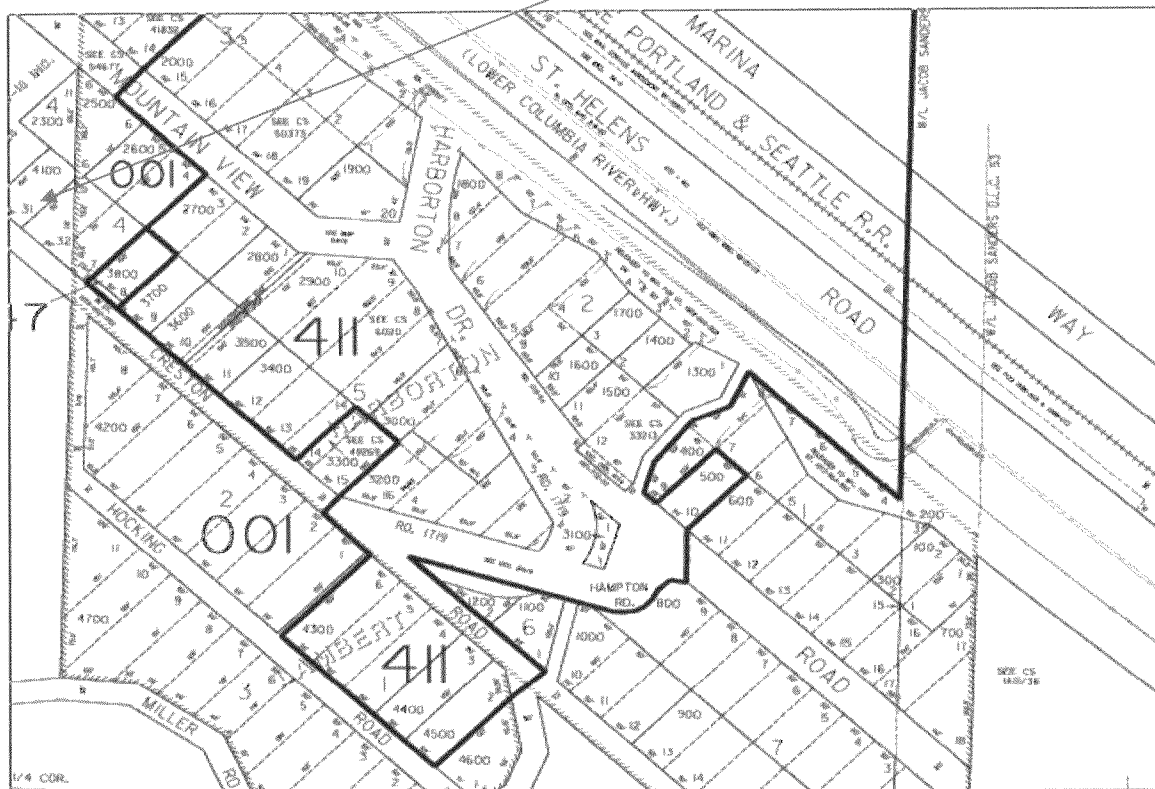
Date: 10/18/04

Exhibit A

Property No. 6

Tax Account R175881, (R35960-0970)

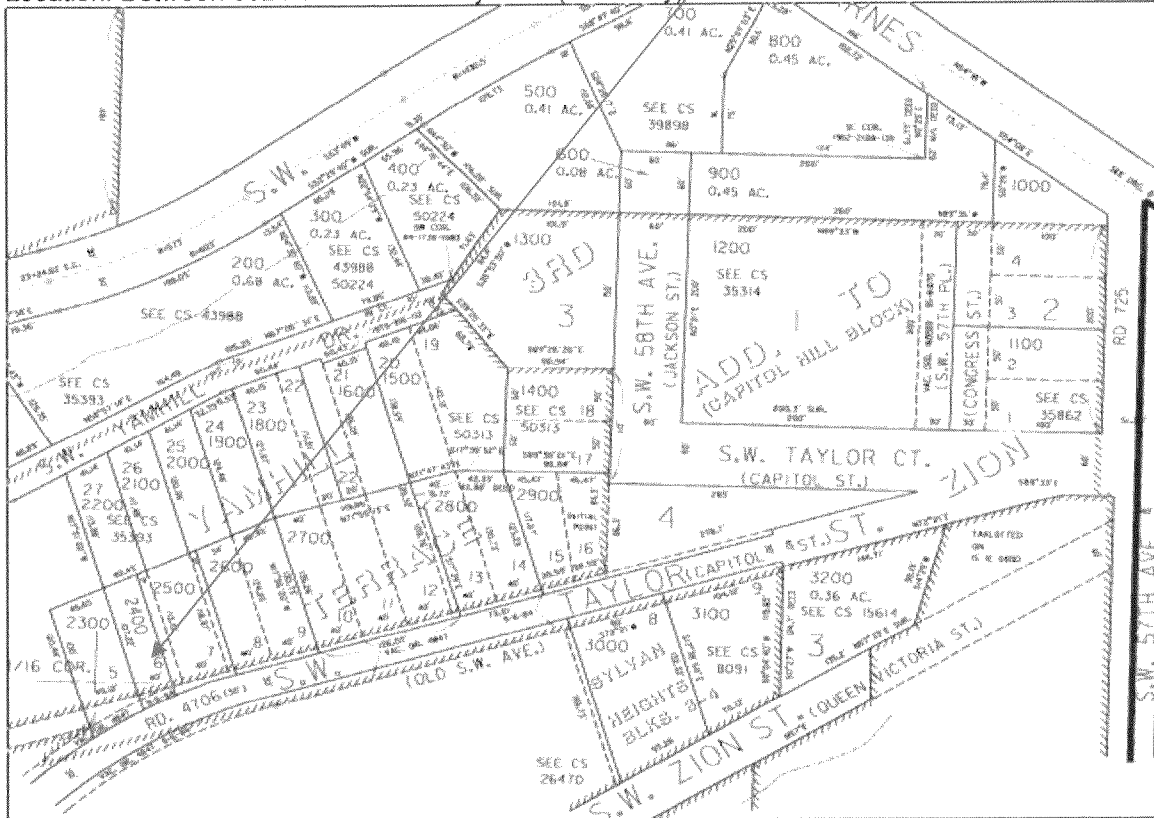
Location: NW Creston above NW ST Helen's RD



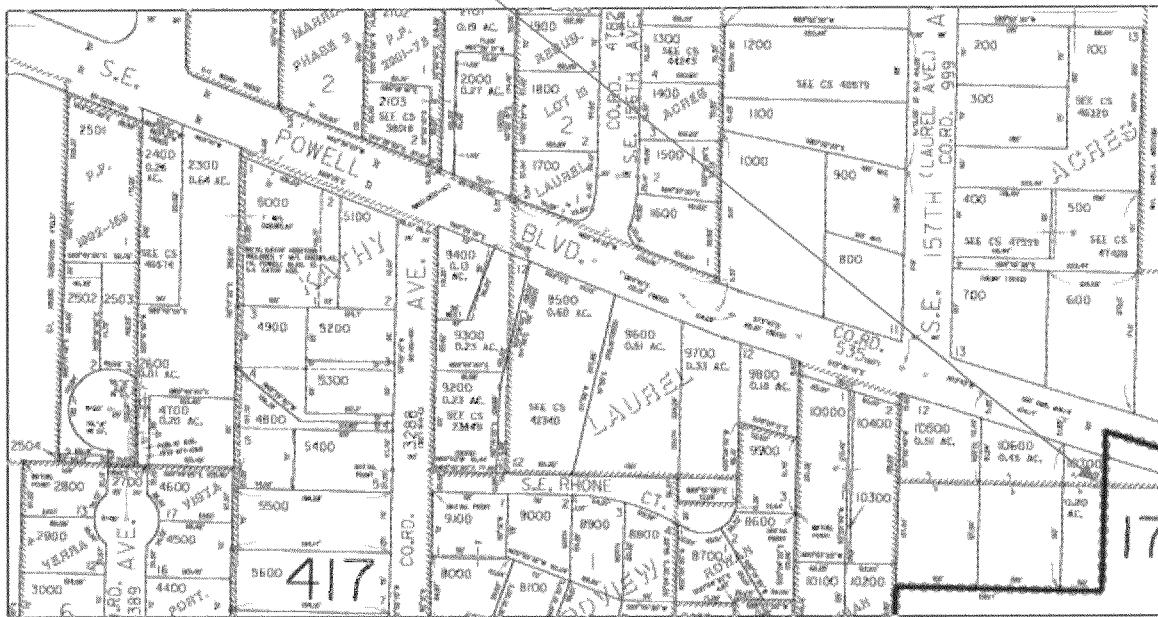
Property No. 9

Tax Account Number: R313764, (R39440-0150)

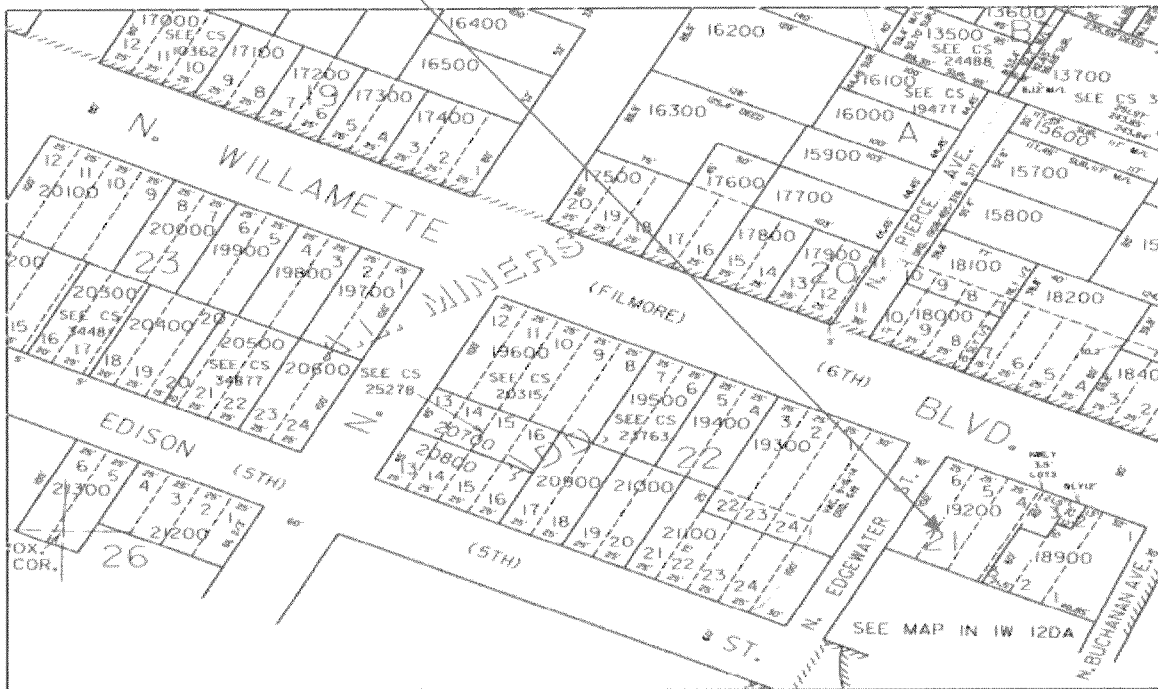
Location: Between 6021 & 5929 SW Taylor St (Driveway)



Property No. 11
Tax Account R334654, (R99212-0170)
Location: 15800 N/ SE Powell Blvd



Property No. 1
Tax Account Number R100002, (R00010-0040)
Location: 7600 N Willamette Blvd



BOGSTAD Deborah L

From: GRACE Becky J
Sent: Monday, October 18, 2004 11:20 AM
To: BOGSTAD Deborah L
Subject: FW: 4 Cash Sale Auction Properties for Board Approval Nov 18

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

From: CREAN Christopher D
Sent: Monday, October 18, 2004 11:16 AM
To: GRACE Becky J
Subject: RE: 4 Cash Sale Auction Properties for Board Approval Nov 18

Becky -

I have reviewed the attached resolution and deeds and they may be forwarded to the Board as proposed. Thanks.

- Chris

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

From: GRACE Becky J
Sent: Friday, October 15, 2004 11:34 AM
To: CREAN Christopher D
Subject: 4 Cash Sale Auction Properties for Board Approval Nov 18

Hi Chris,

Attached for your review and approval are the Board Agenda Documents for approval of 4 Cash Sales at the Auction.

Thanks,

Becky Grace
Tax Title, Multnomah County
501 SE Hawthorne, Suite 310
Portland, OR 97214
503.988.3590 x27145

10/19/2004

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Authorizing Execution of Deeds for Four Tax Foreclosed Properties Sold at Public Sale

The Multnomah County Board of Commissioners Finds:

- a. On October 12, 2004 Multnomah County conducted a public auction and sale of tax-foreclosed properties including the four properties (properties) that are identified as Auction Properties Nos. 6, 9, 11, and 1, more particularly described in the attached Exhibit A incorporated by this reference.
- b. The public sale of the properties was conducted consistent with the requirements of ORS 275.110 to 275.250 and MCC Chapter 7.
- c. The Purchaser identified in Exhibit A was the highest bidder for each property at the public sale held on October 12, 2004. The County has received all sums due and owing from the sale of these properties.
- d. On the day of sale, the Sheriff delivered to each successful bidder/purchaser, a Certificate of Sale containing a particular description of the property sold, the whole purchase price, the amount paid in cash, and any balance remaining to be paid by Friday October 14, 2004 for the property.
- e. The Tax Title Division has prepared and attached for the Board's consideration and approval a deed for each property sold.

The Multnomah County Board of Commissioners Resolves:

1. With respect to the four properties, the Chair is authorized to execute the attached Deeds to each Purchaser identified in Exhibit A for the specific property purchased at the Public Sale held on October 12, 2004.

ADOPTED this 18th day of November 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

Exhibit A (RESOLUTION)

Auction Property No. 6.:

Legal Description: LOT 31, BLOCK 4, HARBORTON in the City of Portland, Multnomah County, Oregon.

Multnomah County Deed No.: D051986

Tax Account No.: R-35960-0970 / R175881

Purchaser: CARA WOOD

Purchase Price: \$15,000

Auction Property No. 9:

Legal Description: LOT 6 INCLUDING PART OF VACATED STREETS- EXCEPT THE EASTERLY 9', YAMHILL TERRACE, in the City of Portland, Multnomah County, Oregon

Multnomah County Deed No.: D051987

Tax Account No.: R-93440-0150 / R313764

Purchaser: NOVENDA L. JOSEPH

Purchase Price: \$800

Auction Property No. 11:

Legal Description: See attached Exhibit A-1

Multnomah County Deed No.: D051988

Tax Account No.: R-99212-0170 / R334654

Purchaser: JOHN H. AND ELAINE CARSON

Purchase Price: \$57,000

Auction Property No. 1:

Legal Description: NORTHEASTERLY 25' OF NORTHWESTERLY 12' OF LOT 2, NORTHEASTERLY 40' OF SOUTHEASTERLY 21.5' OF LOT 3, NORTHWESTERLY 3.5' OF LOT 3, LOTS 4-6; BLOCK 21, A.L. MINERS ADDITION, in the City of Portland, Multnomah County, Oregon.

Multnomah County Deed No.: D051989

Tax Account No.: R-00010-0040 / R100002

Purchaser: CORNICE GROUP LLC

Purchase Price: \$113,000

EXHIBIT A-1 (RESOLUTION)

Property No.:11

All of the following property lying in the SE ¼ of Section 12 1S 2E, WM, City of Portland, Multnomah County, State of Oregon, including a portion of Lot 12, LAUREL ACRES, said parcel being further described as follows:

Commencing at a point of intersection with the most Northerly Northwest corner of Partition Plat 1992-40, recorded April 21, 1992, Multnomah County Plat Records and the Southerly Right of Way of SE Powell Boulevard, (County Road No. 535); thence following the Westerly line of said Partition Plat, S00°05'30"W 165.32 feet; thence N89°54'30"W along the most Westerly North line of Parcel 1 of said Partition Plat 1992-40, a distance of 50 feet to the TRUE POINT OF BEGINNING of said parcel; thence N00°05'30"E 179.80 feet to the Southerly Right of Way line of SE Powell Boulevard; thence S73°44'26"E along said Right of Way line 52.05 feet, more or less, to the most Northerly Northwest corner of Partition Plat 1992-40; thence S00°05'30"E 165.32 feet along said Plat line; thence N89°54'30"W along said Plat line, a distance of 50 feet to the POINT OF BEGINNING.

Tax Account No.:R334654

CARA WOOD
1834 SW 58TH AVE #206
PORTLAND OR 97221

Page 4 of 9 Resolution and Deed for Public Sale

After recording return to:
MULTNOMAH CO TAX TITLE
503/4

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to NOVENDA L. JOSEPH Grantee, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

The true and actual consideration paid for this transfer, stated in the terms of dollars is \$800.

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 18th day of November 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

After recording return to:
MULTNOMAH COUNTY TAX TITLE
503/4

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to JOHN H. AND ELAINE CARSON, Husband and Wife Grantees, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

The true and actual consideration paid for this transfer; stated in the terms of dollars is \$57,000.

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 18th day of November 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

EXHIBIT A-1 (DEED)

Property No.:11

All of the following property lying in the SE ¼ of Section 12 1S 2E, WM, City of Portland, Multnomah County, State of Oregon, including a portion of Lot 12, LAUREL ACRES, said parcel being further described as follows:

Commencing at a point of intersection with the most Northerly Northwest corner of Partition Plat 1992-40, recorded April 21, 1992, Multnomah County Plat Records and the Southerly Right of Way of SE Powell Boulevard, (County Road No. 535); thence following the Westerly line of said Partition Plat, S00°05'30"W 165.32 feet; thence N89°54'30"W along the most Westerly North line of Parcel 1 of said Partition Plat 1992-40, a distance of 50 feet to the TRUE POINT OF BEGINNING of said parcel; thence N00°05'30"E 179.80 feet to the Southerly Right of Way line of SE Powell Boulevard; thence S73°44'26"E along said Right of Way line 52.05 feet, more or less, to the most Northerly Northwest corner of Partition Plat 1992-40; thence S00°05'30"E 165.32 feet along said Plat line; thence N89°54'30"W along said Plat line, a distance of 50 feet to the POINT OF BEGINNING.

Tax Account No.:R334654

Until a change is requested, all tax statements shall
be sent to the following address:
CORNICE GROUP LLC
PO BOX 11778
PORTLAND OR 97211

After recording return to:
MULTNOMAH COUNTY TAX TITLE
503/4

Deed D051899

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to CORNICE GROUP LLC, Grantee, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

As shown in Exhibit A-2

The true and actual consideration paid for this transfer; stated in the terms of dollars is \$113,000.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 18th day of November 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

This Deed was acknowledged before me this 18th day of November 2004, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

EXHIBIT A-2 (DEED)

Property No.:81

Legal Description:

NORTHEASTERLY 25' OF NORTHWESTERLY 12' OF LOT 2, NORTHEASTERLY 40'
OF SOUTHEASTERLY 21.5' OF LOT 3, NORTHWESTERLY 3.5' OF LOT 3, LOTS 4-6;
BLOCK 21, A.L. MINERS ADDITION, in the City of Portland, Multnomah County,
Oregon.

Tax Account No.:R100002

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-165

Authorizing Execution of Deeds for Four Tax Foreclosed Properties Sold at Public Sale

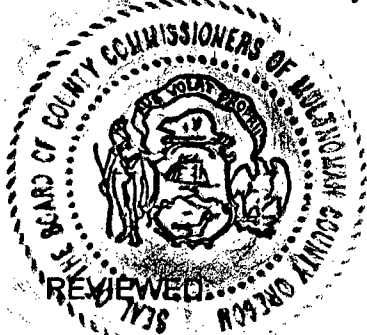
The Multnomah County Board of Commissioners Finds:

- a. On October 12, 2004 Multnomah County conducted a public auction and sale of tax-foreclosed properties including the four properties (properties) that are identified as Auction Properties Nos. 6, 9, 11, and 1, more particularly described in the attached Exhibit A incorporated by this reference.
- b. The public sale of the properties was conducted consistent with the requirements of ORS 275.110 to 275.250 and MCC Chapter 7.
- c. The Purchaser identified in Exhibit A was the highest bidder for each property at the public sale held on October 12, 2004. The County has received all sums due and owing from the sale of these properties.
- d. On the day of sale, the Sheriff delivered to each successful bidder/purchaser, a Certificate of Sale containing a particular description of the property sold, the whole purchase price, the amount paid in cash, and any balance remaining to be paid by Friday October 14, 2004 for the property.
- e. The Tax Title Division has prepared and attached for the Board's consideration and approval a deed for each property sold.

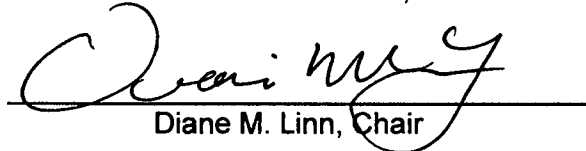
The Multnomah County Board of Commissioners Resolves:

1. With respect to the four properties, the Chair is authorized to execute the attached Deeds to each Purchaser identified in Exhibit A for the specific property purchased at the Public Sale held on October 12, 2004.

ADOPTED this 18th day of November 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

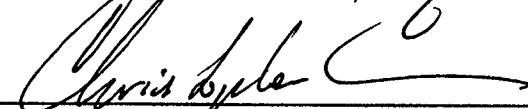
By 
Christopher D. Crean, Assistant County Attorney

Exhibit A (RESOLUTION)

Auction Property No. 6:

Legal Description: LOT 31, BLOCK 4, HARBORTON in the City of Portland, Multnomah County, Oregon.

Multnomah County Deed No.: D051986

Tax Account No.: R-35960-0970 / R175881

Purchaser: CARA WOOD

Purchase Price: \$15,000

Auction Property No. 9:

Legal Description: LOT 6 INCLUDING PART OF VACATED STREETS- EXCEPT THE EASTERLY 9', YAMHILL TERRACE, in the City of Portland, Multnomah County, Oregon

Multnomah County Deed No.: D051987

Tax Account No.: R-93440-0150 / R313764

Purchaser: NOVENDA L. JOSEPH

Purchase Price: \$800

Auction Property No. 11:

Legal Description: See attached Exhibit A-1

Multnomah County Deed No.: D051988

Tax Account No.: R-99212-0170 / R334654

Purchaser: JOHN H. AND ELAINE CARSON

Purchase Price: \$57,000

Auction Property No. 1:

Legal Description: NORTHEASTERLY 25' OF NORTHWESTERLY 12' OF LOT 2, NORTHEASTERLY 40' OF SOUTHEASTERLY 21.5' OF LOT 3, NORTHWESTERLY 3.5' OF LOT 3, LOTS 4-6; BLOCK 21, A.L. MINERS ADDITION, in the City of Portland, Multnomah County, Oregon.

Multnomah County Deed No.: D051989

Tax Account No.: R-00010-0040 / R100002

Purchaser: CORNICE GROUP LLC

Purchase Price: \$113,000

EXHIBIT A-1 (RESOLUTION)

Property No.:11

All of the following property lying in the SE ¼ of Section 12 1S 2E, WM, City of Portland, Multnomah County, State of Oregon, including a portion of Lot 12, LAUREL ACRES, said parcel being further described as follows:

Commencing at a point of intersection with the most Northerly Northwest corner of Partition Plat 1992-40, recorded April 21, 1992, Multnomah County Plat Records and the Southerly Right of Way of SE Powell Boulevard, (County Road No. 535); thence following the Westerly line of said Partition Plat, S00°05'30"W 165.32 feet; thence N89°54'30"W along the most Westerly North line of Parcel 1 of said Partition Plat 1992-40, a distance of 50 feet to the TRUE POINT OF BEGINNING of said parcel; thence N00°05'30"E 179.80 feet to the Southerly Right of Way line of SE Powell Boulevard; thence S73°44'26"E along said Right of Way line 52.05 feet, more or less, to the most Northerly Northwest corner of Partition Plat 1992-40; thence S00°05'30"E 165.32 feet along said Plat line; thence N89°54'30"W along said Plat line, a distance of 50 feet to the POINT OF BEGINNING.

Tax Account No.:R334654

CARA WOOD
1834 SW 58TH AVE #206
PORTLAND OR 97221

DEED D051986

LOT 31, BLOCK 4, HARBORTON

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 18th day of November 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By

Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

NOVENDA L. JOSEPH
43 NE 86TH AVE
PORTLAND OR 97220

Deed D051987

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to NOVENDA L. JOSEPH Grantee, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

LOT 6 INCLUDING PART OF VACATED STREETS- EXCEPT THE EASTERLY 9', YAMHILL TERRACE

The true and actual consideration paid for this transfer, stated in the terms of dollars is \$800.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

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**BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By

Christopher D. Crean, County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

This Deed was acknowledged before me this 18th day of November 2004, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

After recording return to:
MULTNOMAH COUNTY TAX TITLE
503/4

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to JOHN H. AND ELAINE CARSON, Husband and Wife Grantees, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

The true and actual consideration paid for this transfer, stated in the terms of dollars is \$57,000.

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 18th day of November 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

Diane M. Linn, Chair

By Christopher D. Crean
Christopher D. Crean, Assistant County Attorney

This Deed was acknowledged before me this 18th day of November 2004, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Page 6 of 9 Resolution and Deed for Public Sale

EXHIBIT A-1 (DEED)

Property No.:11

All of the following property lying in the SE ¼ of Section 12 1S 2E, WM, City of Portland, Multnomah County, State of Oregon, including a portion of Lot 12, LAUREL ACRES, said parcel being further described as follows:

Commencing at a point of intersection with the most Northerly Northwest corner of Partition Plat 1992-40, recorded April 21, 1992, Multnomah County Plat Records and the Southerly Right of Way of SE Powell Boulevard, (County Road No. 535); thence following the Westerly line of said Partition Plat, S00°05'30"W 165.32 feet; thence N89°54'30"W along the most Westerly North line of Parcel 1 of said Partition Plat 1992-40, a distance of 50 feet to the TRUE POINT OF BEGINNING of said parcel; thence N00°05'30"E 179.80 feet to the Southerly Right of Way line of SE Powell Boulevard; thence S73°44'26"E along said Right of Way line 52.05 feet, more or less, to the most Northerly Northwest corner of Partition Plat 1992-40; thence S00°05'30"E 165.32 feet along said Plat line; thence N89°54'30"W along said Plat line, a distance of 50 feet to the POINT OF BEGINNING.

Tax Account No.:R334654

After recording return to:
MULTNOMAH COUNTY TAX TITLE
503/4

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Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By Christopher D. Crean
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

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Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

EXHIBIT A-2 (DEED)

Property No.:81

Legal Description:

NORTHEASTERLY 25' OF NORTHWESTERLY 12' OF LOT 2, NORTHEASTERLY 40'
OF SOUTHEASTERLY 21.5' OF LOT 3, NORTHWESTERLY 3.5' OF LOT 3, LOTS 4-6;
BLOCK 21, A.L. MINERS ADDITION, in the City of Portland, Multnomah County,
Oregon.

Tax Account No.:R100002

CARA WOOD
1834 SW 58TH AVE #206
PORTLAND OR 97221

After recording return to:
MULTNOMAH CO TAX TITLE
503/4

DEED D051986

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to CARA WOOD Grantee, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

LOT 31, BLOCK 4, HARBORTON


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**BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**


Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

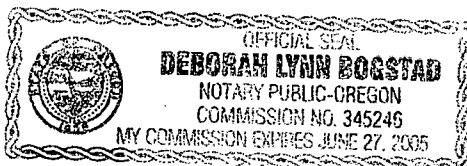
By _____

Christopher D. Crean, Assistant County Attorney

STATE OF OREGON

COUNTY OF MULTNOMAH

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Deborah Lynn Bogstad
Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

Until a change is requested, all tax statements shall
be sent to the following address:
NOVENDA L. JOSEPH
43 NE 86TH AVE
PORTLAND OR 97220

After recording return to:
MULTNOMAH CO TAX TITLE
503/4

Deed D051987

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to NOVENDA L. JOSEPH Grantee, that certain real property, located in the City of Portland, Multnomah County, Oregon more particularly described as follows:

LOT 6 INCLUDING PART OF VACATED STREETS- EXCEPT THE EASTERLY 9', YAMHILL
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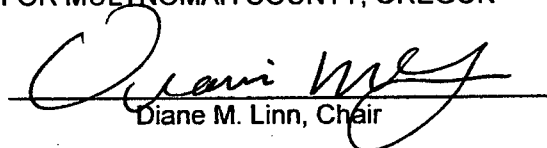
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BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

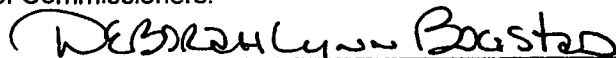
Christopher D. Crean, County Attorney

STATE OF OREGON)

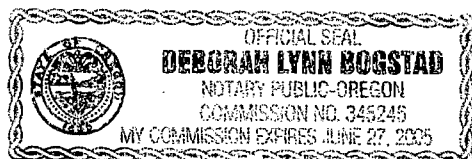
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Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By Christopher D. Crean
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
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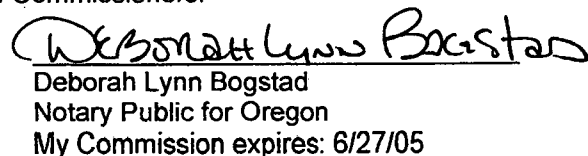


EXHIBIT A-1 (DEED)

Property No.:11

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Tax Account No.:R334654


After recording return to:
MULTNOMAH COUNTY TAX TITLE
503/4

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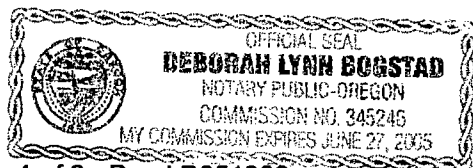



Diane M. Linn, Chair

By Christopher D. Crean
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

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Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/05

EXHIBIT A-2 (DEED)

Property No.:81

Legal Description:

NORTHEASTERLY 25' OF NORTHWESTERLY 12' OF LOT 2, NORTHEASTERLY 40'
OF SOUTHEASTERLY 21.5' OF LOT 3, NORTHWESTERLY 3.5' OF LOT 3, LOTS 4-6;
BLOCK 21, A.L. MINERS ADDITION, in the City of Portland, Multnomah County,
Oregon.

Tax Account No.:R100002

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: C-6

Est. Start Time: 10:30 AM

Date Submitted: 10/18/04

Requested Date: November 18, 2004

Time Requested: N/A

Department: DBCS

Division: Tax Collections

Contact/s: Pat Frahler

Phone: 503-988-3345

Ext.: 22330

I/O Address: 503/175 Collections

Presenters: Consent Calendar

Agenda Title: RESOLUTION Authorizing Cancellation of Uncollectible Personal Property Taxes for Tax Years 1992/93 through 2003/04

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

-
- 1. What action are you requesting from the Board? What is the department/agency recommendation?**

The Personal Property Collections Section is requesting the Board to approve the cancellation of Uncollectible Personal Property Taxes for 1992/93 through 2003/04, in the amount of \$230,742.24. The Department of Business and Community Services recommends the biannual cancellation of Uncollectible Personal Property Taxes be approved.

- 2. Please provide sufficient background information for the Board and the public to understand this issue.**

Certain personal property taxes have been delinquent and the Multnomah County Tax Collector has determined that said taxes are wholly uncollectible and has requested the Board for an order directing that the taxes be cancelled pursuant to ORS 311.790. Attached documents: Write-Off List.

Please return original documents and copies of all to Angelika Loomis, 503/175 Collections following approval

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

There is a loss of revenue of \$230,742.24 plus interest that indicates less monetary distribution to the Taxing Districts. This has ongoing impact because there is a lack of statutory authority to enforce and collect delinquent corporation taxes from the responsible corporate owner(s).

4. Explain any legal and/or policy issues.

No legal issues are expected.

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

No citizen participation is anticipated. Accounting Department will cancel these taxes once Board approval is received.

Required Signatures:

Department/Agency Director:



Date: 10/14/04

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Authorizing Cancellation of Uncollectible Personal Property Taxes for Tax Years
1992/93 through 2003/04.

The Multnomah County Board of Commissioners Finds:

- a. Certain personal property taxes have been delinquent and the Multnomah County Tax Collector and County Counsel have determined that said taxes are wholly uncollectible and have requested the Board for an order directing that the taxes be cancelled pursuant to ORS 311.790.

The Multnomah County Board of Commissioners Resolves:

1. That the Multnomah County Tax Collector is directed to cancel those certain personal property taxes which are listed and appended hereto and incorporated herein, for tax years 1992/93 through 2003/04 for the reason that the same are found to be uncollectible.

ADOPTED this 18th day of November, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By  _____
John Thomas, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-166

Authorizing Cancellation of Uncollectible Personal Property Taxes for Tax Years
1992/93 through 2003/04

The Multnomah County Board of Commissioners Finds:

- a. Certain personal property taxes have been delinquent and the Multnomah County Tax Collector and County Counsel have determined that said taxes are wholly uncollectible and have requested the Board for an order directing that the taxes be cancelled pursuant to ORS 311.790.

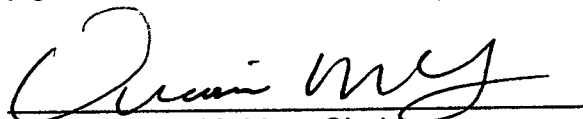
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ADOPTED this 18th day of November, 2004.

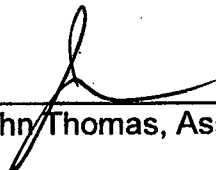


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John Thomas, Assistant County Attorney

UNCOLLECTABLE PERSONAL PROPERTY ACCOUNTS - October 2004

TAX ACCOUNT #	TAX REPORT CODE	WARRANT#	AMT DUE	TAX DUE
P430043	WRO	962457	\$898.55	\$358.69
P403763	WRO	922964	\$2,519.88	\$767.68
P397141	WRO	962190	\$69.50	\$25.17
P413382	WRO	931696	\$631.20	\$206.36
M357241	WRO	031619	\$414.57	\$332.15
P372906	WRO	952800	\$6.97	\$2.97
M356803	WRO	993567	\$2,892.98	\$1,571.35
M354356	WRO	032908	\$211.15	\$157.22
P413048	WRO	920802	\$1,873.94	\$606.64
M355240	WRO	021412	\$253.05	\$52.67
M354678	WRO	940853	\$491.24	\$139.77
P427643	WRO	953216	\$222.48	\$79.92
M354442	WRO	993783	\$468.11	\$183.09
P380819	WRO	980204	\$711.31	\$354.18
M361960	WRO	010897	\$1,677.00	\$1,142.53
P406156	WRO	962270	\$195.21	\$72.80
P380947	WRO	951844	\$292.78	\$108.20
P382925	WRO	994046	\$661.10	\$352.48
P404761	WRO	971670	\$1,100.12	\$476.85
P446543	WRO	962578	\$181.99	\$64.87
P447010	WRO	923479	\$240.68	\$70.36
P446817	WRO	922218	\$301.48	\$87.11
P447011	WRO	922219	\$245.06	\$68.59
P387409	WRO	962110	\$684.12	\$242.45
M357695	WRO	994821	\$171.41	\$59.77
P379721	WRO	961991	\$433.78	\$158.51
P382899	WRO	980239	\$1,137.34	\$546.63
P394001	WRO	930323	\$749.76	\$253.71
M355253	WRO	981361	\$1,766.02	\$630.33
P384907	WRO	922701	\$527.84	\$171.57
P408249	WRO	930644	\$46.36	\$16.40
P408256	WRO	930645	\$196.83	\$69.63
P443091	WRO	930183	\$196.98	\$56.42
P385781	WRO	961475	\$681.32	\$303.14
M359016	WRO	994548	\$577.44	\$264.33
M353984	WRO	033078	\$600.07	\$441.56
M352899	WRO	031544	\$1,525.06	\$1,204.19
M353481	WRO	033080	\$1,992.97	\$964.08
P427303	WRO	932421	\$1,443.88	\$489.89
P427453	WRO	960370	\$804.97	\$325.42
P402846	WRO	980474	\$16.14	\$8.65
M354994	WRO	021402	\$103.64	\$82.12
M356272	WRO	032952	\$637.68	\$396.48
M356736	WRO	951305	\$456.61	\$154.31
M488473	WRO	032001	\$1,224.55	\$879.56
P369499	WRO	961912	\$360.90	\$149.49
P406385	WRO	995313	\$98.99	\$58.00
P425553	WRO	932413	\$284.56	\$93.68
WRO			\$33,279.57	\$15,301.97

TAX ACCOUNT #	TAX REPORT CODE	WARRANT#	AMT DUE	TAX DUE
P529830	WRO, CORP	031310	\$4,077.31	\$3,181.83
P381269	WRO, CORP	993103	\$110.75	\$64.89
P420015	WRO, CORP	971770	\$464.35	\$211.36
P456363	WRO, CORP	020056	\$6.94	\$5.65
P398825	WRO, CORP	032219	\$262.89	\$241.90
P378048	WRO, CORP	032844	\$146.03	\$89.49
P396205	WRO, CORP	993324	\$645.39	\$335.16
P431233	WRO, CORP	962467	\$875.41	\$316.85
P420449	WRO, CORP	993557	\$955.42	\$548.56
P418236	WRO, CORP	020359	\$1,834.81	\$1,277.44
P501984	WRO, CORP	010705	\$698.81	\$456.88
P415750	WRO, CORP	020363	\$1,284.00	\$1,029.80
P431529	WRO, CORP	993649	\$1,946.69	\$1,082.38
P504669	WRO, CORP	020372	\$126.10	\$102.80
P405337	WRO, CORP	960250	\$222.64	\$83.82
P520471	WRO, CORP	020418	\$1,357.86	\$1,034.89
P427829	WRO, CORP	010847	\$2,933.86	\$1,919.00
P497949	WRO, CORP	020492	\$12,878.17	\$8,720.69
P377436	WRO, CORP	020542	\$1.59	\$1.30
P435519	WRO, CORP	020652	\$2,355.35	\$1,724.51
P532663	WRO, CORP	032669	\$50.14	\$47.00
M361958	WRO, CORP	031920	\$1,105.83	\$1,026.40
P429873	WRO, CORP	995543	\$768.82	\$450.48
M357770	WRO, CORP	951384	\$438.14	\$137.94
P368972	WRO, CORP	953018	\$204.33	\$72.15
P385401	WRO, CORP	970116	\$2,353.88	\$1,114.70
P406311	WRO, CORP	971680	\$510.49	\$233.10
P363929	WRO, CORP	994676	\$2,370.23	\$1,277.19
P415985	WRO, CORP	020923	\$572.98	\$403.86
P491285	WRO, CORP	032412	\$1,846.30	\$1,699.08
P505040	WRO, CORP	032487	\$513.49	\$421.53
P523623	WRO, CORP	033498	\$175.00	\$68.37
P423208	WRO, CORP	011778	\$1,207.58	\$838.47
P486811	WRO, CORP	001456	\$790.85	\$468.81
P485948	WRO, CORP	031479	\$6,388.44	\$4,453.29
P485949	WRO, CORP	001492	\$1,966.43	\$1,200.64
P437307	WRO, CORP	962542	\$349.32	\$142.71
P369779	WRO, CORP	021119	\$558.90	\$392.74
P378728	WRO, CORP	995172	\$2,284.74	\$1,281.15
P423173	WRO, CORP	995173	\$2,360.13	\$1,324.31
P488845	WRO, CORP	032403	\$2,594.22	\$2,346.94
P516873	WRO, CORP	012171	\$4,447.05	\$3,207.01
P409311	WRO, CORP	982692	\$242.16	\$94.29
M356163	WRO, CORP	951262	\$203.04	\$69.99

WRO CORP - No avenue to collect from officers

\$67,486.86

\$45,201.35

P419121 WRO, CORP, B7 994447
U343627* WRO, CORP, B11

\$564.44
\$240,068.50

\$297.00
\$169,941.92

*Company dissolved.Received entire tax in settlement.

Approved by County Counsel and Sussman & Shank LLP

BANKRUPTCY ACCOUNTS - No avenue to collect from officers

\$240,632.94

\$170,238.92

GRAND TOTAL

\$341,399.37

\$230,742.24

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: C-7

Est. Start Time: 10:30 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: N/A

Department: Department of County Human Services

Division: Developmental Disabilities Services Division (DDSD)

Contact/s: Patrice Botsford

Phone: (503) 988-3658

Ext.: 26360

I/O Address: 166/4

Presenters: Consent Calendar

Agenda Title: Renewal of Government Expenditure Contract (190 Agreement) 4600004844 with Tri-Met to Provide Transportation for People with Developmental Disabilities

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

-
1. **What action are you requesting from the Board? What is the department/agency recommendation?** The Department of County Human Services recommends Board approval of the FY04-05 renewal contract with Tri-Met.
 2. **Please provide sufficient background information for the Board and the public to understand this issue.** This renewal Intergovernmental Agreement will permit Tri-Met to provide basic transportation services to DDSD clients upon request of the DDSD Transportation Program Development Technician. This contract is retroactive due to the high volume of contract renewals required for July 1.
 3. **Explain the fiscal impact (current year and ongoing).** The value of this expenditure agreement is dependent upon the actual need for services and is estimated to be \$1,756,183.00 in requirements funding. These funds are included in the Department budget.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain: N/A

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**

- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: N/A

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

4. **Explain any legal and/or policy issues involved.**
5. **Explain any citizen and/or other government participation that has or will take place.**

Required Signatures:

Department/Agency Director: _____



Date: 10/25/04

Hi Patrick-

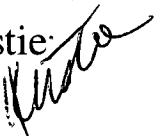
Enclosed is contract 4600004844 for TriMet. It provides transportation services for people with Developmental Disabilities. You have reviewed and approved this contract and your e-mail approval is included under the briefing memo.

This document is a board item and requires your actual signature. Please sign the CAF and each of the two documents.

Please forward to Deb Bogstad at 503/6 for inclusion on the next available Board Agenda.

Thank you for your time,

Kristie



RECEIVED
OCT 27 2004
COUNTY COUNSEL FOR
MULTNOMAH COUNTY, OR

BORIS Alicia C

From: HENRY Patrick W
Sent: Friday, October 15, 2004 1:24 PM
To: BORIS Alicia C
Subject: RE: TriMet IGA for your review - Please

This has been reviewed and is approved for circulation for signature.

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

From: BORIS Alicia C
Sent: Thursday, October 14, 2004 8:16 AM
To: HENRY Patrick W
Subject: FW: TriMet IGA for your review - Please

Hi Patrick. I know you are extremely busy, but I haven't heard back on this contract. Let me know if I can send it through for signature or if you need revisions as soon as you can get to it. Thanks. Alicia x29807

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

From: BORIS Alicia C
Sent: Tuesday, October 05, 2004 2:17 PM
To: HENRY Patrick W
Subject: TriMet IGA for your review - Please

Patrick -

This is a renewal IGA for Tri-met. Different than the previous year in that we have brought in the language regarding DD 53 funding from the County Financial Assistance Agreement as it appears in the non-governmental boilerplate we are using for agencies. You have seen the language before, but not in the IGA context. Please let me know if it has your approval for circulation into the signature process. Thank you.

<< File: Tri Met IGA DD CON.doc >>

Alicia x29807



IGA Contract

Vendor Address

TRI MET
4012 SE 17TH AVE
PORTLAND OR 97202

Information

Contract Number 4600004844
Date 06/01/2004
Vendor No. 23259
Contact/Phone CHS DD Services /
Validity Period: 07/01/2004 - 06/30/2005
Minority Indicator: Not Identified

Estimated Target Value: 1,756,183.00 USD

Item	Material/Description	Target Qty	UM	Unit Price
0001	H82500002 Transportation - Dev Disabled (USD) Plant: F010 Community & Family Services Requirements Tracking Number: IGA <i>Transportation - Dev Disabled</i> <i>Monthly Allotment/Requirements</i> <i>Per Client Rate Schedule</i>	1,756,183.000	Dollars	\$ 1.0000

MULTNOMAH COUNTY CONTRACT APPROVAL FORM
(See Administrative Procedure CON-1)

Contract #: **4600004844**

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

Amendment #: **0**

Class I Contracts \$75,000 and less per 12 month period	Class II Contracts over \$75,000 per 12 month period	Class III A <input checked="" type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue Class III B <input type="checkbox"/> Government Contracts (Non-190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Interdepartmental Contracts

Department: County Human Services Division: Developmental Disabilities Date: October 19, 2004
 Originator: Gloria Wang Phone: 22843 Bldg/Rm: 166/4
 Contact: Alicia Boris Phone: 29807 Bldg/Rm: 166/4
 Description of Contract: **This Intergovernmental Agreement purchases transportation services for clients of the Developmental Disabilities Services Division.**

RENEWAL: <input checked="" type="checkbox"/>	PREVIOUS CONTRACT #(S): 4600004249
RFP/BID: <u>IGA</u>	RFP/BID DATE: _____
EXEMPTION # _____	EXPIRATION DATE: _____
EFFECTIVE DATE: _____	ORS/AR #: _____
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF State Cert# _____ or <input type="checkbox"/> Self Cert <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> N/A (Check all boxes that apply)	

Contractor Tri-Met Address 4012 SW 17th Avenue City/State Portland OR Zip Code 97202 Phone 503.238.4879 Employer ID# or SS# 93-0579353 Contract Effective Date July 1, 2004 Term Date June 30, 2005 Amendment Effect Date _____ New Term Date _____ Original Contract Amount \$ 0 + Requirements Total Amt of Previous Amendments \$ 0 Amount of Amendment \$ 0 Total Amount of Agreement \$ 0 + Requirements	Remittance Address _____ (If different) _____ Payment Schedule / Terms <input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt <input type="checkbox"/> Monthly \$ <u>Per Invoice</u> <input type="checkbox"/> Net 30 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other <input checked="" type="checkbox"/> Requirements Funding Info: Original Requirements Amount \$ 1,756,183 Total Amt of Previous Amendments \$ 0 Requirements Amount Amendment: \$ 0 Total Amount of Requirements \$ 1,756,183
--	--

REQUIRED SIGNATURES

Department Manager _____	DATE <u>10/25/04</u>
Purchasing Manager _____	DATE _____
County Attorney <u>[Signature]</u>	DATE <u>10/28/04</u>
County Chair <u>[Signature]</u>	DATE <u>11-18-04</u>
Sheriff _____	DATE _____
Contract Administration _____	DATE _____

COMMENTS: SAP Vendor Code: 23259

Exhibit A, Rev. 03/07/03

S:\admin\Ceul\CEUStartFY0405\CpuCAF\Tri-Met DD CAF.doc

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-7 DATE 11-18-04

DEBORAH L. BOGSTAD, BOARD CLERK

INTERGOVERNMENTAL AGREEMENT
Multnomah County Contract Number 4600004844

This is an Agreement between Tri Met(CONTRACTOR) and Multnomah County (COUNTY), pursuant to authority granted in ORS Chapter 190.

PURPOSE:

The purpose of this agreement is to purchase Transportation services for people with developmental disabilities. The parties agree as follows:

1. TERM

The term of this agreement shall be from July 1, 2004 to June 30, 2005.

2. RESPONSIBILITIES OF CONTRACTOR.

The CONTRACTOR agrees to provide Transportation services to people with developmental disabilities in accordance with COUNTY and State requirements for DD53 Transportation services as specified in Paragraph 12 below.

3. RESPONSIBILITIES OF COUNTY.

The COUNTY agrees to compensate CONTRACTOR up to a requirements funding estimate of \$1,756,183.00 for Transportation services as specified below in 12. Additional Terms and Conditions.

4. TERMINATION

This agreement may be terminated by either party upon thirty (30) days written notice.

5. INDEMNIFICATION

Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, County shall indemnify, defend and hold harmless CONTRACTOR from and against all liability, loss and costs arising out of or resulting from the acts of County, its officers, employees and agents in the performance of this agreement. Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300 CONTRACTOR shall indemnify, defend and hold harmless County from and against all liability, loss and costs arising out of or resulting from the acts of CONTRACTOR, its officers, employees and agents in the performance of this agreement.

6. INSURANCE

Each party shall each be responsible for providing worker's compensation insurance as required by law. Neither party shall be required to provide or show proof of any other insurance coverage.

7. ADHERENCE TO LAW

Each party shall comply with all federal, state and local laws and ordinances applicable to this agreement.

8. NON-DISCRIMINATION

Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.

9. ACCESS TO RECORDS

Each party shall have access to the books, documents and other records of the other which are related to this agreement for the purpose of examination, copying and audit, unless otherwise limited by law.

10. SUBCONTRACTS AND ASSIGNMENT

Neither party will subcontract or assign any part of this agreement without the written consent of the other party.

11. THIS IS THE ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties. This Agreement may be modified or amended only by the written agreement of the parties.

12. ADDITIONAL TERMS AND CONDITIONS:

References in this contract listed in parenthesis (i.e. [Exhibit E 3]) refer to the authorizing language in the 2003-2005 County Financial Assistance Contract (CFAC) between the State of Oregon (State) and Multnomah County. The CFAC is available for reference at the COUNTY internet website: <http://www.co.multnomah.or.us/dchs/cfac.pdf>.

If a dispute arises between COUNTY and CONTRACTOR relating to a claim that this contract contains terms or conditions that are not substantially similar to those established by the State's Department of Human Services Division, the dispute will be resolved according to procedures contained in OAR 309-014-0020(4)(b).

A. Service Description.

Transportation Services under Service Element DD 53 are public or private transportation provided to individuals with developmental disabilities when: (a) unsubsidized public transportation is not available or not feasible due to the severity of an individual's disability; and (b) transportation is required for effective participation in employment or other services needed by an individual (such as community access).

B. Performance Requirements.

Unless otherwise authorized in writing by COUNTY, all individuals receiving DD 53 Services funded through this Contract must also be receiving, at the same time, either: (a) one or more of the following services funded through this Contract: Employment and Community Inclusion Services (DD 54), Residential Facilities (DD 50) Services, Supported Living Services (DD 51), and/or DD Foster Homes (DD 58) Services; or (b) Brokerage Services as defined in OAR 411-340-0010 through 411-340-0180, as such rules may be revised from time to time, provided under separate contracts between State and providers of those Brokerage Services.

C. Special Reporting Requirements.

- 1) If requested by COUNTY, CONTRACTOR will submit information on actual expenditures of DD 53 funds under this Contract. Information will be provided using forms and procedures designated by COUNTY.
- 2) CONTRACTOR will prepare and furnish the following information to COUNTY when a Service is delivered:
 - a) Client, Service and financial information as specified in the Service Description.

- b) All additional information and reports that COUNTY reasonably requests.
[Exhibit E 11]

D. Payment Terms and Procedures.

- 1) The maximum payment for Service Element DD 53 Services is dependent on the number of clients and the rate per client designated on the Developmental Disability Rate Schedule. DD 53 funding under this contract is estimated to be \$1,756,183.00 and will be unilaterally adjusted by COUNTY as necessary to meet service level requirements.
- 2) Basis of payment.
COUNTY payment for DD 53 Services delivered under this Contract will be made at the monthly rate or rates set forth on the Developmental Disability Rate Schedule, as such schedule may be amended from time to time, for DD 53 Services.
- 3) Disbursement of funds.
Unless a different disbursement method is specified elsewhere in this Contract, COUNTY will disburse the funds awarded for DD 53 Services to CONTRACTOR in substantially equal monthly allotments during the term of this Contract, subject to the following:
 - a) County may, at its discretion, reduce the monthly allotments based on under expenditures identified by the State through CPMS or other reports to the State for which the State reduces corresponding COUNTY funds, if the cause of the discrepancy is the result of the CONTRACTOR's failure to report required data on client status to COUNTY.
 - b) COUNTY may, at its discretion, adjust monthly allotments to meet cash flow requirements for continued delivery of DD 53 Services.
 - c) COUNTY may, at its discretion, adjust monthly allotments to reflect changes in the funds awarded for DD 53 Services in this Contract as a result of changes in client status as reflected on the Developmental Disabilities Rate Schedule.
- 4) Contract Settlement.
Contract settlement will reconcile any discrepancies that may have occurred during the term of this Contract between actual COUNTY disbursements of funds awarded for DD 53 Services provided hereunder and amounts due for such Services based on actual expenditures incurred by CONTRACTOR in delivering those DD 53 Services during the term of this Contract, as such expenses are properly reported to the COUNTY by reporting methods required or permitted by this Service Description or applicable Special Terms and Conditions of the CFAC.

E. Compensation.

- 1) The maximum payment under this contract is limited by individual client rates as approved by the State and set forth in the Development Disabilities Rate Schedule maintained by COUNTY in accordance with the CFAC and any subsequent amendments to that contract. In the event of a discrepancy between the rates set forth in the Developmental Disabilities Rate Schedule and those

rates approved by the State the State's rate will prevail. CONTRACTOR will not be compensated beyond the amount disbursed to COUNTY by the State for services provided by CONTRACTOR. COUNTY will, at its discretion, adjust the maximum allocation as needed to reflect changes in funds awarded to COUNTY by the State.

- 2) COUNTY will pay CONTRACTOR an estimated monthly allotment for all Services provided under this Contract with the exception of Service Element DD 57, which will be paid as determined in the DD 57 Project Instructions. COUNTY allotments for all Services other than DD 57 provided under this Contract will be made at the monthly rate or rates set forth on the Developmental Disability Rate Schedule, and will be based upon the sum of individual rates of Clients in service at any given time, as such schedule may be amended from time to time, for Services delivered under this Contract during the period specified in the Developmental Disabilities Rate Schedule, subject to the conditions of the Service Element defined in this Contract.
- 3) Chargeable Expenditures.
CONTRACTOR may charge expenditures under this Contract only if they are:
 - a) In payment for services performed under this Contract;
 - b) Not in excess of the amount reasonable and necessary to provide quality delivery of that service. [Exhibit E 3]

F. Disbursement of Funds.

- 1) Conditions Precedent to Disbursement.
COUNTY'S obligation to disburse financial assistance to CONTRACTOR under this Contract is subject to satisfaction, with respect to each disbursement, that the CONTRACTOR is in compliance with:

ORS 279.312 Conditions of public contracts concerning payment of laborers and suppliers of materials, contributions to Industrial Accident Fund, liens, withholding taxes and employee drug testing.

ORS 279.314 Conditions concerning payment of claims by public officers, payment to persons furnishing labor or materials and complaints.

ORS 279.316 Condition concerning hours of labor.


ORS 279.320 Condition concerning payment for medical care and providing workers' compensation. [Exhibit E 1]

- 2) Disbursement Generally.
Disbursement Generally. Subject to the conditions precedent set forth below, COUNTY shall disburse the requirements funding estimates described in this Contract to CONTRACTOR in accordance with the procedures set forth in the Service Descriptions contained in the State 2003-2005 County Financial Assistance Contract with Multnomah County. Disbursement procedures may vary by Service. As set forth in the Service Description for a particular Service, County may disburse to CONTRACTOR a requirements funding estimate for a Service in advance of actual delivery of the Service, subject to COUNTY at Contract Settlement of any excess disbursement. The mere disbursement of requirements funding estimates to CONTRACTOR in accordance with the disbursement procedures described in the Service Descriptions does not vest in

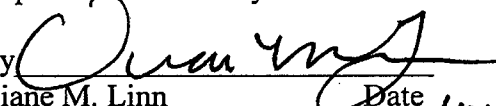
CONTRACTOR any right to retain those funds. Disbursements are considered an advance of funds to CONTRACTOR which CONTRACTOR may retain: (1) only to the extent the funds are expended in accordance with the terms and conditions of this Contract, (2) only in accordance with the basis of payment methodology set forth in the Service Description for a particular Service for which the funds are allocated and (3) subject to the other restrictions and limitations set forth in this Contract. CONTRACTOR'S right to retain the disbursed funds will be determined, at the latest, as part of Contract Settlement in accordance with the basis of payment methodologies set forth in the Service Descriptions. [Exhibit E(1)]

MULTNOMAH COUNTY, OREGON

TRI MET

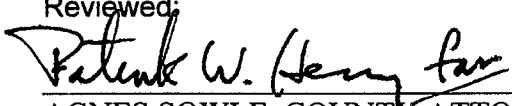
By  10/28/04
 Patricia K. Faye, Director Date
 Department of County Human Services

By _____
 Signature Date

By  _____
 Diane M. Linn Date 11-18-04 Name/Title(Please Print)
 Multnomah County Chair

Reviewed:

Approved as to form:


 AGNES SOWLE, COUNTY ATTORNEY
 FOR MULTNOMAH COUNTY

APPROVED : MULTNOMAH COUNTY
 BOARD OF COMMISSIONERS
 AGENDA # C-7 DATE 11-18-04
 DEBORAH L. BOGSTAD, BOARD CLERK

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: C-8

Est. Start Time: 10:30 AM

Date Submitted: 11/02/04

Requested Date: November 18, 2004

Time Requested: N/A

Department: Sheriff's Office

Division: Enforcement

Contact/s: Brad Lynch

Phone: 503-988-4336

Ext.: 84336

I/O Address: 503/350

Presenters: Consent Calendar

Agenda Title: Amendment 1 to Government Non-Expenditure Contract (190 Agreement) 800784-1 with the City of Gresham, to Administer Gresham's Alarm Ordinance

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Approval of revisions to Contract No. 800784 between MCSO and City of Gresham to administer Gresham's alarm ordinance.
2. **Please provide sufficient background information for the Board and the public to understand this issue.** Since 1994, MCSO has administered the City of Gresham's municipal ordinance relating to alarms. The city recently revised its ordinance to reflect changes agreed upon by the Alarm Task Force. This contract revision incorporates those changes. This contract was previously before the Board and approved on September 16, 2004. However, the City of Gresham subsequently requested that the contract be made retroactive to July 1, 2004. The contract has been changed to accommodate that request.
3. **Explain the fiscal impact (current year and ongoing).** This contract revision maintains the provision(s) that the MCSO Alarms Unit will be funded in part by fees collected pursuant to enforcement of the city's alarm ordinance.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

- ❖ What revenue is being changed and why?
- ❖ What budgets are increased/decreased?
- ❖ What do the changes accomplish?
- ❖ Do any personnel actions result from this budget modification? Explain.
- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ Why was the expenditure not included in the annual budget process?
- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

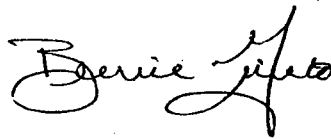
If grant application/notice of intent, explain:

- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. **Explain any legal and/or policy issues.** There are no known legal issues. The County Attorney has reviewed this agreement.
5. **Explain any citizen and/or other government participation that has or will take place.** This contract revision is the result of recommendations from the Alarm Task Force, resulting in the city amending its alarm ordinance.

Required Signatures:

Department/Agency Director:



Date: 11/02/04

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:



MULTNOMAH COUNTY SHERIFF'S OFFICE

501 SE HAWTHORNE BLVD., SUITE 350 • PORTLAND, OR 97214

Exemplary service for a safe, livable community

BERNIE GIUSTO
SHERIFF

(503) 988-4300 PHONE
(503) 988-4500 TTY
www.sheriff-mcso.org

MEMORANDUM

TO: MULTNOMAH COUNTY CHAIR

FROM: Brad Lynch, MCSO Contract Administrator

DATE: November 2, 2004

RE: Retroactive Contract Processing / Contract Number 800784-1

As more than 30 days have passed since the initial execution date of the City of Gresham alarms ordinance contract amendment (July 1, 2004), this is a request that the contract be considered and processed as retroactive.

The original contract process for this government contract did not begin until August, 2004 and the City of Gresham requested that the contract be retroactive and approved it as such on October 21, 2004.

Therefore, we request that this contract be processed as retroactive.

LYNCH Brad B

From: ASPHAUG Scott E [Scott.E.Asphaug@co.multnomah.or.us]
Sent: Friday, October 29, 2004 9:16 AM
To: LYNCH Brad B
Subject: RE: Contract Review Request - City of Gresham Alarms

I've reviewed the IGA and approve as to form.

Scott

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

From: LYNCH Brad B
Sent: Friday, October 29, 2004 9:08 AM
To: ASPHAUG Scott E
Cc: DUNAWAY Susan M
Subject: Contract Review Request - City of Gresham Alarms

Good morning Scott. Attached is an IGA with Gresham to allow the County to administer Gresham's alarm ordinance. You have already seen this and approved it back in September, but it has changed; Gresham wanted it to be retroactive to July 1. That is the only change, but since it is changed I am re-submitting it to you and the Board.

Thank you,

<<Gresham Alarms CAF 800784-1.doc>> <<Gresham Alarms # 800784-1.pdf>>

Brad Lynch

Multnomah County Sheriff's Office
Fiscal Unit
501 SE Hawthorne Blvd, STE 350
Portland, OR 97214
Phone (503) 988-4336
Fax (503) 988-4317

email: brad.lynch@mcsso.us

<http://www.co.multnomah.or.us/sheriff/>

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

Pre-approved Contract Boilerplate (with County Attorney signature) ☐ Attached ☐ Not Attached Contract #: 800784
Amendment #: 1

CLASS I	CLASS II	CLASS III A
Contracts \$75,000 and less per 12 month period	Contracts over \$75,000 per 12 month period	<input checked="" type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue CLASS III B <input type="checkbox"/> Government Contracts (Non-190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Interdepartmental Contracts

Department: Sheriff's Office Division: Enforcement Date: 10/29/04
 Originator: Bruce McCain Phone: 503-988-4325 Bldg/Rm: 503/350
 Contact: Brad Lynch Phone: 503-988-4336 Bldg/Rm: 503/350
 Description of Contract: Amendment to allow County to administer City of Gresham's alarm ordinance.

RENEWAL: ☐ PREVIOUS CONTRACT #(S): _____
 RFP/BID: _____ RFP/BID DATE: _____
 EXEMPTION #: _____ ORS/AR #: _____
 Effective DATE: _____ EXPIRATION DATE: _____
 CONTRACTOR IS: ☐ MBE ☐ WBE ☐ ESB ☐ QRF State Cert# _____ or ☐ Self Cert ☐ Non-Profit ☐ N/A (Check all boxes that apply)

Contractor City of Gresham				Remittance address _____	
Address 1333 NW Eastman Parkway				(If different) _____	
City/State Gresham, OR				Payment Schedule / Terms	
ZIP Code 97030				<input type="checkbox"/> Lump Sum \$ _____	
Phone 503-661-3000				<input type="checkbox"/> Monthly \$ _____	
Employer ID# or SS# _____				<input type="checkbox"/> Other \$ _____	
Contract Effective Date 08/17/91		Term Date N/A		<input type="checkbox"/> Due on Receipt	
Amendment Effect Date 07/01/04		New Term N/A		<input type="checkbox"/> Net 30	
Original Contract Amount \$ _____				<input type="checkbox"/> Other _____	
Total Amt of Previous Amendments \$ _____				Requirements Funding Info:	
Amount of Amendment \$ _____				Original Requirements Amount \$ _____	
Total Amount of Agreement \$ _____				Total Amt of Previous Amendments \$ _____	
				Requirements Amount Amendment: \$ _____	
				Total Amount of Requirements \$ _____	

REQUIRED SIGNATURES:

Department Manager _____	DATE _____
Purchasing Manager _____	DATE _____
County Attorney <i>[Signature]</i> _____	DATE 10-29-04
County Chair <i>[Signature]</i> _____	DATE 11-18-04
Sheriff <i>[Signature]</i> _____	DATE 10-29-2004
Contract Administration _____	DATE _____

COMMENTS:

APPROVED: MULTNOMAH COUNTY
 BOARD OF COMMISSIONERS
 AGENDA # C-8 DATE 11-18-04
 DEBORAH L. BOGSTAD, BOARD CLERK

INTERGOVERNMENTAL AGREEMENT**BURGLAR ALARM TASK FORCE**

This agreement is made and entered into pursuant to the authority found in ORS 190.010 et seq. and ORS 206.345 by and between Multnomah County Sheriff's Office (MCSO), jointly with and on behalf of Multnomah County (County), and City of Gresham (City).

RECITALS

WHEREAS, both the City (Gresham Revised Code Article 10.20), Exhibit A, and County (Multnomah County Code Chapter 15.700) have in force provisions which regulate the installation and use of burglar and robbery alarm system; and

WHEREAS, the parties desire to enter into this agreement to govern the administration of Gresham Revised Code Article 10.20 in accordance with those mutual terms and conditions set forth hereafter, the parties agree as follows:

I. TASK FORCE:

1. MCSO shall facilitate a countywide Burglar Alarm Task Force consisting of representatives of MCSO, incorporated cities within Multnomah County, and the alarm industry to work on methods of reducing false alarms. The Task Force shall operate by consensus.
2. MCSO agrees to arrange for meetings of the Task Force. MCSO agrees to prepare the meeting facility and any information or items that the Task Force needs in order to conduct its business.
3. MCSO agrees to provide any secretarial support of the Task Force. Such secretarial support includes but is not limited to preparing the minutes of all meetings held by

the Task Force and distributing the minutes to all interested parties within fifteen (15) days following the meeting.

4. The county-wide Task Force duties shall include but are not limited to the following:
 - a. Review and approval of the MCSO's Alarm Ordinance Unit's final proposed budget and any revisions;
 - b. The review and approval of all MCSO Alarm Ordinance Unit policies that impact the services provided by the Alarm Ordinance Unit.
5. The Task Force shall review information and policy presented to the alarm industry; all information and policy shall be mutually agreed upon by all Task Force participants.

II. THE PARTIES AGREE:

1. The MCSO shall:
 - a. Administer Gresham Revised Code Article 10.20 according to its terms.
 - b. Use a computer based system to maintain industry and user files, send false alarm notices, send fee letters, track false alarms, renew permits, and provide statistical information.
 - c. Send notices of false alarms, fees, and suspension of service due to excessive alarms, within four (4) working days of receiving the information from the Bureau of Emergency Communications (BOEC). Notices of permit renewal shall be sent thirty days prior to permit holders' renewal date. At least one late renewal notice shall be sent within two weeks of a failure to renew a permit.
 - d. Provide the City with computer assisted statistical information about alarms within the City, to include but not be limited to:

- 1) Total number of new applications, renewal permits, and deleted permits processed.
- 2) Revenues received by type (permit fees, false alarm fees, etc.).
- 3) Alarm statistics shall be furnished monthly, no later than the 10th of each month.
- 4) Provide the City access to the MCSO alarm files by way of a computer interconnect; provided such access does not permit ability to enter or delete data.

2. The City may:

- a. Provide a City representative who will be responsible for liaison between the City and MCSO and the development of City programs targeted at reducing false alarms.
- b. Collaborate with the MCSO on the production of brochures, media products, and public information items, which will be produced under logo of all participating jurisdictions and will be mutually agreed upon.

3. Finance:

- a. MCSO will provide year-end financial reports of all Alarm Ordinance Unit expenditures, no later than September 30th of each calendar year.
- b. MCSO shall seek authorization from the Task Force to allot monies in excess of \$5,000 for any aggregate expenditure that is non-emergency in nature.

Emergency expenditures in excess of \$5,000 may be made upon verbal notice to Task Force members.

- c. "Emergency" is any unforeseen occurrence between quarterly Task Force meetings requiring unbudgeted expenditure of over \$5,000 that is necessary to continue operation of the Alarm Ordinance Unit.
- d. The alarm permit fee collected under GRC 10.20 shall be allocated to Multnomah County for the administration of the alarm ordinance.
- e. All fees collected for false alarms will be transferred, in their entirety, to the City on a quarterly basis within 30 days of the end of each quarter. The revenue transfer will occur in the months of October, January, April, and July of each year. Fees collected and transferred to the City are to offset costs for alarm response.
- f. All fees and forfeitures of security deposits collected pursuant to Article 10.20, and administered by Multnomah County officers or employees, will be revenue of Multnomah County; provided, however, that Multnomah County shall maintain records sufficient to identify the sources and amounts of that revenue.
- g. Multnomah County shall maintain records in accordance with sound accounting principles sufficient to determine on a fiscal year basis the direct costs of administering Article 10.20 by Multnomah County officers or employees, including salaries and wages (excluding the Sheriff individually), travel, office supplies, postage, printing, facilities, office equipment and other properly chargeable costs.
- h. Not later than September 30th of each year, Multnomah County shall render an account to the City for administering Article 10.20. The account shall establish the net excess revenue or cost deficit for the preceding fiscal year and shall

allocate that excess revenue, if any, or deficit, if any, to the County and the City proportionately as the number of permits issued for alarm systems within the corporate limits of the city bears to the whole number of permits issued in Multnomah County; provided, that no allocation shall be made if the net excess revenue or deficit is less than \$2,500.00.

- i. Distribution by the county of any excess revenue amounts by the city shall be made not later than September 30th of each fiscal year.
- j. "Sound accounting principles" as used in this section, shall include, but not be limited to, practices required by the terms of any state or federal grant or regulations applicable thereto which relate to the purpose of Article 10.20.

III. EFFECTIVE AND TERMINATION DATES

This agreement shall be retroactively effective to July 1, 2004, and shall remain in effect until there is no government law enforcement response to burglar and robbery alarms in the City, or until terminated by either party on sixty (60) days written notice of such termination to the other party.

IV. CONTACT PERSON

For information concerning services to be performed under this agreement, contact shall be made with:

If to the City:

Connie L. Ryba
Gresham Police Dept.
1333 NW Eastman Parkway
Gresham, Oregon 97030
Telephone: (503) 618-2383

If to MCSO:

Mary Ann Inglesby
MCSO
12240 NE Glisan Street
Portland, Oregon 97230
Telephone: (503) 251.2411

V. NOTICE

Any notice provided for under this agreement shall be written and delivered personally to the following addressee or deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed as follows, or to such other address as the receiving party hereafter shall specify in writing:

If to the City:

Carla C. Piluso
Gresham Police Dept.
1333 NW Eastman Parkway
Gresham, Oregon 97030
Telephone: (503) 618-2313

If to MCSO:

Kathy Walliker
MCSO
12240 NE Glisan Street
Portland, Oregon 97230
Telephone (503) 251.2489

VI. AMENDMENTS

The MCSO and the City may amend this agreement at any time only by written amendment, agreed to by both parties.

VII. COMPLIANCE WITH LAWS

In connection with its activities under this agreement, MCSO and City shall comply with all applicable federal, state, and local laws and regulations.

VIII. OREGON LAW AND FORUM

1. This agreement shall be construed according to the laws of the State of Oregon.
2. Any litigation between the MCSO and City arising under this agreement or out of work performed under this agreement of issues not finally resolved by arbitration as provided in Section XI of this agreement, shall occur, if in the state courts, in the Multnomah County Court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the District of Oregon.

IX. INDEMNIFICATION

1. Subject to the limitations of the Oregon Torts Claims Act and the Oregon Constitution, MCSO and the COUNTY shall indemnify, defend and hold harmless CITY, its officers, employees and agents from all claims, suits, actions or expenses of any nature resulting from or arising out of the acts, errors or omissions of MCSO personnel acting pursuant to the terms of the Agreement.
2. Subject to the limitations of the Oregon Torts Claims Act and the Oregon Constitution, CITY shall indemnify, defend and hold harmless COUNTY and MCSO, their officers, employees and agents from all claims, suits, actions or expenses of any nature resulting from or arising out of the acts, errors or omissions of CITY personnel acting pursuant to the terms of this Agreement.

X. ASSIGNMENT

Neither the City nor MCSO shall assign this agreement, in whole or in part, or any right or obligation hereunder, without the prior written approval of the other.

XI. ARBITRATION

Any dispute under this agreement which is not settled by mutual agreement of MCSO or City within sixty (60) days of notification in writing by either party shall be submitted to an arbitration panel. The panel shall be composed of three (3) persons, one of whom shall be appointed by MCSO, one of whom shall be appointed by the City, and one of whom shall be appointed by the two arbitrators appointed by MCSO and the City. In the event the two cannot agree on the third arbitrator, then the third shall be appointed by the Presiding Judge (Civil) of the Circuit Court of the State of Oregon for the County of Multnomah. The arbitrators shall be selected within thirty (30) days of the expiration of the sixty (60) day period. The arbitration shall be conducted in Portland, Oregon and

shall be governed by the laws of the State of Oregon. The parties shall agree on the rules governing the arbitration (including the appropriation of costs). If the parties cannot agree on rules, the arbitrators shall adopt rules consistent with this section. The arbitrators shall render their decision within forty-five (45) days of their first meeting with MCSO and City. Insofar as MCSO and City legally may do so, they shall be bound by the decision of the panel.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on the date written below.

CITY OF GRESHAM, OREGON

Charles Becker
Charles Becker, Mayor

DATE: 10-19-04
Erik Kvarsten
Erik Kvarsten, City Manager

DATE: 10/21/04

APPROVED AS TO FORM:
Miles Ward
Assistant City Attorney

By: Miles Ward

DATE: Oct. 4, 2004

MULTNOMAH COUNTY, OREGON

Diane Linn
Diane Linn, Chair

DATE: 11-18-04
Bernie A. Giusto
Bernie A. Giusto, Sheriff

DATE: 10/29/2004

REVIEWED:
Agnes Sowle
Multnomah County Attorney

By: S.A.

DATE: 10-29-04

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-8 DATE 11-18-04
DEBORAH L. BOGSTAD, BOARD CLERK



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

Board Clerk Use Only

Meeting Date: 11/18/04
Agenda Item #: R-1
Est. Start Time: 10:30 AM
Date Submitted: 11/09/04

BUDGET MODIFICATION: -

Agenda Title: **RESOLUTION Declaring the Morrison Bridgehead Property Surplus and Authorizing Negotiations to Sell the Property to the Portland Development Commission**

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

Date Requested:	11/18/04	Time Requested:	15 Minutes
Department:	Non-Departmental	Division:	Comm. Maria Rojo de Steffey, & Chair Diane Linn
Contact(s):	Shelli Romero		
Phone:	503) 988-4435	Ext.	84435
I/O Address:	503/600		
Presenter(s):	Doug Butler, Facilities and Property Managers and Invited others		

General Information

1. What action are you requesting from the Board?

Requesting the board approve a resolution declaring the Morrison Bridgehead Property Surplus and Authorizing Negotiations to Sell the property to the Portland Development Commissions.

2. Please provide sufficient background information for the Board and the public to understand this issue.

In 1955 the county acquired the city block at 530 SW 2nd Avenue. In 1957 the county acquired three parcels at the west end of the Morrison Bridge at 1st and SW Alder Street. The properties are shown on maps attached as Exhibit A, and the legal description of the properties is Lots 1, 2, 16, and 39, City of Portland (hereafter, "the Morrison Bridgehead Property.")

Today the Morrison Bridgehead Property is occupied by the County's motor pool and provides approximately 500 parking spaces.

The Morrison Bridgehead Property is located in a major downtown area which is considered to be a primary gateway into Downtown Portland. The County does not foresee any further County

development opportunities for the Morrison Bridgehead Property.

The Portland Development Commission (PDC) included the Morrison Bridgehead Property in its 2003 Downtown Waterfront Master Plan and received the County Board's endorsement of a four year extension of the Downtown Waterfront Urban Renewal Area which dedicated \$9 million in future bond funding capability for assistance with site acquisition for a new courthouse in downtown Portland.

For the past three decades the County has sought a solution to preserve its existing courthouse ("Historic Courthouse.") Numerous reports and studies over the years have recommended that the County build a new facility to replace the Historic Courthouse.

Resolution 04-028 convened a Downtown Land Acquisition Work Group to recommend site proposals and viable financing strategies for land acquisition for a new courthouse. The Work Group is recommending that the County proceed with the sale of the Morrison Bridgehead Property to PDC and use the proceeds to acquire a full block in close proximity to the existing Government Center in Downtown Portland.

Proceeding with land acquisition will provide momentum towards a solution to the problem of replacing the Historic Courthouse. Replacing the Historic Courthouse will eliminate approximately \$63 million of deferred maintenance and seismic costs associated with the Historic Courthouse.

The County's Chief Finance Officer has identified that the Morrison Bridgehead Property has no current debt service and the proceeds from the sale of the 2.95 acres are not dedicated to any other County program.

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

There would be no fiscal impact for 2005. The resolution only authorizes creation of agreements and not execution of those agreements so this resolution does not impact any current budgets.

However, the overall concept could have fiscal ramification if fully implemented. The county stands to receive a substantial reduction to the approximately \$83 million in deferred/seismic costs if the complete \$250 million strategy is successful. The 2004 deferred/seismic estimate includes costs for Courthouse, Justice Center, Hansen, and MCCF. The land acquisition portion is the first piece of the whole \$250 million strategy and combined with the Gresham portion will create the momentum necessary to continue working toward the goal of a new facility in downtown Portland.

The Morrison Bridgehead Property is currently used for the motor pool and parking lots. PDC has no reason to take immediate possession so the County is looking to create an agreement that can phase County services off the property over a number of years. County acquisition of a courthouse site and/or a replacement site for the motor pool can create at least interim opportunities for parking revenue to replace some or all of the loss of revenue from the Bridgehead site.

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

The agreement with PDC for acquisition of the Morrison Bridgehead Property will require compliance with all existing purchasing policy and procedures. The agreement will require legal review and approval prior to board approval. Board approval is required prior to full execution of the agreement.

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

The partnership concept was presented by the Courthouse Blue Ribbon Steering Committee and accepted by the board at a public meeting in March of 2003 in resolution 04-028. The work group meetings have been open to any interested party and have been attended by both design and

construction professionals. Work Group members include both private and public factions with members keeping interested groups such as the Multnomah Bar Association and Portland Business Alliance updated. An agreement between the County and PDC will require at least three public meetings between the two entities at which public comment is requested. District 1, PAO, and facilities are addressing a stakeholder's lists and fact sheets for future public participation.

Required Signatures

**Department/
Agency Director:**

Maria Rios de Steffen

Date: 11/09/04

Budget Analyst:

David G Boyer

Date: 11/09/04

Department HR:

Date:

Countywide HR:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Declaring the Morrison Bridgehead Property Surplus and Authorizing Negotiations to Sell the Property to the Portland Development Commission

The Multnomah County Board of Commissioners Finds:

- a. In 1955 the county acquired the city block at 530 SW 2nd Avenue. In 1957 the county acquired three parcels at the west end of the Morrison Bridge at 1st and SW Alder Street. The properties are shown on maps attached as Exhibit A, and the legal description of the properties is Lots 1, 2, 16 and 39, City of Portland (hereafter, "the Morrison Bridgehead Property.")
- b. Today the Morrison Bridgehead Property is occupied by the County's motor pool and provides approximately 500 parking spaces.
- c. The Morrison Bridgehead Property is located in a major downtown area which is considered to be a primary gateway into Downtown Portland. The County does not foresee any further county development opportunities for the Morrison Bridgehead Property.
- d. The Portland Development Commission (PDC) included the Morrison Bridgehead Property in its 2003 Downtown Waterfront Master Plan and received the County Board's endorsement of a four year extension of the Downtown Waterfront Urban Renewal Area which dedicated \$9 million in future bond funding capability for assistance with site acquisition for a new courthouse in downtown Portland.
- e. For the past three decades the County has sought a solution to preserve its existing courthouse ("Historic Courthouse"). Numerous reports and studies over the years have recommended that the County build a new facility to replace the Historic Courthouse.
- f. Resolution 04-028 convened a Downtown Land Acquisition Work Group to recommend site proposals and viable financing strategies for land acquisition for a new courthouse. The Work Group is recommending that the County proceed with the sale of the Morrison Bridgehead Property to PDC and use the proceeds to acquire a full block in close proximity to the existing Government Center in Downtown Portland.
- g. Proceeding with land acquisition will provide momentum towards a solution to the problem of replacing the Historic Courthouse. Replacing the Historic Courthouse will eliminate approximately \$83 million of deferred maintenance and seismic costs associated with the Historic Courthouse.
- h. The County's Chief Finance Officer has identified that the Morrison Bridgehead Property has no current debt service and the proceeds from the sale of the property are not dedicated to any other county program.

The Multnomah County Board of Commissioners Resolves:

1. The Morrison Bridgehead Property is declared surplus.
2. Facilities and Property Management (FPM) is directed to obtain an appraisal of the Morrison Bridgehead Property
3. FPM is directed to prepare a detailed plan for replacement parking for motor pool and parking lot for consideration by the Board of County Commissioners.
4. FPM is directed to proceed with negotiation with the Portland Development Commission for sale of the Morrison Bridgehead Property. The agreement shall be presented to the Board for approval prior to execution.
5. All net proceeds from the sale of the property to be deposited in the County's General Reserve Fund and earmarked for use toward a downtown courthouse.
6. FPM is directed to begin preliminary conversations with property owners for potential purchase of a site for a new courthouse in downtown Portland using the Morrison Bridgehead proceeds and report back to the Multnomah County Board of Commissioners by March 2005.

ADOPTED this 18th day of November, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By  _____
John S. Thomas, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-167

Declaring the Morrison Bridgehead Property Surplus and Authorizing Negotiations to Sell the Property to the Portland Development Commission

The Multnomah County Board of Commissioners Finds:

- a. In 1955 the county acquired the city block at 530 SW 2nd Avenue. In 1957 the county acquired three parcels at the west end of the Morrison Bridge at 1st and SW Alder Street. The properties are shown on maps attached as Exhibit A, and the legal description of the properties is Lots 1, 2, 16 and 39, City of Portland (hereafter, "the Morrison Bridgehead Property.")
- b. Today the Morrison Bridgehead Property is occupied by the County's motor pool and provides approximately 500 parking spaces.
- c. The Morrison Bridgehead Property is located in a major downtown area which is considered to be a primary gateway into Downtown Portland. The County does not foresee any further county development opportunities for the Morrison Bridgehead Property.
- d. The Portland Development Commission (PDC) included the Morrison Bridgehead Property in its 2003 Downtown Waterfront Master Plan and received the County Board's endorsement of a four year extension of the Downtown Waterfront Urban Renewal Area which dedicated \$9 million in future bond funding capability for assistance with site acquisition for a new courthouse in downtown Portland.
- e. For the past three decades the County has sought a solution to preserve its existing courthouse ("Historic Courthouse"). Numerous reports and studies over the years have recommended that the County build a new facility to replace the Historic Courthouse.
- f. Resolution 04-028 convened a Downtown Land Acquisition Work Group to recommend site proposals and viable financing strategies for land acquisition for a new courthouse. The Work Group is recommending that the County proceed with the sale of the Morrison Bridgehead Property to PDC and use the proceeds to acquire a full block in close proximity to the existing Government Center in Downtown Portland.
- g. Proceeding with land acquisition will provide momentum towards a solution to the problem of replacing the Historic Courthouse. Replacing the Historic Courthouse will eliminate approximately \$83 million of deferred maintenance and seismic costs associated with the Historic Courthouse.

- h. The County's Chief Finance Officer has identified that the Morrison Bridgehead Property has no current debt service and the proceeds from the sale of the property are not dedicated to any other county program.

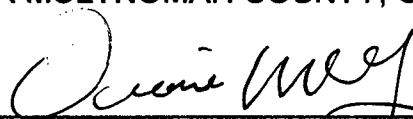
The Multnomah County Board of Commissioners Resolves:

1. The Morrison Bridgehead Property is declared surplus.
2. Facilities and Property Management (FPM) is directed to obtain an appraisal of the Morrison Bridgehead Property.
3. FPM is directed to prepare a detailed plan for replacement parking for motor pool and parking lot for consideration by the Board of County Commissioners.
4. FPM is directed to proceed with negotiation with the Portland Development Commission for sale of the Morrison Bridgehead Property. The agreement shall be presented to the Board for approval prior to execution.
5. All net proceeds from the sale of the property to be deposited in the County's General Reserve Fund and earmarked for use toward a downtown courthouse.
6. FPM is directed to begin preliminary conversations with property owners for potential purchase of a site for a new courthouse in downtown Portland using the Morrison Bridgehead proceeds and report back to the Multnomah County Board of Commissioners by March 2005.

ADOPTED this 18th day of November, 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

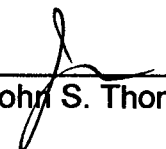
By 
John S. Thomas, Assistant County Attorney

EXHIBIT A

MORRISON BRIDGEHEAD PROPERTY

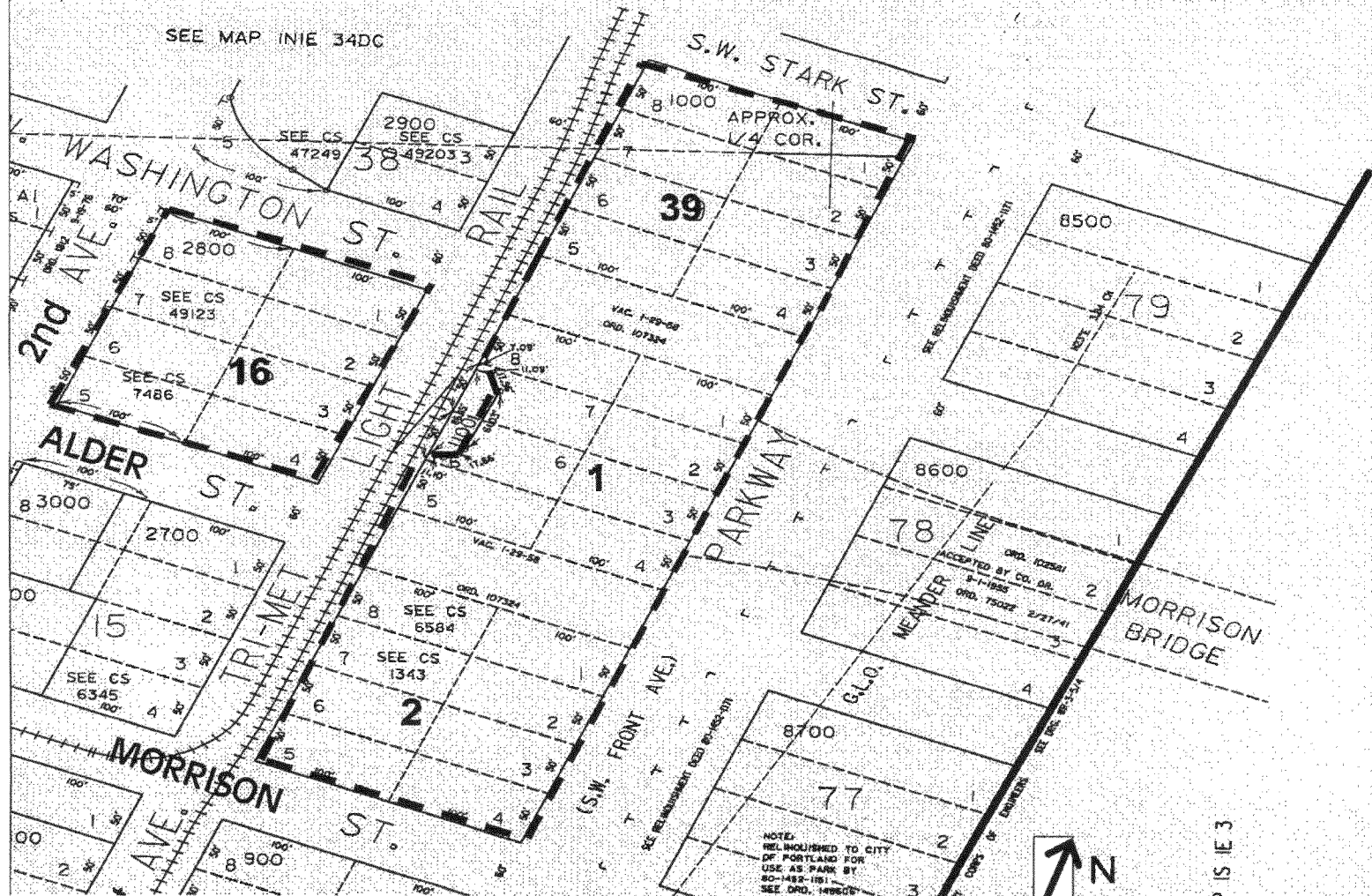
--- County Owned Property

SEC. 3 T.1S. R.1E. W.M.
TANOMAH COUNTY

IS 1E 3BA
PORTLAND

1" = 100'

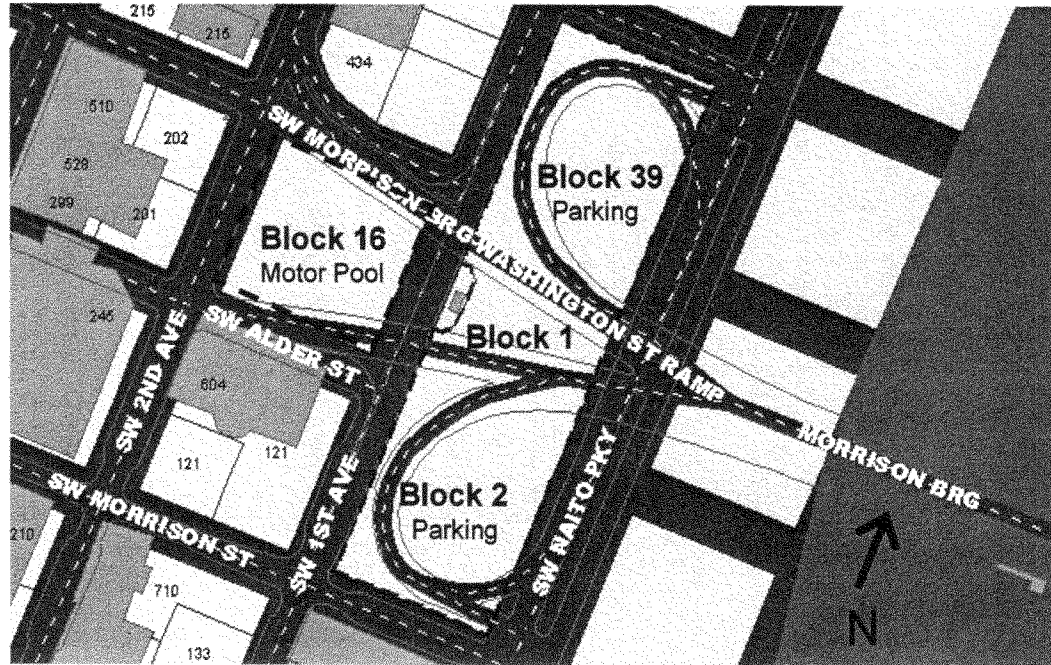
SEE MAP IN IE 34DC



Morrison



Bridge Head



Site Map



2002
Aerial
Photo

AGENDA PLACEMENT REQUEST

BUD MOD #: BCS-04

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-2 DATE 11-18-04
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-2

Est. Start Time: 10:45 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: 5 mins

Department: Business and Community & Services

Division: Finance, Budget and Tax Office

Contact/s: Bob Thomas

Phone: 503 988-4283

Ext.: 84283

I/O Address: 503/531

Presenters: Bob Thomas

Agenda Title: Budget Modification BCS-04 Reclassifying Two Positions in the Accounting Operations Program of the Finance, Budget and Tax Office

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

-
1. **What action are you requesting from the Board? What is the department/agency recommendation?**
Board approval for two employee requested position reclassifications that have been approved by County's Class Comp unit. The Finance, Budget and Tax Office recommends approval of this action.
 2. **Please provide sufficient background information for the Board and the public to understand this issue.**
Two employees in FBAT's Accounting Operations requested to Human Resources that their positions be audited to determine if they are working at a higher level. Both positions are currently at the Finance Specialist 1 level (one within the PERS Administration unit and the other in Accounting). After completing the audit of duties, the County's Class Comp unit has determined the positions should both be reclassified to the Finance Specialist 2 level. Board approval is required to reclassify the positions and grant the employees this correct assignment.
 3. **Explain the fiscal impact (current year and ongoing).**

The Budget Modification document is attached. No additional resources are required to implement. Cost of this action will be absorbed within Accounting Operations.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**

No change in revenue to FBAT. Budget for service reimbursement revenue to the Risk Management Fund and Business Services Fund are adjusted accordingly.

- ❖ **What budgets are increased/decreased?**

Risk Management Fund budget is increased by \$60 and the Business Services Fund budget is decreased by \$134 due to changes in service reimbursements to these funds.

- ❖ **What do the changes accomplish?**

This action will allow compensation to employees for work performed in Accounting Operations and will adjust service reimbursements to County Business Services accordingly.

- ❖ **Do any personnel actions result from this budget modification? Explain.**

This bud mod implements the reclassification of two existing represented positions

- ❖ **Is the revenue one-time-only in nature? Ongoing**
- ❖ **If a grant, what period does the grant cover? NA**
- ❖ **When the grant expires, what are funding plans? NA**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: NA

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain: NA

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

- 4. Explain any legal and/or policy issues involved.**
None

5. Explain any citizen and/or other government participation that has or will take place.
None

Required Signatures:

Department/Agency Director: David A. Boyer Date: 10/21/04

Budget Analyst

By: Michael D. Gaspin Date: 10/21/04

Department HR

By: Richard J. St Date: 10/25/04

Countywide HR

By: Carol Dymke Date: 10/26/04

BOGSTAD Deborah L

From: BROWN Carol L
Sent: Tuesday, October 26, 2004 8:31 AM
To: BOGSTAD Deborah L
Subject: approved

Deb, positions #701418 and 700241 both approved as FS 2. Thanks

Carol L. Brown
Human Resources Manager
County Business Services
501 SE Hawthorne Blvd, 503/4
Portland, OR 97214
503.988.5135 ext 28387
Fax 503.988.5670
carol.l.brown@co.multnomah.or.us

"Everyone is entitled to his own opinion, but not his own facts." - Daniel Patrick Moynihan

10/26/2004

Budget Modification or Amendment ID:

BCS-04

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 05

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
1	70-16	1000	0020		704215		60000	68,825	69,756	931		Increase Permanent
2	70-16	1000	0020		704215		60130	19,835	20,104	269		Increase Salary Related
3	70-16	1000	0020		704215		60140	15,929	15,980	51		Insurance Ins Benefits
4	70-16	1000	0020		704330		60000	40,464	41,558	1,094		Increase Permanent
5	70-16	1000	0020		704330		60130	11,662	11,977	315		Increase Salary Related
6	70-16	1000	0020		704330		60140	10,540	10,600	60	2,719	Insurance Ins Benefits
7	70-16	1000	0020		704215		60365	3,578	3,605	27		Increase HR Operations Charge
8	70-16	1000	0020		704330		60365	0	31	31	58	Increase HR Operations Charge
9	70-16	1000	0020		704215		60270	75	0	(75)		Decrease Local Travel
10	70-16	1000	0020		704215		60360	198	193	(5)	(80)	Decrease Finance Operations Charge
11	70-16	1000	0020		704330		60180	333	0	(333)		Reduce Printing
12	70-16	1000	0020		704330		60240	333	0	(333)		Reduce Supplies
13	70-16	1000	0020		704300		60170	100,000	99,830	(170)		Reduce Professional Services
14	70-16	1000	0020		704300		60180	8,000	6,500	(1,500)		Reduce Printing
15	70-16	1000	0020		704300		60220	700	500	(200)		Reduce Repairs & Maintenance
16	70-16	1000	0020		704300		60360	8,650	8,489	(161)	(2,697)	Decrease Finance Operations Charge
17												
18	71-20	3500	0020		705210		50316		(60)	(60)		Insurance Revenue
19	71-20	3500	0020		705210		60330		60	60	0	Offsetting expenditure
20	71-20	3506	0020		712006		50310		(27)	(27)		Budgets receipt of service reimbursement
21	71-20	3506	0020		712006		60240		27	27	0	Budgets offsetting expenditure
22	71-10	3506	0020		711100		50310		161	161		Budgets receipt of service reimbursement
23	71-10	3506	0020		711100		60240		(161)	(161)	0	Budgets offsetting expenditure
24												
25												
26									0			
27									0			
28												
29									0			
										0	0	Total - Page 1
										0	0	GRAND TOTAL
30									0			

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

Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6029	64101	Finance Specialist 1	701418	(1.00)	(40,612)	(11,704)	(10,257)	(62,573)
1000	6030	64101	Finance Specialist 2	701418	1.00	41,543	11,973	10,308	63,824
1000	6029	64451	Finance Specialist 1	700241	(1.00)	(40,464)	(11,662)	(10,249)	(62,375)
1000	6030	64451	Finance Specialist 2	700241	1.00	41,558	11,977	10,309	63,844
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					0.00	2,025	584	111	2,719

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6029	64101	Finance Specialist 1	701418	(1.00)	(40,612)	(11,704)	(10,257)	(62,573)
1000	6030	64101	Finance Specialist 2	701418	1.00	41,543	11,973	10,308	63,824
1000	6029	64451	Finance Specialist 1	700241	(1.00)	(40,464)	(11,662)	(10,249)	(62,375)
1000	6030	64451	Finance Specialist 2	700241	1.00	41,558	11,977	10,309	63,844
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					0.00	2,025	584	111	2,719

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-3

Est. Start Time: 10:50 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: 20 minutes

Department: DBCS

Division: FM

Contact/s: Doug Butler, Steve Pearson

Phone: 503 988-3278

Ext: 83278

I/O Address: 274/FM

Presenters: Doug Butler

Agenda Title: RESOLUTION Adopting a Consolidation and Disposition Strategy for Multnomah County Facilities

1. What action are you requesting from the Board? What is the department/agency recommendation?

The Department of Business and Community Services requests this Resolution be considered at the November 18, 2004 Board Meeting.

Requested action is to approve a resolution adopting the Consolidation and Disposition Strategy for Multnomah County Facilities as described in the Consolidation and Disposition Strategy Report attached to the Resolution.

The Department of Business and Community Services, Facilities and Property Management Division, recommends adoption of the Resolution.

2. Please provide sufficient background information for the Board and the public to understand this issue.

The Consolidation and Disposition Strategy (Plan) is intended to reduce County costs and enhance delivery of facility services by eliminating buildings no longer needed and consolidating services into more efficient space in the remaining buildings. Facilities, in response to the County's ongoing severe fiscal conditions coordinated with the Executive Team and Administrative Service Managers to evaluate its buildings for potential disposition. Twenty four buildings were selected for disposition or closure with another 14 placed on the "Further Review" list. Significant ongoing savings are expected to result from disposing of unneeded buildings.

Each building to be considered for disposition will be brought to the Board for a "Surplus" declaration.

The entire Disposition Strategy is projected to occur over a two-to-three year timeframe depending on both external and internal variables.

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

There are four types of fiscal impact that will result from adoption of the Consolidation and Disposition Strategy. Specific disposition order, timing and cost estimates for FY05 and later budget years are being developed and will depend, to a large extent, on the prioritization of County programs currently underway. The annual savings expected from disposition of all 24 selected buildings, once completed, is \$2.1 million.

Second, the Plan specifically targets buildings with significant deferred maintenance liabilities for disposition first. The disposition of the buildings identified to date will reduce deferred maintenance requirements by an estimated \$8.8 million.

Third, when buildings are sold, some proceeds can accrue to County if the value of the building is greater than its outstanding debt and the transaction costs to dispose of the building. No formal appraisal has been done for each of the buildings on the disposition list. The following list provides the assessed value, debt outstanding and expected transaction cost (at assessed value) for the buildings that may be sold. In some cases, circumstances may dictate a price significantly different from the assessed value. It should be noted that each of these buildings will have to be brought to the Commission for a declaration of "surplus" and with a recommendation for use of any net proceeds from the sale.

Proposed Sites for Disposition

Bldg No.	Building	Tenant	10/11/2004		
			Assessed Value	Debt	Trans Costs
315	State Medical Examiner	DA	1,053,600	0	63,216
393	Peninsula	HAP	841,820	764,723	50,509
149	Tri-County Crisis	HumanSv	0		0
436	Powell Villa (DSO)	HumanSv	0		0
454	Rockwood Neigh. Health	HealthSv	0		0
465	Wikman Building	CommJus	430,070	0	25,804
331	MCCF	MCSO	5,422,560	0	325,354
245	Dexco Building	HealthSv	0		0
106	Portland Building-14	Multi	1,700,000	1,085,283	102,000
340	Marlene Building	HealthSv	0		0
226	North Disability Services	HumanSv	0		0
339	East Portland Comm. Ctr.	HumanSv	0		
303	South Powellhurst (ASD)	HumanSv	0		0
313	Hansen Building	MCSO	3,311,680		198,701
358	Hooper Memorial Center	(contract)	1,221,170	56,222	
462	Public Safety/School Bldg	DA	0		0

	Disposal FY05 Not on list		0		
698	Montavilla Bldg	DBCS	482,880		28,973
412	Morrison		1,600,740		96,044

	Closed Before FY05				
109	ADS DSO West Branch				
276	Anchor Park				
278	Columbia Villa Health Field Nursing				
400	Gresham Neighborhood Center				
421	Ford				
433	DSO SE Portland Branch				

Finally, closing and disposing of these buildings will displace over 375 persons from the affected buildings. Detailed plans for how many will move, where to move and furniture and tenant improvement costs will be developed over the next two months. It should be noted that these costs are to a certain extent unavoidable and may be substantial. The one-time sales proceeds described above are assumed to be the primary source of funding to cover these costs since funds are not available within the Facilities budget.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

No Budget Modification is included or requested as part of this Resolution.

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

No Contingency Request is included as part of this Resolution.

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

No Grant application or notice of intent is included or anticipated as part of this Resolution.

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**

- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

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

Passage of this Resolution will establish Board policy to:

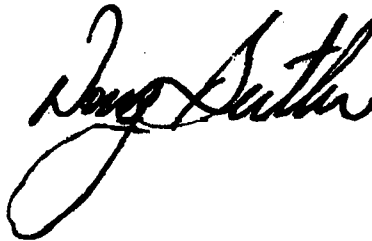
- 1) Achieve a significant and strategic reduction in the County building portfolio in order to improve efficiency and to reduce costs.
- 2) Reduce the County facilities' deferred maintenance liability.
- 3) Improve the opportunity to more adequately address the needs of the remaining buildings in the portfolio.
- 4) Establish clear accountability, standards and procedures for the implementation of this Strategy.
- 5) Treat all the dispositions systemically rather than as isolated individual transactions, and
- 6) Coordinate the application of net sales proceeds to accomplish the disposition and other funding needs of the County.

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

The Executive Team as well as the Administrative Service Managers have been instrumental partners in developing this proposal. Additionally, the Board staff, individual Commissioners and Department Directors as well as key County subject matter experts have provided invaluable assistance in the preparation of this Strategy.

Significant work group help from affected departments will be necessary to implement the recommendations of the Plan. In addition, individual property dispositions may require significant community input and participation.

Required Signatures:



Department/Agency Director:

Date: 10/25/04



Budget Analyst:

Date: 10/22/04

Dept/Countywide HR:

Date:

BOGSTAD Deborah L

From: NEBURKA Julie Z
Sent: Friday, October 22, 2004 3:05 PM
To: PEARSON Stephen E
Cc: BOYER Dave A; THOMAS Bob C; BOGSTAD Deborah L
Subject: RE: Revised APC-FOR REVIEW- and resolution

Hi Steve—these look fine. Deb, you may attach my electronic signature to the APR.

Thanks,
Julie

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

From: PEARSON Stephen E
Sent: Friday, October 22, 2004 9:42 AM
To: NEBURKA Julie Z
Cc: PEARSON Stephen E
Subject: Revised APC-FOR REVIEW- and resolution
Importance: High

Julie

Here is a revised APC for surplus declaration--we have combined the hansen and mccf with the one we had for med examiners and ptld bldg << File: Agenda Placement Req-MedEx_Ptld_Surplus102204.doc >>

Here is revised resolution as well << File: Surplus_Disposition_Resolution_Med_PtldBldHansenMCCF_102104jst_1.doc >>

We are still targeting to file Monday

Thx
steve

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

ADOPTING A CONSOLIDATION AND DISPOSITION STRATEGY FOR MULTNOMAH
COUNTY FACILITIES

The Multnomah County Board of Commissioners Finds:

- a. The County's current level of funding for its buildings is insufficient to keep up with the growing list of deferred maintenance, compliance, and preventative maintenance needs.
- b. Continual and escalating pressure on the County's General Fund prevents increasing the amount of facility maintenance and compliance funding beyond current levels.
- c. A reduction in overall cost of the County's facilities programs will be necessary to match reductions in other programs and to correspond with reduction of revenue at the scheduled expiration of the County temporary income tax.
- d. The County is making inefficient use of much of its building space. This is caused to a large extent by changes in program size and priority in combination with a lack of funding to adjust and consolidate physical space as programs change.
- e. The County spends over \$4.3 million per year on leases. Consolidating services to eliminate some of these leases will also reduce County costs.
- f. There is a critical need for a focused plan to dispose of some of the County's properties and leases to reduce overall County cost, to reduce the County deferred maintenance liability and to improve the capacity to preserve the remaining assets.

The Multnomah County Board of Commissioners Resolves:

1. The Multnomah County Facilities Portfolio Consolidation and Disposition Strategy dated October, 2004 attached herein is adopted as the framework for a logical and orderly reduction in the County facilities portfolio.

ADOPTED this 18th day of November, 2004

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____

John S. Thomas, Assistant County Attorney

Multnomah County Facilities Portfolio

Consolidation and Disposition Strategy

November, 2004

Prepared by:

- **Executive Committee**
- **Administrative Services Managers Group**
- **Facilities and Property Management Division**

Submitted for acceptance by:

- **Multnomah County Board of Directors**

For Further Information Contact:

Doug Butler

Director

Facilities and Property Management Division

503-988-6294

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1. Executive Summary

The Facilities & Property Management Division (Facilities) at the direction of the County Chair was charged with leading the County in the development of a comprehensive strategy for consolidating County uses within our facilities portfolio and disposing of surplus property. The need for this strategy is based on the following:

County Funding

It is anticipated that County funding sources will continue to grow at a slower rate than requirements creating an annual shortfall. This trend will create the need to cut General Fund expenditures by as much as \$8 million in each of the next several years. Just as significantly, the current temporary income tax (iTax) will sunset on June 30, 2006 which will create an immediate and permanent annual shortfall of an additional \$30+ million! [NOTE: An initiative effort has been successful in putting a measure on the November 2004 ballot which would repeal the iTax, creating the anticipated shortfalls 18 months earlier in January 2005.] Both of these circumstances will create a need to cut programs/services which, in turn, will result in facility vacancies and reduced utilization of County facilities. To address this situation, it is mandatory that the County develop a strategy for downsizing its building portfolio.

Portfolio Size

Multnomah County's 120+ structures – approximately half of which are owned – average only 24,000 Sq Ft/Bldg compared with a regional government building average of 199,000 Sq Ft/Bldg. Having a greater number of small buildings increases maintenance costs since every building has separate heating/cooling systems, roofs, etc. While the nature of many County services – such as neighborhood libraries – would cause some deviation from the norm, there appears to be a significant opportunity to decrease the County building count and improve our building maintenance efficiency.

Maintenance and Reliability

The current \$39 million+ Facilities budget permits limited preventive maintenance work – currently about 8% of our total work requests vs. an industry standard of up to 30%. In addition, the Capital Budget only permits scheduling timely capital equipment replacement in the 28 "Tier 1" buildings which are in good condition and separately funded. All of our remaining facilities are managed on a "run to failure" policy where we address only emergencies or eminent life/health/safety issues simply because there is no funding to do otherwise. This is not a good strategy for the County since fixing failures is much more expensive in the mid-to-long term than preventing them and it includes an added risk of unscheduled closures due to system failures.

Space Utilization

The current County facility portfolio has grown and changed over the years to accommodate program needs, opportunities and funding levels. Cuts in response to funding constraints totaling more than \$60 million during the past 5 years have led to reductions in staff and the elimination of programs. The result of these dynamics is that

the County has numerous facilities that appear to be under-utilized. Because it can be expensive to consolidate and reconfigure space in order to maximize the use of every square foot, the pace of this work has been far slower than the need/opportunity. If resources can be identified to cover the cost of consolidation, there is a significant opportunity to improve space utilization and cut facilities costs.

Deferred Capital Backlog

As described previously, current limited funding increases the risk of system failures and unplanned closures. Of equal concern is that our buildings are deteriorating and the backlog of needed capital maintenance work grows a little larger each year. The current backlog (including needed seismic upgrades) totals more than \$120 million. About \$80 million of this total is due to problems with the Courthouse and Justice Center which are being addressed through a separate effort. This still leaves the County with a \$40 million backlog and no short-term means of addressing it. A thoughtful disposition strategy could help eliminate some of the County's worst buildings and begin to address this backlog.

The Consolidation and Disposition Strategy is intended to:

- Improve the County's utilization of space within its facilities in order to reduce the cost of housing the County's activities
- Reduce the number of County buildings in order to reduce the extra costs of operating many small buildings (improve efficiency)
- Dispose of surplus County facilities in order to:
 - Reduce facilities operating costs
 - Avoid needed capital expenditures in substandard buildings and reduce the capital maintenance backlog
 - Generate potential funding to cover the costs of consolidation
 - Generate savings and one-time funding to address both General Fund shortfalls and continuing facilities capital and operations needs
 - Return unneeded County property to the tax rolls.
- Maintain the County's low vacancy rates within its facilities portfolio even as the County experiences significant downsizing. [NOTE: This is a mid- to long-term objective. It is anticipated that the process of consolidating space will create vacancies in the short-term that will then be eliminated as the portfolio is reduced.]
- Improve the County's capacity to care for the buildings within its portfolio by:
 - Eliminating some higher cost and uneconomical buildings
 - Using a portion of the savings/proceeds to fund critical capital maintenance work
 - Reducing the facilities portfolio to a size that permits a more prudent amount of preventative and compliance maintenance given current staffing and resources

Using guidance from the Board during the FY05 Facilities Budget discussion, Facilities outlined a concept and mapped out a more detailed strategy with the Executive Committee over the spring and summer. Following the direction set by the Executive Committee, Facilities and the Administrative Service Managers (ASMs) worked together to identify potential dispositions and to map a strategy for achieving desired outcomes.

We chose over 65 buildings to analyze in detail and convened two all day meetings with the ASM's in July to rate each of the buildings on 12 dimensions to determine which ones were the top candidates for disposition. The ASM's and Facilities then ranked the buildings based on disposition potential and by consensus reached a recommendation for disposition of 24 buildings to present to the Board. An additional 14 buildings were identified as potential candidates worthy of further study. In the next 90 days, it is anticipated that additional buildings will be recommended for disposition from this list of potential buildings.

Specific strategies are outlined in this document to address the management of this effort, communication procedures, financial management, specific site strategies, disposition procedures and strategies, procedures for managing the resulting moves, adds, and changes (MACs) needed to physically reconfigure space, etc.

In order to quantify the objectives and to track progress toward their accomplishment, four benchmarks were established for this strategy. For informational purposes, the specific disposition recommendations included in this strategy have been quantified to show how far they would go toward the accomplishment of our goals.

	<u>Target Amount</u>	<u>Amount Achieved</u>	<u>% of Goal</u>
Reduce Portfolio Square Footage by 10%	320,000 sf	326,000 sf	102%
Reduce Sites by 25%	27 sites	24 sites	89%
Cut Operating Expenses by \$2.5 million/yr	\$2,500,000	\$2,100,000	84%
Reduce Capital Backlog by \$10 million	\$10,000,000	\$8,800,000	88%

Proposed Project Scope

Proposed scope for this project encompasses three major phases for each property to be disposed. Timeframes will occur at different times based on the Site Strategies, market conditions and other variables for each property.

Project Phases:

- Identify properties that can be disposed
- Develop site strategies for each property in collaboration with County tenants
 - Begin Disposition of each property as options become available
 - Identify relocation/consolidation options for County tenants
- Execute relocations and consolidations

The entire Disposition Strategy is projected to occur over a two-to-three year timeframe depending on external and internal variables. A proposed "Surplus Property Policy" process is being developed for Board consideration to assist with external interface.

The Executive Committee, the Administrative Services Managers, and the Facilities and Property Management Division jointly recommend this strategy for adoption.

2. The Need for Consolidation

a. County Funding

Projections show that County funding sources will grow at a slower rate than requirements creating an annual shortfall. This trend will create the need to cut General Fund expenditures by as much as \$8 million each year in Fiscal Year 2006 and beyond. This situation follows a four year period in which this constraint condition required cuts of approximately \$61 million.

Just as significantly, the County's current temporary income tax (iTax) will sunset on June 30, 2006 which will create an immediate and permanent annual shortfall of an additional \$30+ million! Compounding the impact and uncertainty from the loss of this funding is the fact that an initiative effort has been successful in putting a measure on the November 2004 ballot to repeal the iTax immediately. If successful, this measure would repeal the iTax and create the anticipated shortfalls 18 months earlier in January 2005.

Both of these circumstances will create a need to cut programs/services, which, in turn, will result in vacancies and reduced utilization of County facilities. This will only exacerbate the continuing challenges to provide safe, reliable, appropriate, and accessible facilities to house the County's programs and services.

These funding challenges have already resulted in a number of actions and conditions that affect the long-term reliability and efficiency of the facilities in the County's portfolio:

- An average reduction of \$1 million per year in facilities expenditures in each of the past 5 years including a reduction of more than \$1 in direct client services (janitorial, carpet cleaning, etc.)
- Insufficient preventative maintenance
- Inability to keep pace with escalating building/occupancy code compliance requirements
- A large and growing deferred maintenance/seismic backlog
- Inability to reconfigure space and adjust the portfolio as funding and program needs change resulting in the ineffective use of building space

In the past it was always assumed that the only way to address this situation was to increase facilities expenditures. In fact, bond financing was approved about five years ago to address some of the most urgent capital needs in County buildings. While helpful, this bond funding did not address the underlying causes of the facilities problems. In addition, the continuing reductions in County funding have meant that it was simply not realistic to provide additional funding to support the facilities portfolio. Clearly, a change in approach is needed.

This Strategy offers a new paradigm:

Multnomah County is living beyond its facilities means.

Rather than assuming we need to find more funding in order to address our facilities problems, this Strategy looks for ways to change our approach to one that allows us to properly care for our facilities using currently available resources. The first and most obvious means of achieving this objective is to downsize the County building portfolio.

Approximately 80% of the County facilities budget is fixed relative to buildings. In other words, the only way to achieve reductions in these costs is to reduce the amount of space we occupy. Debt, utilities, leases, capital maintenance, etc. continue as long as the County is responsible for the space. In addition, marginal reductions in maintenance and repair will lead to unplanned failures and problems which usually cost more to address in the long run than the amounts saved in the short run. Doing more with less and being as efficient as possible is clearly a worthy objective and an operating principle within the Facilities Division. It alone, however, cannot solve the fundamental problems we face. Only consolidation and disposition can address those problems.

b. Portfolio Size

Multnomah County occupies more than 120 structures. Approximately half of these buildings are owned while the other half are leased from other private, non-profit, and government owners. These facilities are widely dispersed geographically throughout the County and include a number of highly specialized structures like jails, a courthouse, and libraries.

In order to maximize client access and improve service delivery, the County has historically established many small sites throughout the area. While attractive from a service delivery perspective, this policy has a significant impact on costs. In addition, facilities decisions were largely driven by the County programs (which provided the required funding) in the past. This led to many decisions being made in relative isolation and, in part, is the reason the County has shifted more recently to central management of the facilities portfolio. From this central perspective, it is now possible to consider the potential co-location or consolidation of a variety of programs with virtually no loss of function or accessibility.

As a result of the trends described above, the County's owned facilities average only 24,000 square feet/building. This compares (according to the Building Owners and Managers Association) with a regional government building average of 199,000 square feet. [NOTE: this comparison is inflated because the BOMA survey relies heavily on larger Federal buildings but is still felt to be illustrative of the County's problem.] Having a greater number of small buildings increases maintenance costs dramatically since every building has separate heating/cooling systems, roofs, building envelopes, etc. It takes many more service calls to care for these multiple systems than it would to service fewer and larger systems. It also increases travel (unproductive) time significantly.

While the nature of many County services would make co-location more challenging or impractical, there appears to be a significant opportunity to decrease the County building count and improve our building maintenance efficiency.

c. Maintenance and Reliability

The current Facilities budget permits limited preventive maintenance work. Currently about 8% of the total work requests in Facilities are for preventive maintenance work. This compares with suggested industry standards that range up to 30%.

In addition, the Capital Budget only permits scheduling timely capital equipment replacement in a limited number of facilities. The County has designated 28 of its facilities as "Tier 1" buildings. These buildings are in good condition and funded separately from the other facilities. Assuming an average annual increase of 8% in the "Asset Preservation" fees that are charged to occupants in these buildings, these buildings are projected to be able to fund all required capital replacement needs for the next 15 years.

In contrast, all of the remaining facilities are managed under a "run to failure" policy where only emergencies or eminent life/health/safety issues are addressed simply because there is insufficient funding to do otherwise. This is not a good strategy for the County since fixing failures is much more expensive in the mid- to long-term than preventing them and it includes an added risk of unscheduled closures due to system failures.

This situation is further complicated and the risks of unplanned closures is increased by the significant increase in regulations and standards and the increased enforcement of these regulations and standards during recent years. Testing and servicing requirements have increased substantially as a result. Training and licensing requirements are increasing notably and documentation needs have increased dramatically. Obviously, this results in the identification of more deficiencies than were detected previously and the required remediation pushes costs up. Failure to comply with these regulations can result in fines (which are also increasing) and, in some cases, building closures.

With careful planning, the consolidation and disposition of facilities can emphasize the elimination of those structures that are the most difficult to maintain and which have the highest risk of unplanned closures. This process could conceivably also improve the ability to address the needs of the structures that remain in the portfolio.

d. Space Utilization

The current County facility portfolio has grown and changed over the years to accommodate program needs, opportunities and funding levels. In fact, the County has grown over the past 15 years from 53 to 120+ buildings – a 126% increase – and from 1.3 million to 3.2 million square feet of space – a 146% increase. Most recently, however, cuts in response to funding constraints totaling more than \$70 million have led to reductions in staff and the elimination of programs.

The result of these dynamics is that the County has numerous facilities that appear to be under-utilized. Because it can be expensive to consolidate and reconfigure space in order to maximize the use of every square foot, the pace of this work has been far slower than the need/opportunity.

The effort to consolidate County programs into less space and to dispose of surplus property will generate both one-time proceeds from the sale of property and on-going operational savings. If portions of these resources are targeted to cover the cost of consolidation, there is a significant opportunity to improve space utilization and cut facilities costs.

e. Deferred Maintenance Capital Backlog

As described previously, current limited funding increases the risk of system failures and unplanned closures. Of equal concern is the fact that our buildings are deteriorating and the backlog of needed capital maintenance work grows a little larger each year. The current backlog (including needed seismic upgrades) totals more than \$120 million. About \$80 million of this total is due to problems with the Courthouse and Justice Center which are being addressed through a separate effort. This still leaves the County with a \$40 million backlog and no short-term means of addressing it.

It is important to remember that this is not just a theoretical problem. Each time needed replacement or overhaul is delayed, the risk of a system failure increases. Eventually the day will come when the system does fail and it must be addressed on an emergency basis – at a greater cost and at the expense of other activities that were previously thought to be of greater import. If you do not install a new roof when it is needed, the old one will eventually leak. It isn't a question of "if"; the only question is "when".

One of the most effective means of addressing this backlog is to target some of the County's worst buildings for disposition. This approach can potentially reduce the backlog significantly without requiring additional funding.

3. General Strategy

a. Underlying Principles

Given the clear and compelling need to manage the County portfolio differently and, in specific, to reduce the amount of space and the number of sites, this Strategy was developed with the following objectives in mind:

- Promotes active stewardship/allocation of county assets
- Assures a countywide perspective when making facilities and real estate decisions
- Reduces facilities operating expense
- Enhances program operations
- Fosters FPM effectiveness
- Addresses underlying causes of current portfolio problems

b. Strategy Objectives

The Consolidation and Disposition Strategy is intended to:

- Improve the County's utilization of space within its facilities in order to reduce the cost of housing the County's activities.
- Reduce the number of County buildings in order to reduce the extra costs of operating many small buildings (improve efficiency).
- Dispose of surplus County facilities in order to:
 - Reduce facilities operating costs.
 - Avoid needed capital expenditures in substandard buildings and reduce the capital maintenance backlog.
 - Generate potential funding to cover the costs of consolidation.
 - Generate savings and one-time funding to address both General Fund shortfalls and continuing facilities capital and operations needs.
 - Return unneeded County property to the tax rolls.
- Maintain the County's low vacancy rates within its facilities portfolio even as the County experiences significant downsizing. [NOTE: This is a mid- to long-term objective. It is anticipated that the process of consolidating space will create vacancies in the short-term that will then be eliminated as the portfolio is reduced.]
- Improve the County's capacity to care for the buildings within its portfolio by:
 - Eliminating some higher cost and uneconomical buildings
 - Using a portion of the savings/proceeds to fund critical capital maintenance work
 - Reducing the facilities portfolio to a size that permits a more prudent amount of preventative and compliance maintenance given current staffing and resources

c. Current Conditions

Portfolio Characteristic

Challenge

Relatively low vacancy rate

Relocations are more difficult and time consuming

Inefficient space utilization

Space standards inadequate and not followed

High own vs. lease ratio

Less liquidity and flexibility

No funding to consolidate & improve space utilization

Must create immediate savings to cover cost of moves & improvements

More, smaller facilities

Higher maintenance and capital costs

Specialized improvements

Less flexibility

Facilities deteriorating and maintenance under funded

Greater occurrence of emergency repair; poor quality environment for staff/clients

d. General Approach

Building on the Objectives outlined above, a process was outlined for developing specific recommendations. The major steps in that process include:

1. Assessing usefulness and cost to bring current facilities to maintainable state.
A detailed summary of all relevant data for each building was compiled to support this assessment.
2. Assessing current and future County program needs.
Senior management of each Department was consulted to develop a baseline understanding and then Department personnel were included in the ranking process.
3. Ranking each facility to identify disposition candidates.
Objective criteria (discussed in the next Chapter) were used to accomplish this ranking.
4. Creating a list of proposed properties for disposition.
A detailed discussion of each disposition candidate considered whether community commitments, building characteristics, legal obligations, or other considerations would preclude its consideration for disposal.

5. Creating a more detailed project plan for the implementation of this Strategy.
The key elements of this project plan and an outline of each element is discussed later in this document.
6. Complete dispositions by July 1, 2006.
This is a very aggressive deadline that will be impacted by a number of factors that are not fully controllable. In order to contribute to the solution to the loss of the iTax, it was felt that everything possible should be done to try to meet this deadline.

e. Timing/Approval Process

Spring 2004	Board & Exec. Comm. Discussions	Define problem and identify key strategies
Summer 2004	Outline Strategy and develop supporting data	Develop Strategy outline and begin addressing key issues
7/8	ASM/Facilities Planning #1	Identify disposition candidates
7/15	ASM/Facilities Planning #2	Identify target dispositions and outline project plan
8/5	ASM weekly meeting	Exec Committee Preparation Review
8/11	Exec. Comm. Mid-Course Review	Review results of work to date & insure consensus
8/24	Board Staff Briefing	Strategy briefing and discussion of Board review process
10/5	Board Briefing	Consideration of Strategy and related recommendations
TBD	Board Approval of Resolutions	Formal adoption of Strategy, declaration of "surplus" for dispositions, and approval of related processes

4. Evaluation Process

a. General Process

Facilities (with CRESA Partners, its disposition consultant) and the Administrative Service Managers (ASMs) worked together to create an initial list of properties which are recommended for disposition. It is anticipated that this initial list will be supplemented with additional recommendations at a later date after further analysis is completed.

The process used to generate this recommended disposition list involved the following steps:

1. A number of properties were identified that should not be included in the assessment process. These properties are listed in Appendix C of this document and were not included in the assessment if:
 - a. It is clearly a facility to be retained (e.g., Central Library and Inverness Jail);
 - b. It is ancillary to a building that is being assessed (the primary building will determine what should happen to the ancillary building);
 - c. It is felt that long-term program or community commitments, legal obligations, etc. would preclude disposition consideration.
2. Data was accumulated on each of the properties that were to be included in the assessment. In addition, senior management of each Department were consulted to develop a baseline understanding of on-going program needs.
3. A scoring spreadsheet was developed for evaluating each individual property. This scoring spreadsheet is described in more detail below and the initial scores assigned to each building are summarized at Appendix A.
4. The group held two full-day planning sessions to accomplish the required assessment.
 - a. Day 1 focused on refining the scoring system, evaluating the 65 candidate buildings and scoring each of these buildings against the identified criteria.
 - b. In Day 2, the group discussed the resulting rankings for each of the identified buildings in detail and determined whether to recommend disposition, further study, or no further consideration for each. [NOTE: a number of policies, procedures, and issues related to the implementation of this Strategy were also discussed on Day 2. The results of those discussions are reflected in later Chapters of this document relating to the Project Plan.]
5. The resulting recommendations are summarized below.

b. ASM Charette Participants

District Attorney	Scott Marcy
Community Justice	Shaun Coldwell
Health	Carol Ford
Human Services	Stevie Bullock, Al Stickel
Business & Community Services	Robert Maestre
Office of School & Comm, Partnerships	Kathy Tinkle
Sheriff Office	Christine Kirk, Sharie Lewis
Library	Becky Cobb
Budget	Bob Thomas
Finance, Budget, Assm't. & Taxation	Mindy Harris
Business Services	Dan Kaplan, Rich Swift
FPM Facilities & Property Mgmt	Doug Butler, Matt Newstrom, Wanda Yantis, Jon Schrotzberger, Steve Pearson, Lynn Dingler, Colleen Bowles
CRESA Partners	Mike Cook, Pat Cook, David Reinhart

c. Rating Process Objectives

To begin the process of evaluating the County's facilities, five objectives were identified for the rating system:

1. The ratings should balance the following factors:
 - a. Facility Costs
 - b. Building Condition/Needs/Characteristics
 - c. Program Suitability
 - d. Opportunity (for Disposition)
2. The system should allow a blending of solid data with subjective assessments.
3. The ratings should provide an agreed foundation for developing disposition recommendations to the Board.

4. Process should apply equally to all properties, but with the ability to withdraw properties from the list that have a clear County mandate to be retained.
5. Recommendations must be implementable.

d. Facilities Rating Factors

The following chart summarizes the rating system which was used to evaluate County buildings.

1. Each building was rated against the 12 characteristics listed below. A score of 1, 2, or 3 was assigned to each of these factors based on the criteria that are summarized in the right-hand column of the table.
2. A weight (importance factor) was then defined for each characteristic and the score for each characteristic was multiplied by the assigned weights.
3. The results were then totaled for each building to create a score for that building.
4. The buildings were then ranked from lowest to highest scores with the lowest scores considered as the best candidates for disposition. The detailed results of this scoring are summarized at Appendix A.

		Weight	1=consider if	3=keep if:	Explanation
Cost	Cost/SF	20	high	low	Includes total cost including all costs that would be eliminated by disposition of the facility - operating costs, debt reduction, repairs and maintenance.
	5 YR Cap Rqmt / MV	10	high	low	Percent of value that could be captured in a sale. Total cost including all costs that would be eliminated by disposition of the facility - operating costs, debt reduction, repairs and maintenance.
Building	Space Utilization	10	poor or vacant	good	Space use efficiency as judged by programs subjectively (sq. ft./fte provided but not relied on because of anomalies).
	Flexible Layout	5	inflexible	flexible	Easily allows for current program needs and adjustments for other program needs.
	Costly to Move/Recreate	10	easy	costly	Rates to specialty improvements impediments to relocation potential.
	Marketability & Exit strategy	5	has ready market	not marketable	Rates building type, readiness to market, and building setting.
Program	Proximity to public transit	10	limited transit	multi line transit	Rates advantages of multi-line access.
	Functionality for current use	10	inadequate	good	Current functionality for current or intended program needs.
	Program Funding Confidence	10	potential reductions over 5 yrs	expect 5yr at same level	Addresses 5 year funding expectations.
	Location Functionality	10	if existing site not critical	existing site critical	Rates location sensitivity to any move of program/tenant that might impede service, client access or interprogram synergies.
	Co-location w/other programs	10	hard fit with others	potential fit with others	Rates compatibility/incompatibility to consolidate with other groups.
	Opportunity	15	opportunity next 2 yrs	no opportunity	Current vacancy, lease termination, or market interest in site.

NOTE: A number of properties were not included in the assessment process if: 1) There were obvious and compelling reasons they should be retained; 2) they are ancillary to a building on the list; or 3) retained due to long-term program/legal commitments. See Appendix C for detail.

e. Disposition Recommendation

Once all of the buildings were assigned a score and ranked in order of that score, a detailed discussion considered what should be recommended for disposition. Each building was considered individually and was assigned to one of three categories:

- 1. Yes** site is clearly agreed as a good target for disposition
- 2. No** site should not be considered for disposition
- 3. Further
Study** all others

NOTE: Further analysis and strategy development is underway to address each of the building designated for "Further Study" and a future planning session will be scheduled to discuss each of these buildings in detail. It is anticipated that additional disposition recommendations will result from this effort.

5. Selection Results

(See Appendix B for detailed scoring)

a. Recommended Dispositions

Bldg #	Building	Sq Ft	Savings	Def. Mtn.	Address
315	State Medical Examiner	10,928	100,831	433,000	301 NE Knott St
393	Peninsula	7,285	99,659	323,000	7220 N Lombard St
149	Tri-County Crisis	2,204	34,356	0	4850 SW Scholls Ferry Rd
436	Powell Villa (DSO)	6,865	114,292	0	3552 SE 122nd Ave
454	Rockwood Neigh. Health	3,654	78,208	0	800 SE 181st Ave
465	Wikman Building	5,171	50,394	269,000	4420 SE 64th Ave
331	MCCF	23,023	127,206	769,000	1906 SW Halsey St
245	Dexco Building	8,661	150,636	0	727 NE 24th Ave
106	Portland Building-14	18,772	380,229	0	1120 SW 5th Ave
340	Marlene Building	8,325	97,271	0	1027 E Burnside St
226	North Disability Services	10,311	199,209	0	4925 N Albina Ave
339	East Portland Comm. Ctr.	490	400	0	740 SE 106th Ave
303	South Powellhurst (ASD)	21,610	212,906	0	2900 SE 122nd Ave
313	Hansen Building	46,181	246,274	2,615,000	12240 NE Glisan St
358	Hooper Memorial Center	16,599	116,181	686,000	30 NE MLK Jr Blvd
462	Public Safety/School Bldg	1,432	7,250	0	1333 NW Eastman Pkwy
412	Morrison	34,660	83,477	3,659,000	2115 SE Morrison St
698	Montavilla Bldg	4,702	0	0	211 SE 80th Ave
	Subtotal FY05 and Beyond	230,873	2,098,779	8,754,000	
	Closed Prior to FY05				
109	ADS DSO West Branch	7,560	0	0	
276	Anchor Park	3,005	0	0	
278	Columbia Villa Health Field Nursing	1,125	0	0	
400	Gresham Neighborhood Center	24,626	0	0	
421	Ford	52,143	0	0	
433	DSO SE Portland Branch	7,376	0	0	
	Subtotal Closed Prior to FY05	95,835	0	0	
	Total Dispositions	326,708	2,098,779	8,754,000	

b. Recommended for Further Study

Bldg #	Building	Sq Ft	Approx Savings	5 Yr Def. Mtnc.	Score	
155	Martha Washington (MCRC)	65,189	385,973	5,464,000	265	
160	Gladys McCoy Building	98,318	1,488,205	13,399,000	260	consolidation possibility
161	Mead Building	76,545	1,255,799	6,526,000	270	
166	Commonwealth Building	110,372	1,704,931		245	consolidation possibility
304	Mid-County District Office	4,972	70,247		260	could combine w/481
327	Penumbra Kelly Building	18,484	322,518	1,783,000	245	
338	Baltazar Ortiz (La Clinica)	7,738	272,221		260	
356	King Neighborhood Fac.	3,280	35,187		235	
407	Gresham Probation	4,054	55,338	291,000	255	
420	Southeast Health Clinic	23,386	439,876	1,743,000	240	consolidation possibility
446	Bridge Shops	18,360	104,395	774,000	275	
455	John B Yeon Annex	21,630	666,946	0	235	consolidation possibility
481	Central Probation	7,618	62,807	995,000	255	could combine w/304
999	Portland Building-15	18,750	380,255		285	

c. Not Recommended for Disposition

Bldg #	Building	Score
101	Multnomah Cty Courthouse	270
119	Justice Center	305
151	Cascade Plaza OAME Ctr	280
219	Gazelle House	275
221	Columbia Pacific (PBNO)	275
274	Blanchard Service Center	260
311	Juvenile Justice Complex	295
312	Vector Control	325
314	Inverness Jail	285
317	Library Administration	290
322	Walnut Park	275
324	Animal Shelter	250
325	North Portland Hlth Clinic	270
360	Womens Transition 1	275
365	Womens Transition 2	275
366	Womens Transition 3	275
406	Gresham District Court	295
409	Tabor Square	270
414	Elections Building	330
423	Rockwood Fmeyer	275
425	John B Yeon Facility	290
430	Mid-County Health Center	255
437	Multnomah County East	275
439	GCC MDT Building	285
444	Towne Building	285
447	St. Francis Dining Hall	285
448	GCC Service Bldg	265
451	GCC Resid. Bldg	300
473	YWCA Downtown Center	290
503	Multnomah Building	265
504	Multnomah Bldg Garage	315
617	Title Wave Bookstore	280

NOTE: A number of properties were not included in the assessment process if: 1) There were obvious and compelling reasons they should be retained; 2) they are ancillary to a building on the list; or 3) retained due to long-term program/legal commitments. See Appendix C for detail.

6. Progress Towards Benchmarks

Assuming disposition of all of the recommended properties, the following results will be achieved relative to the targets which were established for this effort. (The properties identified for further study will likely add more properties to the list recommended for disposition and will therefore help in the achievement of all of the targets.)

Reduce the Total Space Occupied by the County by 10%

326,000sf of 320,000sf targeted (102%)

Reduce the Number of Sites Supported by the County by 25%

24 of 27 targeted (89%)

Reduce County's Annual Facilities Expenses by \$2,500,000

\$2,100,000 of \$2,500,000 targeted (84%)

Reduce County Deferred Maintenance Backlog by \$10,000,000

\$8,800,000 of \$10,000,000 targeted (88%)

7. Project Plan

a. Project Management/Risk Assessment

1. Next Steps

- a. Obtain Board Approval for the following Resolutions:
 - i. Approving the Consolidation and Disposition Strategy
 - ii. Declaring the Recommended Disposition Properties as "Surplus"
 - iii. Adopting a "Surplus Property Policy" Process for Disposal of Owned Property
- b. Create a Work Group for Each Disposition to Develop and Implement a Project Plan for that Consolidation/Disposition Effort
- c. Implement a Communications Strategy to Keep Decision Makers, Stakeholders, Other County Staff, and the Public Informed
- d. Reassign Facilities Staff and Implement a Moves, Adds and Changes (MACs) Strategy to Accomplish the Physical Work of Consolidation
- e. Develop and Implement Lease Negotiation and Sale/Transfer Strategies for each Disposal Property
- f. Complete Assessments of Properties Identified for "Further Study" and Hold a Planning Session with ASMs to make Final Disposition Recommendations

2. Roles and Responsibilities

Set Targets	ASM/Execs/Board
Develop Site Strategies	Site Work Group (for each disposition)
Implementation	Facilities
Final Authorizations	Board action required

3. Facilities & Property Management Responsibilities

- Draft Disposition Strategy, Project Plans, and Required Resolutions
- Provide Decision-Maker Briefings
 - ❖ Monthly ASM updates
 - ❖ Quarterly Executive Committee updates
 - ❖ Semi-annual Board updates
- Develop, Staff, and Lead Workplans for Each Disposition Site
- Manage the Physical Consolidation Work for Each Site

4. Project Management

An undertaking of the magnitude outlined in this Strategy requires full-time project management. The requirements of shepherding dozens of variables and changing circumstances and of working with stakeholders and decision-makers to resolve problems and remove roadblocks are monumental. In addition, the extremely short timelines demanded for this effort require a strong sense of urgency and careful coordination to achieve the desired outcomes.

A full-time Project Manager will be appointed by Facilities to provide the required leadership for this project. An existing vacant position and resources within Facilities will be used for this purpose. It is anticipated that this will be a 2-3 year assignment and the person appointed to this role will serve as a member of the Facilities Management Team during that period to provide the needed access and emphasis as well as to facilitate needed coordination with Facilities.

5. Risk Assessment

The results of this effort will be heavily impacted by a number of variables which cannot be controlled directly. Among these variables are uncertainties about:

- a. the timing of County funding shortfalls
- b. the specific impacts of appropriation reductions on individual programs and facilities
- c. community response to individual disposition proposals
- d. owner/landlord responses to proposed lease termination settlements
- e. market response to sale offers for the surplus properties
- f. currently unidentified conditions in disposition properties which require remediation or affect values.

These uncontrollable variables could potentially have large impacts on the timing and total achievements of this effort. Some of the risks that are created by these uncertainties are outlined below:

- a. Delays in the sale or termination of leases after a property has been vacated may cause short-term increases in vacancy costs.
- b. Changes in program funding and requirements once disposition strategies have entered implementation could disrupt planned outcomes and/or necessitate costly remedial work.
- c. The simultaneous implementation of multiple disposition strategies may create extra complications and expense as well as potential program disruption.
- d. Competing demands and priorities on decision-makers could delay needed decisions and there impede progress on the implementation of this Strategy.

Assertive, professional management and a strong communication plan should permit the management and mitigation of most of these risks. In the end, it is difficult to commit absolutely to specific results by specific dates. The need for making the effort is clear, however, and potential for savings and efficiencies seem to far outweigh any related risks.

b. Site Strategies

As required, a separate work group will be established for each planned disposition. These work groups will be composed of a core group of Facilities, IT, Telecom, Finance and other individuals and supplemented with Department personnel from each of the affected organizations (either relocating from the Disposition Building or receiving activities from that Building).

Each work group will be responsible for developing a strategy, a work plan and timeline, a budget, Surplus Property Policy plan implementation, required interfaces, and for proposing solutions for potential roadblocks and issues.

Developing Site Specific Strategies

The development of the specific site strategies will be generated by a Dispositions Work group. The work group will be modeled after an ICS structure and will include team leaders (see attached org chart) from all of the major components of a disposition. The work group will be chaired by an incident commander, project manager or chair person who will be responsible for reporting out to the overall project manager of the Disposition/Consolidation project. Discipline resources will be assigned to the discipline leads.

Work Group Components

- Finance/ Fiscal Plan
- Surplus Property Policy process
- Communications
- Dispositions/Lease exit strategies
- MACS

Roles and Responsibilities

Finance/ Fiscal Plan – Steve Pearson

- Define requirements
- Identify funding sources
- Define ongoing impacts

Surplus Property Policy process (Surplus Property) – Rich Swift

- Define routine process to easily market and sell owned facilities
- Develop communication plans with BCC, community and other stakeholders

Communications – Trink Morimitsu

- Meetings and updates

- Routine updates to County occupants
- Public updates

Dispositions/Lease exit strategies – Lynn Dingle/Mike Sublett

- Market and sell owned facilities
- Negotiate exit strategies with building owners

MACS – Matt Newstrom

- Space planning and scenario building
- Construction and MAC management
- Portfolio review and assessment

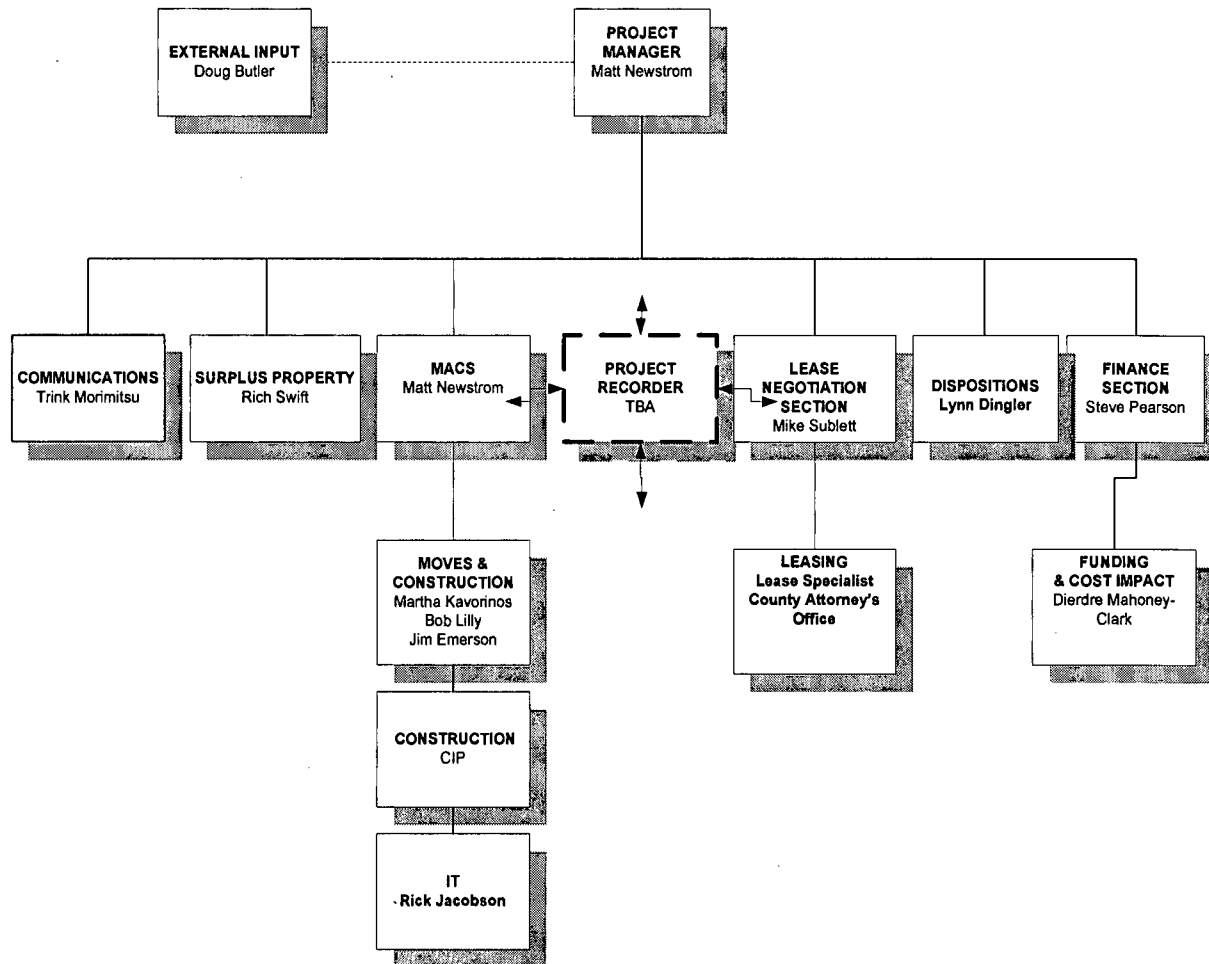
Team Member Roles and Responsibilities

Project Sponsor – Overall management oversight of the Disposition Project.

Project Manager – Responsibility for the forward momentum of the Work Group and Disposition Project. Identify and remove barriers for the team.

Team Lead – Responsible for escalating barriers and needs, communicating updates up to the Work Group chair and down to team resources. Directing and monitoring the work of the team resources

DISPOSITION TEAM STRUCTURE



Overview of the Yeses

State Medical Examiner - Disposition

The State is set to vacate the space in October of this year. The building ranked the lowest on the ranking sheet and there are no other apparent internal uses for the building. It is assumed the strategy for this building will focus on vacation and sale.

Work Group Requirements: Surplus Property, Disposition, MACs, Finance, Communications

Peninsula - Disposition

The Peninsula Building has already been identified as a surplus property. Currently the HAP is leasing the building from the County and will likely need to vacate it in about one year. It is assumed that the strategy for this building will focus on a sale.

Work Group Requirements: Surplus Property, Disposition, Finance, Communications

Hansen Building – Disposition

The Hansen Building has long been identified as potentially surplus. The Sheriff's Offices in the building must be relocated to new facilities (presumably in conjunction with East County courts). Current efforts of a Board work group to create this new facility are hoped to provide an opportunity to dispose of the Hansen Building. It is assumed that the strategy for this building will focus on relocation to a new building and sale.

Work Group Requirements: pending Courthouse workgroup results

MCCF and Edgefield Property – Disposition

The Correctional Facility and surrounding undeveloped property has long been identified as potentially surplus. The Sheriff is prepared to relocate operations to the Inverness Jail upon sale of this property. It is assumed that the strategy for this building will focus on relocation to Inverness and sale.

Work Group Requirements: Surplus Property, Disposition, MACs, Finance, Communications

Tri-County Crisis - Lease

The Tri County lease is set to expire 12/31/04. We are actively researching other County occupied space with the Tri County staff. The assumed strategy for this building is relocation to another County facility and allowing the lease to expire.

Work Group Requirements: MACs, Finance, Communications

Powell Villa - Lease

It is believed that the activities at this location could be relocated to Multnomah County East. The lease does not expire until 4/30/07. It is assumed that the strategy for this building will be relocation to MCE and a negotiated lease termination.

Work Group: MACs, Leasing, Finance, Communications

Rockwood Health Clinic - Lease

Most of the programs that were located in the RHC have already been relocated to the Multnomah County East Facility. The lease is set to expire 8/31/05. If the ITAX is repealed, this building should be considered for an early termination strategy.

Work Group: MACs, Leasing, Finance, Communications

Wikman Building - Disposition

The Wikman is an owned building that is under-utilized due to the design of the floor plan. In discussions with DCJ this building was identified as a candidate for consolidation of multiple sites: TMB admin, Central Probation and Mid-County Probation. The assumed strategy for this building is relocation and sale.

Work Group: Surplus Property, Disposition, MACs, Finance, Communications

Dexco - Lease

We are currently drafting space scenarios that would move the Dexco tenants into the recently vacated primary care space at South East Health Center. The building is a perfect fit and would utilize the SEHC space very efficiently. Lease expires 2/28/06. The assumed strategy for the building is relocation to SEHC and a lease termination.

Work Group Requirements: MACs, Leasing, Finance, Communications

Portland Building 14 – Lease Hold Disposition

The majority of the 14th floor is currently vacant, and the balance of the floor is set to move out in January 2005. Discussions are underway with the City of Portland regarding a potential sale. It is assumed the strategy will involve relocation and sale.

Work Group Requirements: Disposition, MACs, Finance, Communications

Marlene Building - Lease

The lease has expired and the occupants have moved into vacant space at the SEHC.

Work Group Requirements: None

East Portland Community Center - Lease

This lease is for one office space and can be terminated with 90 days notice. The assumed building strategy is relocation and lease termination.

Work Group Requirements: MACs, Leasing, Finance

South Powellhurst - Lease

It is believed that the activities at this location could be relocated to other County facilities. The lease expires 6/30/05. The lease rate is very reasonable and the location is good. We are currently researching and analyzing alternates for this space.

Work Group Requirements: MACs, Leasing, Finance, Communications

Public Safety/School Building - Lease

Lease has expired and we have vacated the site.

Work Group Requirements: None

Anchor Park - Lease

Lease has expired and we have vacated the site.

Work Group Requirements: None

Montavilla Building - Disposition

Property is vacant and has been declared surplus. Community interest in the site has prolonged disposition. The assumed strategy is sale.

Work Group Requirements: Surplus Property, Disposition, Finance, Communications

Morrison Building – Disposition

Property is vacant and has been declared surplus. Community interest in the site has prolonged disposition. The assumed strategy is sale.

Work Group Requirements: Surplus Property, Disposition, Finance, Communications

Hooper Memorial Center – Disposition

Building is currently utilized (at no cost) by Central City Concern. Discussions about the possible transfer to the facility to CCC are currently underway.

Work Group Requirements: Disposition, Finance, Communications

Example of a Detailed Site Strategy

NDSO Strategy

The North Disabilities Services Office is located in a leased building approximately 12 blocks from another DSO office. The strategy is to consolidate both offices into one, which will be located in an owned building at the NE Walnut Park complex. This strategy will reduce one site, better utilize the vacant space in an owned building and provide annual savings of approximately \$198k in operating expense.

Work Group

Lease Team

The lease does not expire until 5/31/06, will need to pursue an early release.

Fiscal Team

Provide analysis for lease buy-out and tenant improvement requirements

Surplus Property Policy (Surplus Property) Team

Work is already underway with the PAO office. Provide support as needed to the program management.

Communications Team

Work is already underway with the PAO office. Provide support as needed to the program management.

MACS Team

The move is currently not possible with the existing configuration of furniture and program placement. Develop strategy to allow total consolidation. The Health department occupies space that could be easily recreated elsewhere for their field nurses office; this space could then be used for DCHS consolidation. Explore Tenant Improvements in the vacant mezzanine space.

Actual Steps/Lead

1. Develop scope of work and construction estimate for upgrade of vacant mezzanine space
2. Evaluate construction estimate vs. cost to move Health out of the 1st floor, south side of building to alternate general use space
3. Work with Health Dept as needed if a Health move is recommended
4. Develop lease exit strategy with County Attorney
5. Design building layout
6. Tenant Improvements
7. Execute move

Constraints

- Parking issues need to be resolved
- Lease expiration – 5/31/06

Cost to Dispose

- Tenant Improvements - \$60k
- Moves - \$25k
- Lease buy-out - \$70k

Net Disposition Proceeds

- \$199,209 annual operating cost
- \$(155,000) Cost to Dispose

Net First Year Proceeds - \$44,209

c. Fiscal Plan

1. Introduction

The disposition of the 24 proposed buildings (and the potential of up to 14 additional buildings) will create long-term savings for the County. The implementation will, however, trigger significant one-time expenditures, and cause shifts of Facility cost responsibilities.

- One-time expenditures are driven by building dispositions. Such costs could include:
 - Extinguishing of fixed costs (such as debt balance)
 - Lease buyout
 - Move costs
 - Tenant Improvements
 - Disposition transaction costs
 - Communication costs
 - Surplus Property Policy Process costs
- Ongoing cost savings are achieved by fewer buildings and consequently less building specific expenditures. Savings categories would include:
 - Operation and maintenance expenses
 - Lease (and sublease) charges and revenues
 - Capital improvement assessments (AP/CIP fees)
 - Utilities and recycling costs
 - Annual debt and interest payments
 - Code compliance costs
 - Building and asset management costs

The sale of owned buildings can generate sales revenue. Certain payments should be prioritized from the use of proceeds of the sale, including transaction costs and outstanding debt. Net proceeds beyond those expenses can be used to fund the one-time expenditures or used for other purposes at the discretion of the Board consistent with current adopted financial policies.

This procedure describes the approach and information to be provided by Facilities in making its recommendation to the Board regarding disposition proceeds for each affected property. [NOTE: This procedure will apply only to those buildings and moves related to the Strategic Disposition Plan and not to other moves initiated by departments.]

2. Timing, Data, and Reports

The timeframe for the Disposition Plan and this procedure is FY05 through FY07 (to the extent final dispositions spill into that fiscal year). Information required will include the following for each building:

- Expected quarter of disposition
- One-time expenditures by disposition category, budget & actual, and rough timeframe
- Ownership costs (debt balance), restrictions on extinguishment, appraised value, and potential sales price and receipt
- Use of space by program by time period per plan and actual
- Monthly operating cost for year of disposition.
- Analysis of the above will feed into budget for FY06 and FY07

Reports and analysis will include:

- Cash flow and expenditure reports including balance available on one-time costs by building by quarter and in total for the project.
- Budget and actual impact of the Disposition plan on each building and on rates
- Disposition plan vacancy calculation for budget as well as actuals
- Impact on recovery of debt costs through rates from each department
- Budget revenue by department compared to previous year by building by year
- Comparison of operating costs to previous year
- Actual vs. planned moves and financial impact of change on costs and disposition vacancy

3. One-time Costs

The dispositions will overlap significantly. Closing buildings and moving personnel comes with a significant cost, and much of the expenditure will occur before any sales proceeds are realized. This will require funding sources to precede net sales receipts, possibly on a reimbursable basis.

The Board decides on the use of any proceeds from each specific sale. Such decisions normally come when the property is declared surplus or when the sales transaction comes before the Board for approval. While each disposition in the plan is ultimately a unique event, the funding and expenditures for the process are best examined in the larger context of all the expenditures.

A major assumption used is that this is a countywide program, so departments that are asked to move will not be required to pay for the one-time costs out of their budgets. Each quarter, a report will be produced comparing budget to actual expenditures for the one-time costs with resources applied and cash flow needs identified.

Sources for funding to cover the one-time expenditure needs may include:

- Capital Improvement budget funds--There is \$250,000 identified in the FY05 budget for dispositions and moves. This source could be used to "front end" some of the costs until a sale is consummated and the fund is replenished.

- Capital Improvement Project delay—With Board approval, select adopted projects could be delayed until other sources (e.g., sales) were available.
- Facilities Operating Fund contingency (FY05)—The Board adopted a contingent amount of \$148K in the operating budget for Facilities for FY05. Because there is no specific allowance for shortfalls in FY05 due to disposition moves, the contingency is probably best suited to absorb any related shortfalls.
- Transfers from General Fund—This source could be considered for short-term funding of the projects until such time as other revenue sources become available.
- Landlord funding of tenant improvements—Any renegotiation or extension of leases could include exploration of such funding to reduce our cash flow needs for tenant improvements.
- Sales proceeds from disposition of owned building—Some buildings will provide considerable funds, part of which could be used for one-time costs. There is a risk in budgeting sales as there could be wide fluctuations between the time sales are projected and when they actually occur. Funding for one-time expenditures should provide flexibility for such fluctuation.

Subject to the approval of the Board, the use of Sale Proceeds should be considered in this order:

- Pay direct transaction costs
- Applied to retire any outstanding debt on the facility sold. NOTE: If appropriate, a trust account could be established from the proceeds to cover the total cost of debt remaining and shall be held until the call date.
- If proceeds from the sale of a County building do not fully cover the cost of its outstanding debt, then funds remaining from the sale of other buildings in this disposition project may be used to cover that debt.
- Other one-time costs related to the strategic disposition plan (such as moves, tenant improvements).
- If the cash flow projections show part of the proceeds is not needed in the reasonable future, the remainder of the proceeds should be used to replenish reserves, or programmed for deferred maintenance projects in the Capital Improvement Fund.

On a quarterly basis, as well as before the Board approves a sale, the most current schedule and description of actual and projected costs will be presented and any recommendation for additional or fewer resources will be made.

4. Ongoing cost savings

Balanced and consistent treatment of ongoing cost savings and Facilities revenues is difficult to quantify and achieve. The effect of the Disposition Strategy is that overall annual costs to the County for facilities services will

decrease. However, the overall rates per square foot for base service or overhead charge may increase (or at least not decrease) initially because of lost revenue and fixed costs. Thus, a department decreasing space will generally see a decrease in overall billings while one staying at the same locations could potentially see an increase.

Several procedures were examined. An initial idea proposed was to identify savings from each sale/disposition and share them among the moving department, the other departments, and Facilities (to bring maintenance closer to standard). Another proposal sought to capture all savings from individual transactions for the General Fund needs. Finally, the existing vacancy policy could be used. Whatever method is used, it is important that such a significant shift of programs from one place to another not place the burden on Facilities to cut services to everyone due to disposition-related vacancy revenue shortfalls.

Under the current vacancy policy, customers are charged for budgeted vacancies as part of departmental overhead or directly if they move between annual budget adoptions. The current vacancy policy is not considered appropriate for vacancies caused by the Disposition Strategy since the departments do not initiate the changes and there is a desire by some to share the savings more widely across the county.

Facilities proposes that changes in billings to departments caused by Disposition Strategy related events be treated in the following modified manner:

- Facilities will develop a month-by-month expense and revenue budget for those buildings to be disposed of during the budget year and any expected changes to other buildings caused by the Strategy.
- The costs for buildings to be disposed, before and after occupancy will be budgeted and included in the expenditure budget for FY06 and FY07, reported separately, and analyzed quarterly for variance between actual and the plan.
- Facilities will incorporate a new category in our budget development—"disposition vacancies" which will track the revenue shortfall, both budget and actual from what it would have been had there not been a disposal plan.
- Since both the revenue and expense side of the operating costs for buildings to be disposed will be included in the FY06 and FY07 budgets, they will be used to develop rates to be charged. The "disposal vacancy" will be calculated and its recovery mechanism determined during the budget process. Such recovery could be by surcharge, by changing the rates, by use of sale proceeds, or by other mechanisms as described above.
- The remaining risk for Facilities and the County is that actual operating costs, move timings, and vacancies will deviate significantly from the plan. Facilities will report on plan vs. actual and variance to the ASM's and

Executive Committee quarterly. Facilities will be prepared to propose an adjustment if the variance becomes large in one direction or another.

Rates per square foot for FY06 may be increasing while square footage is decreasing disproportionately among departments depending on moves. Some departments may have lower overall Facility charges and some may have higher bills, particularly if they move into more expensive buildings that the County is keeping. Reports will be provided with Facilities' proposed budget showing by department the FY06 sq ft, debt cost, and other costs by department by building compared to FY05.

Any adjustments to capture the savings through constraint adjustments for debt service coverage or overall department savings should be made through the Budget office. This will allow Facilities to concentrate on reducing overall cost to the County and continuing to charge each department in accordance with its normal procedures.

d. Surplus Property Policy Process

The decision to declare real property as surplus rests solely with the Multnomah County Board of Commissioners (Board). Real property means any property or equity interest in real property held or owned by Multnomah County, Oregon. The administration of property as a public asset requires due diligence to maximize the return on assets and occurs in three phases.

In the **first phase** Facilities and Property Management (Facilities) moves to determine that real property in the custody of or use by a County department(s), commission, or agency is no longer needed or suited for its purposes. In doing so Facilities determines if that property meets one or more of the following criteria:

1. The County has or soon will have no practical, efficient, or appropriate use for the property, nor will it have such a use for the property in the near future;
2. The purpose served by the property can be accomplished by use of a better, less costly, or more efficient alternative;
3. The purpose served by the property or its use no longer exists as determined by a change of policy evidenced by an ordinance or resolution of the Board of County Commissioners or funding has been withdrawn for the program that has supported the property;
4. The facilities and or building residing on the property are damaged, worn out or otherwise inoperable and the cost of repairing the same is impractical.

Upon determining that the property meets one or more of the above criteria Facilities submits that property(s) to the Board who declares that property surplus through resolution.

In **phase two**, Facilities provides opportunity for public notice and comment regarding the disposition of any surplus property by notifying the community(s) of the declaration of surplus with subsequent intent to dispose of the property(s). On a predetermined date Facilities

provides a report to the Board summarizing actions taken and next steps required for surplus property. This report may and often does contain a plan for sale of the property. The Board, by accepting the report, approves next steps regarding the property and moves the property into the third and final stage.

In **phase three**, Facilities may sell, contract to sell, sell by trust deed, or exchange such property or interest therein in the manner and upon the terms standards, and conditions approved by the Board. The County will obtain fair market value for any surplus real property offered for sale, except that less than fair market value may be accepted if it is determined to be in the best interest of the County to sell the property for a negotiated amount that is subsequently approved by the Board of County Commissioners.

Facilities has determined through a collaborative effort with affected Departments that those properties listed earlier in this report meet one or more of the criteria above. Therefore, the Board will be asked to approve a resolution for surplus. After which phases two and three will be undertaken with some activity occurring simultaneously. Facilities would then submit a report to the Board upon completion of that work for approval prior to final disposition activities for surplus property.

e. Communication Plan

Communication planning for the Disposition Strategy will be a critical and ongoing function throughout the life of this Project. Provided here are basic, preliminary elements of an overarching communication plan, with the expectation that additional elements and specific details will be included as the Project becomes operational. Communication planning will be especially closely tied to, coordinated with, and supportive of the Site Strategy and Moves/Adds/Changes teams.

Specific communication plans related to particular events, sites or milestones will be developed as the Project unfolds. These plans will adhere to the elements described here to provide consistency, cohesiveness and a comprehensive approach to the overall communication activities related to this Project.

Primary communication elements described include:

- scope and goals for the Plan
- a list of stakeholders that may be impacted
- proposed key messages in summary form
- recommendations for communication vehicles or tools
- temporary communication/change management structures
- Project Team communication protocols, guidelines and ground rules to coordinate with and support the efforts of the Site Strategy and MACs teams.

Scope and goals of the communication plan

The scope of this plan includes information and communication strategies targeted to:

- Internal stakeholders who may be impacted by the Facilities Disposition Project
- Facilities Disposition Team members, Facilities staff and contractors involved in implementing this Project

- A third potential area of focus is external customers, providers and clients of County services that are impacted by the Disposition Project, pending discussions with the Public Affairs Office to identify border issues and handoff points.

The goals of the communication plan will be to:

- Provide high-level information such as overall plan, timeline, benefits and updates sufficient to build general awareness of and support for the Disposition Project.
- In coordination with the Site Strategy and MACs teams, provide detailed information to impacted stakeholders on specific site developments to support planning for and execution of moves and changes.
- Develop communication practices, norms and protocols among the members of the Project Team and other Facilities staff to provide consistent, accurate and appropriate information to each other and to impacted stakeholders.

Stakeholder Identification and Analysis

The Facilities Disposition Project has the potential of affecting a wide range of stakeholders at different times and at different levels. The communication plan will provide information to each of these stakeholder groups as needed via appropriate communication vehicles and tools throughout the duration of the Project. This will be accomplished through an ongoing assessment to determine current stakeholder involvement, awareness and information needs.

Prospective stakeholder groups include:

- The Chair's Office, Board of County Commissioners, unions, other Elected Officials, external Boards or interest groups
- Facilities staff and contractors
- Department Directors and Administrative Services Managers (who, along with Facilities managers are considered 'champions' of this initiative)
- Business Services Leadership Team – some of whose operations will be impacted or will be providing infrastructure-related support for moves and changes
- The Public Affairs Office (PAO), who may be involved in providing information to the media and clients related to moves and changes
- Division managers, supervisors, leads who may be involved in planning for moves and changes
- Line staff who will be asked to move or change
- External and internal clients or customers of services provided at County facilities that are impacted by the Disposition Strategy
- External business, realtors, contractors, suppliers impacted by the Strategy
- External tenants of County facilities impacted by the Strategy
- The media who may be involved in communicating changes to the public related to the Disposition Strategy

Key Messages/Themes

Throughout the duration of the Project, key messages will be identified based on the approved Disposition Strategy, on events and milestones as they unfold and other critical developments. Communicating key messages consistently will help stakeholders clearly

understand the need for this Project, its benefits and impacts. This will be important given that physical moves generally require a significant amount of information and effort. Moves pose disruptions to those affected and possibly will require new, undesired changes to routine. Additionally, moves imposed from 'above' could generate some resistance. Key messages will also help stakeholders manage their expectations, given the fair degree of ambiguity and likelihood of change inherent in this project.

Key messages should be incorporated into various communication vehicles and tools (as identified below). To achieve maximum consistency and clarity for stakeholders, incorporating key messages in face-to-face meetings, conversations, and presentations would also be helpful. Proposed key messages could include:

- **Mandate for change: Five years of budget cuts**
 - The Past: \$61m cut from County budget in past 5 years
 - The Near-term: \$32 million iTax impact
 - The Future: structural deficit of \$6-8 million annually
- **Budget cuts create a serious situation for County facilities**
 - Portfolio size: too many small bldgs – 24,000s.f./bldg compared to 199,000, expensive to maintain many small bldgs
 - Preventive Maintenance under funded: give stats
 - Inefficient use of space:
 - Deferred capital backlog – of properties that need capital maintenance work
- **Facilities Disposition Project addresses long-term needs:**
 - Reduce total County sq. footage by 10% (320,000 sf by 7/2006)
 - Reduce number of county sites by 25% (27 of 120)
 - Cut operating expenses by \$2,500,000/yr
 - Reduce capital backlog by \$10,000,000
- **Overall savings will benefit the County as a whole-** it will be important for stakeholders who are impacted to understand the overarching reason and benefit for their inconvenience
- **The Disposition Project is a Countywide initiative** supported by the Board, Dept. Directors and ASMs
- **Decisions will be made jointly** by the Executive Committee and ASMs and presented to the Board for approval
- **Special Work Groups convened** to oversee the Project
 - Fully staffed, experienced
 - New processes in place to support moves and changes
 - Communication, input opportunities, other resources available

- **The Project is complex:** fluid, many variables out of our control, many interdependencies that could be affected because one variable changes
- **We need to actively manage expectations**
 - two-three years before goal is reached
 - for those whose offices will move, some short-term disruption
 - likelihood of changes to original schedules b/c of variables
- **We need everyone's support and understanding**

Communication vehicles/tools

Appropriate communication vehicles and tools will be identified as the Project unfolds and will be keyed to stakeholders' preferences and needs. Tools could include:

- Basic information packet: Disposition Project overview, FAQ, Resources, Timeline
- Regular decision-maker updates by Facilities to:
 - ASMs monthly
 - Executive Committee quarterly
 - Board semi-annually
- Site-specific communication keyed to impacted stakeholders – coordinated with Site Strategy/MACs teams
- Ongoing, regular updates via email, hard copy regarding moves/changes
- Talking points to be included in dept. newsletters, updates, Directors' messages, etc.
- Mint site: static information such as Project overview, FAQ, Timeline
- Brown Bags or Focus Groups at request of Dept. Directors, ASMs, or others
- Talking points to key opinion leaders as needed
- Other communication tools, vehicles as requested, needed

Temporary communication structures

An effective strategy often used during significant organizational change is to identify site champions, transition monitoring teams or 'point people' (not Facilities' staff). These individuals/teams act as a 2-way information conduit to provide accurate information and to apprise the Disposition Team of misinformation or unidentified information needs. This strategy may be adopted pending development of Site Strategy and MACs plans.

Communication norms and protocols among the Disposition Team

Given the complex nature of this project, where every change to the status of any one property could affect a chain of interdependent variables, clear communication protocols will need to be established among the Project team members, to keep each other apprised. These protocols will be developed and coordinated closely with each of the Project teams.

Communication protocols will also need to be established regarding how and when information should be shared with impacted stakeholders, particularly regarding specific sites. As the Project Teams develop their respective plans, the expectation is that

communication protocols for external stakeholders will also be clarified, agreed-upon and become part of standard operating procedure.

f. Lease Negotiation and Dispositions

Facilities and Property Management is engaged in a process of streamlining and increasing the efficiency of use for the Multnomah County Real Property Portfolio. This activity includes the disposing of property that isn't necessary for the County to retain. Facilities, has established a three part process for the identification and disposal of these surplus properties.

Phase 1 is internal to the County and establishes whether or not a property is operationally necessary and efficient for the County to operate. Program needs drive this phase of analysis. The product of this phase is a resolution of surplus by the Board of County Commissioners

Phase 2; the "Due Diligence" and Surplus Property Policy Process work is the responsibility of Facilities and Property Management. Facilities will evaluate the physical, legal, environmental, financial, and community condition of the "surplus" property. The result will be recommendation to the Board for action; such as sell, lease, or mothball and hold.

Phase 3 is the implementation action that is directed by the Board in Phase 2.

The attached flow chart graphically portrays a five point process for identifying the appropriate course of action for County owned property that is judged to be surplus. Currently there are nine properties that have been judged to be surplus to the County or are in the process of being declared surplus and are actively being worked on.

g. Moves Adds & Changes (MACs)

1. Background

Historically the project management of MACs has been tracked and executed semi-independently. Although there is an existing County Administrative Procedure – FAC-6 - that indicates that Facilities is the responsible party to execute moves, the responsibility has been assumed in some departments by other staff. This inconsistency:

- Has led to the inconsistent application of regulatory requirements, County policies, contractual obligations, etc.
- Makes it more difficult to view and document current conditions, opportunities, and changes in the County facility portfolio
- Reduces the opportunities to capture economies of scale
- Makes it substantially more difficult to improve coordination between the Business Services disciplines, specifically: IT, Telecom and Facilities

Facilities is currently implementing a new service delivery model for MACs that will streamline operations, create consistent work practices in regards to MACs, and provide a level of visibility to the County portfolio and true space utilization as never achieved in the past. This reformation was driven by the need for the

improved daily response to MACs and the need for enhanced space planning and move coordination required by the Consolidation and Disposition Strategy.

2. MACs Review Team Objectives

- Identify best practices and procedures
- Propose cost effective labor sources and practices
- Enhance the communication between IT, Telecom and Facilities
- Recommend a new service delivery model with enhanced customer service and response
- Propose a method to quantify MACs activity. [NOTE: with multiple players and no consistency, the County is currently unable to track expenditures associated with MACs accurately. The estimate that we reached for a 12-month period was in excess of \$1,500,000 labor, materials, and services.]

3. Review Process

A team made up of Facilities, IT and other department staff reviewed the best practices and procedures for MACs. Topics reviewed included:

- Types and scale of moves
- Staff that currently execute this work
- Funding and cost recovery models
- Standardization of forms, procedures, practices
- Consistent operating methods regarding the use of internal labor vs. contractors
- Timing and expectations
- Communications and tracking

4. New Structure

The newly formed MACs team will consist of three FTE redeployed from other Facilities work groups (i.e., using only existing budget and staff). The team will report to the Disposition Strategy Project Manager. The team will be integral in the development and implementation of the specific site strategies pursued in this project. Increased team building and communication channels have been implemented between the CBS service providers. [NOTE: The staff that will be deployed will be pulled from Property Management, Project Management, and Support. Their current assignments include elements of the work required in the new assignment and the remaining elements will be assumed by others. Customer service impacts should be minimal.]

5. Funding

Since existing resources that are funded by the maintenance rate are being restructured, there will not be a change to the Facilities budget. The MACs team will be funded through the maintenance rate and will not be charged to the client on a per hour basis as was previously the practice. This cost will be spread across the departments for the benefit of all.

6. Operating Methods

The operating procedures for the MACs group have been totally overhauled with the focus on responsiveness, communications and customer service. A specific change that will lower the cost of MACs as well as dramatically improving response times is that moves work will be accomplished by outside vendors specializing in this type of work. In-house skilled staff will provide tenant improvement and other skilled labor as required but will no longer be used for moves themselves.

7. Tracking

New accounting practices will be implemented using SAP to track, quantify and project move activity and requirements.

Appendix A – Site Scoring Spreadsheet

					Cost		Building Characteristics				Program Compatibility					Opportunity	
				3=keep if:	low	low	good	flexible	costly	not marketable	multi line transit	good	expect 5yr at same level	existing site critical	hard fit with others	no opportunity	
				1=target:	high	high	poor or vacant	inflexible	easy	has ready market	limited transit	inadequate	potential reductions over 5 yrs	if existing site not critical	potential fit with others	good opportunity over 2 yrs	
Bldg Num.	Tier	Building List	Primary Occupant	Square Feet	Cost / Sq Ft	6 Yr Cap Reqm	Space Usage	Flexible Layout	Costly to Move /Recreate	Market Exit Strategy	Close to Public Transit	Functional for current use	Funding Assurance	Location Function	Co-Location W/ other pgms	Opportunity	Total
				Weighting Factor	20	10	10	5	10	6	10	10	10	10	10	15	125
315	2	State Medical Examiner	DA	10,928	2	2	1	1	1	3	2	1	1	1	2	1	185
393	2	Peninsula Building	CommJus	7,285	2	1	1	2	1	2	2	2	1	2	1	1	185
149	4	Tri-County Crisis	HumanSv	2,204	1	3	1	1	1	1	1	2	3	3	1	1	195
436	4	Powell Villa (DSO)	HumanSv	6,865	1	3	1	3	1	2	2	1	2	1	1	2	195
454	4	Rockwood Neigh. Health	HealthSv	3,654	1	3	1	1	2	1	2	1	1	3	3	1	205
465	2	Wilman Building	CommJus	5,171	2	2	1	1	1	1	2	2	2	2	2	1	205
331	3	MCCF	MCSO	23,023	3	2	2	1	2	1	1	2	1	1	2	1	215
245	4	Dexco Building	HealthSv	8,661	1	3	2	2	1	1	3	2	2	2	2	1	220
106	4	Portland Building-14	Multi	18,772	1	3	1	3	1	3	3	3	3	1	1	1	225
340	4	Marlene Building	HealthSv	8,325	2	3	1	2	1	1	2	2	2	2	2	2	235
356	4	King Neighborhood Fac.	CommJus	3,280	2	3	2	2	2	2	2	2	2	2	1	1	235
455	1	John B Yeon Annex	CommSv	21,630	1	3	2	2	1	2	1	2	3	1	2	3	235
420	1	Southeast Health Clinic	HealthSv	23,386	1	2	1	2	2	1	3	3	2	2	1	3	240
166	4	Commonwealth Building	Multi	110,372	1	3	3	3	1	1	3	3	3	2	1	1	245
226	4	North Disability Services	HumanSv	10,311	1	3	2	2	2	1	3	1	3	3	1	2	245
327	2	Penumbra Kelly Building	BusSv	18,484	1	2	3	2	3	2	2	1	3	1	1	3	245
339	4	East Portland Comm. Ctr	HumanSv	490	3	3	2	1	1	3	2	2	3	1	1	1	245
303	4	South Powellhurst (ASD)	HumanSv	21,610	2	3	2	1	1	1	3	2	3	2	1	2	250
324	3	Animal Shelter	CommSv	13,148	1	2	3	1	3	2	1	2	2	1	3	3	250
407	2	Gresham Probation	CommJus	4,054	2	1	3	2	2	2	1	2	2	2	2	3	255
430	1	Mid-County Health Center	HealthSv	21,206	1	2	3	2	2	2	2	2	2	3	1	3	255
481	3	Central Probation	CommJus	7,618	2	1	2	2	2	2	2	3	2	2	1	3	255
160	3	Gladys McCoy Building	HealthSv	98,318	1	1	3	2	3	1	3	2	2	3	1	3	260
274	4	Blanchard Service Center	BusSv	39,650	1	3	1	2	2	3	3	3	3	1	1	3	260
304	4	Mid-County District Office	CommJus	4,972	2	3	2	2	2	1	2	2	2	2	1	3	260
313	3	Hansen Building	MCSO	31,866	2	1	1	2	2	3	3	3	3	2	3	1	260
336	4	Baltazar Ortiz (La Clinica)	Multi	7,738	1	3	2	2	1	3	3	2	2	3	1	3	260
155	2	Martha Washington (MCR)	CommJus	65,189	3	1	2	1	3	1	3	2	1	3	3	1	265
448	1	GCC Service Bldg	Multi	13,914	2	3	2	3	1	1	3	3	1	2	1	3	265
503	1	Multnomah Building	Multi	201,208	1	3	2	3	1	1	3	3	3	2	1	3	265
101	2	Multnomah City Courthouse	DA/Courts	258,473	2	1	2	1	3	2	3	1	3	3	1	3	270
161	3	Mead Building	CommJus	76,545	1	1	3	2	3	1	3	2	2	3	2	3	270
325	1	North Portland Hlth Clinic	HealthSv	24,017	1	3	2	2	2	3	3	3	2	2	1	3	270
409	4	Tabor Square	HumanSv	29,087	2	3	2	3	2	2	2	1	2	3	1	3	270
219	4	Gazelle House	CommJus	2,668	3	3	3	1	2	1	1	2	2	2	1	3	275
221	4	Columbia Pacific (PBNO)	CommJus	9,987	2	3	2	3	2	1	3	2	2	1	2	3	275
322	3	Walnut Park	multi	74,294	2	2	2	2	2	2	3	2	2	3	1	3	275
360	1	Womens Transition 1	CommJus	2,576	2	3	3	1	1	1	2	2	2	2	3	3	275
365	1	Womens Transition 2	CommJus	1,773	2	3	3	1	1	1	2	2	2	2	3	3	275
366	1	Womens Transition 3	CommJus	2,519	2	3	3	1	1	1	2	2	2	2	3	3	275
423	4	Rockwood Fmeyer	CommJus	1,591	3	3	3	1	1	1	3	2	2	3	2	1	275
437	1	Multnomah County East	Multi	82,155	1	3	2	3	2	1	3	3	2	3	1	3	275
446	3	Bridge Shops	CommSv	18,360	3	2	2	1	3	1	2	3	3	2	2	1	275
151	4	Cascade Plaza Oame Ctr	DBCS	130	1	3	3	2	1	3	2	3	3	3	1	3	280
358	2	Hooper Memorial Center	(contract)	16,599	3	2	3	1	1	1	3	2	1	3	3	2	280
617	3	Title Wave Bookstore	Libr	13,409	3	1	3	1	1	2	2	3	3	1	2	3	280
314	2	Inverness Jail	MCSO	233,342	2	2	2	1	3	3	1	3	2	2	3	3	285
439	1	GCC MDT Building	Multi	22,871	2	3	3	3	1	1	3	3	2	2	1	3	285
444	4	Towne Building	Courts	13,400	3	3	3	1	1	1	1	3	3	2	1	3	285
447	4	St. Francis Dining Hall	HealthSv	180	3	3	2	1	1	1	2	3	3	2	1	3	285
999		Ptld bldg-15		18,760	1	3	3	3	2	2	3	3	3	2	2	2	285
317	3	Library Administration	Libr	35,265	2	3	3	2	2	1	2	3	3	1	2	3	290
425	2	John B Yeon Facility	CommSv	181,934	3	1	2	1	2	2	1	3	3	3	2	3	290
462	4	Public Safety/School Bldg	DA	1,432	3	3	3	2	2	1	2	2	3	2	3	1	290
473	4	YWCA Downtown Center	HumanSv	12,085	1	3	2	3	1	2	3	3	3	3	2	3	290
311	1	Juvenile Justice Complex	CommJus	179,841	1	3	2	2	3	2	2	3	3	3	2	3	295
406	4	Gresham District Court	DA/Courts	5,600	2	3	3	1	3	1	2	2	3	3	1	3	295
451	1	GCC Resid. Bldg	Multi	10,802	3	3	1	1	2	2	3	3	1	2	3	3	300
119	2	Justice Center	MCSO	265,745	2	1	2	1	3	3	3	3	3	3	2	3	305
504	1	Multnomah Bldg Garage	Multi	103,159	3	3	3	1	1	1	3	3	3	3	1	3	315
312	4	Vector Control	HealthSv	2,596	2	3	3	1	3	3	1	3	3	3	3	3	325
414	1	Elections Building	CommSv	41,248	3	3	2	2	2	1	3	3	3	2	3	3	330

Appendix B – Results Spreadsheet

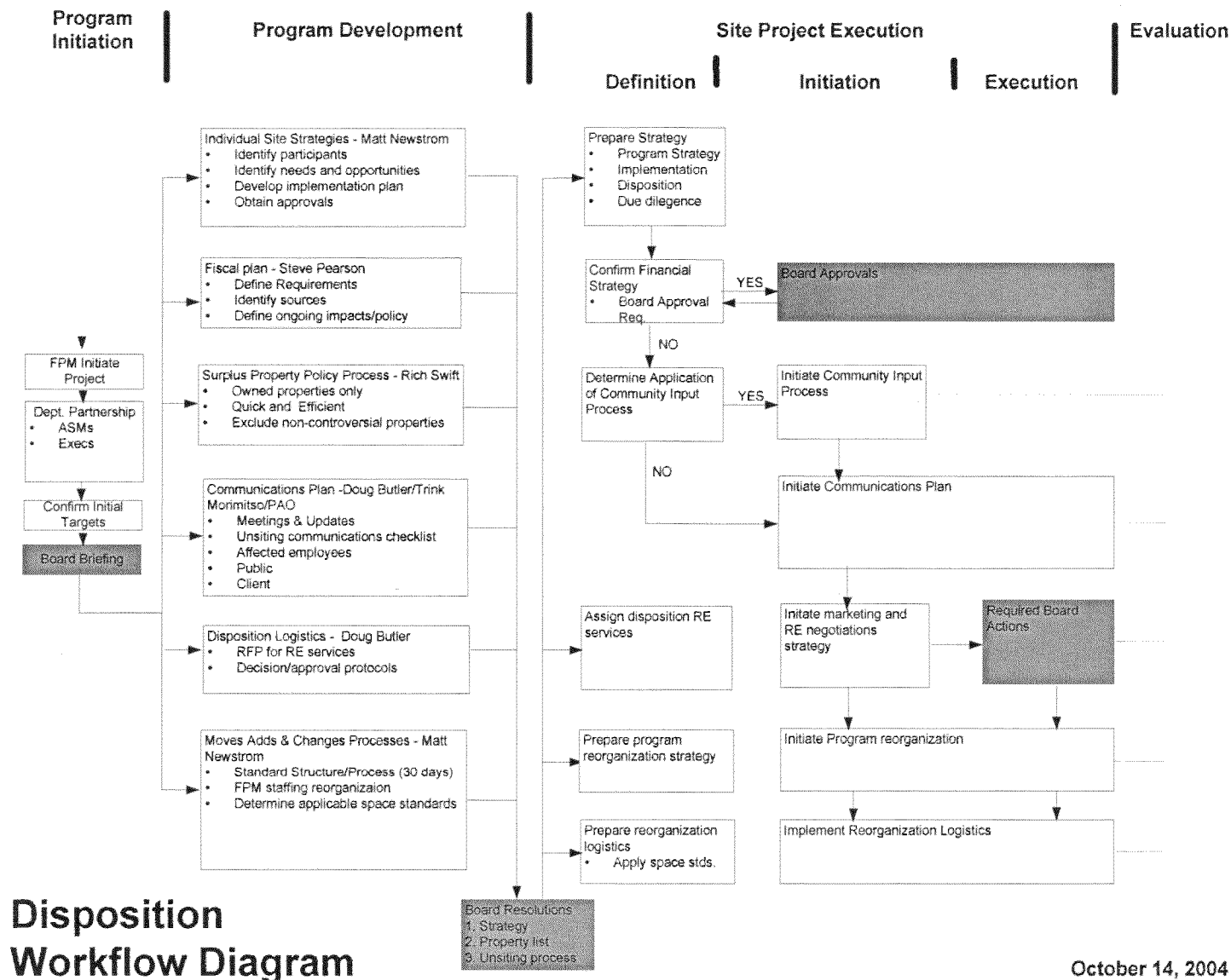
Proposed Sites for Disposition										320,000	\$2,500,000	\$5,000,000	27
				Sq Ft	Approx Savings	5 Yr Def Mtnc	Score	Dispose	Disp Sq ft	Disp Savings	Disp Cap mtn	Count	
owned	315	State Medical Examiner	DA	10,928	100,831	433,000	185	yes	326,708	2,098,780	8,754,000	24	
owned	393	Peninsula	HAP	7,285	99,659	323,000	185	yes	7,285	99,659	323,000	1	
leased	149	Tri-County Crisis	HumanSv	2,204	34,356		195	yes	2,204	34,356	0	1	
leased	438	Powell Villa (DSO)	HumanSv	6,865	114,292		195	yes	6,865	114,292	0	1	
leased	454	Rockwood Neigh. Health	HealthSv	3,654	78,208		205	yes	3,654	78,208	0	1	
owned	465	Wilman Building	CommJus	5,171	50,394	269,000	205	yes	5,171	50,394	269,000	1	
owned	331	MCOF	MCSO	23,023	127,206	769,000	215	yes	23,023	127,206	769,000	1	
leased	245	Dexco Building	HealthSv	8,661	150,636		220	yes	8,661	150,636	0	1	
leased	106	Portland Building-14	Multi	18,772	380,229		225	yes	18,772	380,229	0	1	
leased	340	Marlene Building	HealthSv	8,325	97,271		235	yes	8,325	97,271	0	1	
leased	356	King Neighborhood Fac.	CommJus	3,280	35,187		235	maybe					
owned	455	John B Yeon Annex	CommSvc	21,630	666,946	0	235	maybe					consolidation possibility
owned	420	Southeast Health Clinic	HealthSv	23,386	439,876	1,743,000	240	maybe					consolidation possibility
leased	166	Commonwealth Building	Multi	110,372	1,704,931		245	maybe					consolidation possibility
leased	228	North Disability Services	HumanSv	10,311	199,209		245	yes	10,311	199,209	0	1	
owned	327	Penumbra Kelly Building	BusSvc	18,484	322,518	1,783,000	245	maybe					
leased	339	East Portland Comm. Ctr.	HumanSv	490	400		245	yes	490	400	0	1	
leased	303	South Powelhurst (ASD)	HumanSv	21,610	212,906		250	yes	21,610	212,906	0	1	
owned	324	Animal Shelter	CommSvc	13,148	232,348	1,317,000	250	no					
owned	407	Gresham Probation	CommJus	4,054	55,338	291,000	255	maybe					
owned	430	Mid-County Health Center	HealthSv	21,206	391,697	1,234,000	255	no					
owned	481	Central Probation	CommJus	7,618	62,807	995,000	255	maybe					could combine w 304
owned	160	Gladys McCoy Building	HealthSv	98,318	1,488,205	13,399,000	260	maybe					consolidation possibility
leased	274	Blanchard Service Center	BusSvc	39,650	589,639		260	no					consolidation possibility
leased	304	Mid-County District Office	CommJus	4,972	70,247		260	maybe					could combine w 481
owned	313	Hansen Building	MCSO	31,866	246,274	2,615,000	260	yes	46,181	246,274	2,615,000	1	
leased	338	Baltazar Ortiz (La Clinica)	Multi	7,738	272,221		260	maybe					
owned	155	Martha Washington (MCRC)	CommJus	65,189	385,973	5,464,000	265	maybe					
owned	448	GCC Service Bldg	Multi	13,914	144,333	236,000	265	no					
owned	503	Multnomah Building	Multi	201,208	4,275,239	689,000	265	no					
owned	101	Multnomah City Courthouse	DA/Courts	258,473	2,020,303	68,317,000	270	no					
owned	161	Mead Building	CommJus	76,545	1,255,799	6,526,000	270	maybe					
owned	325	North Portland Hlth Clinic	HealthSv	24,017	663,405	0	270	no					
leased	409	Tabor Square	HumanSv	29,087	346,076		270	no					
leased	219	Gazelle House	CommJus	2668	10,859		275	no					
leased	221	Columbia Pacific (PBNO)	CommJus	9,987	133,666		275	no					
owned	322	Walnut Park	Multi	74,294	731,185	3,641,000	275	no					
owned	360	Womens Transition 1	CommJus	2,576	28,539		275	no					
owned	365	Womens Transition 2	CommJus	1,773	16,872		275	no					
owned	366	Womens Transition 3	CommJus	2,519	17,151		275	no					
leased	423	Rockwood Freyer	CommJus	1,591	2,754		275	no					
owned	437	Multnomah County East	HealthSv	82,155	2,091,476	0	275	no					
owned	446	Bridge Shops	CommSvc	18,360	104,395	774,000	275	maybe					
leased	151	Cascade Plaza Oame Ctr	DBCS	130	3,503		280	no					
owned	358	Hooper Memorial Center	(contract)	16,599	116,181	686,000	280	yes	16,599	116,181	686,000	1	
owned	617	Title Wave Bookstore	Libr	13,409	67,217	1,231,000	280	no					
owned	314	Inverness Jail	MCSO	233,342	1,618,951	7,255,000	285	no					
owned	439	GCC MDT Building	Multi	22,871	178,395	380,000	285	no					
leased	444	Towne Building	Courts	13,400	57,203		285	no					
leased	447	St. Francis Dining Hall	HealthSv	180	1,095		285	no					
leased	999	Portland Building-15	Multi	18,750	380,255		285	maybe					
owned	317	Library Administration	Libr	35,265	267,537	557,000	290	no					
owned	425	John B Yeon Facility	CommSvc	181,934	877,607	12,715,000	290	no					
leased	462	Public Safety/School Bldg	DA	1,432	7,250		290	yes	1,432	7,250	0	1	
leased	473	YWCA Downtown Center	HumanSv	12,095	238,081		290	no					
owned	311	Juvenile Justice Complex	CommJus	179,841	4,274,321	4,050,000	295	no					
leased	406	Gresham District Court	DA/Courts	5,600	43,992		295	no					
owned	451	GCC Resid. Bldg	Multi	10,802	81,611	100,000	300	no					
owned	119	Justice Center	MCSO	265,745	2,556,297	35,961,000	305	no					
owned	504	Multnomah Bldg Garage	Multi	103,159	159,909	195,000	315	no					
leased	312	Vector Control	HealthSv	2,596	110,475		325	no					
owned	414	Bections Building	CommSvc	41,248	229,028	837,000	330	no					look at financing strategies
Disposal FY06 Not on list													
leased	276	Anchor Park	Libr	3,005				Yes	3,005	0	0	1	book storage, lease expires
owned	698	Montavilla Bldg	DBCS	4,702				Yes	4,702	0	0	1	
owned	412	Morrison		34,660	83,477	3,659,000		Yes	34,660	83,477	3,659,000	1	
Closed in FY04													
	109	ADS DSO West Branch CLOSED		7560				Yes	7,560	0	0	1	
	278	Columbia Villa Health Field Nursing CLOSED 12/31/02		1125				Yes	1,125	0	0	1	
	400	Gresham Neighborhood Center		24626				Yes	24,626	0	0	1	
	421	Ford		52143				Yes	52,143	0	0	1	
	433	DSO SE Portland Branch CLOSED		7376				Yes	7,376	0	0	1	

Appendix C – Properties not included

The Noes – Buildings NOT in Portfolio Review

Owned Buildings		Leased Buildings		Ancillary out Buildings	
14	Rocky Butte Microwave Site	15	Biddle Butte Skamania County	269	Blanchard Parking Shed
111	Motor Pool Trailer (Lot 30)	307	River Patrol, Columbia	272	Blanchard Maint Bldg 1
320	Inverness Jail Laundry	308	River Patrol, Willamette	273	Blanchard Fleet Shops
321	Inverness Jail Storage	309	River Patrol, Chinook Landing	279	Blanchard Maint Bldg 2
330	Edgefield Children's Center	374	Banfield Industrial Park Bldg A	296	Vector Cont. Parking Shed
427	Road Shop #1 Skyline	469	Bridge Shop-Trailer Conf. Room	297	Vector Cont. Mod Office
432	Road Shop #5 Springdale	471	Bridge Shop - Modular Trailer	298	State Med Examiner-Garage
452	Multnomah County Wapato Facility	474	Kiper Bldg Rd. Maint	316	Hansen Building - Refueling
459	Road Shop #5 Springdale-Garage	602	Albina Library	318	Sheriff's Warehouse
464	Road Shop #1 Skyline - Garage	619	NW Library	319	Sheriff's Youth Search & Rescue
601	Central Library	621	Fairview Library	371	Animal Control - Trailer
603	Belmont Library	625	Sellwood Library	378	Hansen Building Garage 1
605	Capitol Hill Library			379	Hansen Building Garage 2
606	Gregory Heights Library			713	Health Services New Avenues For Youth
607	Gresham Library				
609	Holgate Library				
611	Midland Library				
612	North Portland Library				
614	Rockwood Library				
615	St. Johns Library				
618	Woodstock Library				
622	Hollywood Library				
623	Hillsdale Library				

Appendix D – Draft Workflow diagram



October 14, 2004



Facilities 2006 Disposition and Consolidation Strategy

**Board Presentation
11/18/04**

The Need for Cost Saving Action

Continual Pressure on General Fund

- **Over \$61,000,000 in constraints impacted Budget in FY02-FY05**
(Due to expenses growing faster than revenues)
- **Expect over \$10,000,000 in impacts in FY06 and beyond**
- **Additional hit of \$40,000,000 beginning in FY07**
(From end of ITAX revenue)

Facilities Contribution to Solution:

Create Disposition & Consolidation Strategy to:

- 1. Reduce amount of occupied space to improve efficiency & reduce costs**
- 2. Reduce the number of county sites to improve maintenance & program operating efficiencies**
- 3. Dispose of our most inefficient & least economic properties**

The Process to Determine Targets

Steps to Dispositions

- **Assess each facilities contribution and usefulness**
- **Assess cost to bring buildings to a maintainable state**
- **Assess County program's current and future needs**
- **Develop Disposition Strategy (with Executive Team and Administrative Service Managers)**
 - o Define target properties
 - o Define necessary relocations/consolidations
 - o Set process for approvals
 - o Develop "Surplus Property" procedure
- **Obtain BCC approval**
- **Complete dispositions by July 1, 2006**

Selection Results

Selection Results Summary

10% Square Footage Reduction

326KSF of 320K targeted (102%)

Annual Operating Expense Savings

\$2.1M of \$2.5M targeted (89%)

Deferred Maintenance Obligation reduction

\$8.8M of \$10M targeted (88%)

25% Site Reductions/Consolidations

24 of 27 targeted (89%)

Buildings to Target Initially

106	Portland Building-14	225	Yes	
109	ADS DSO West Branch CLOSED	Not Rated	Yes	closed in 04
149	Tri-County Crisis	195	Yes	
226	North Disability Services	245	Yes	
245	Dexco Building	220	Yes	
276	Anchor Park	Not Rated	Yes	
278	Columbia Villa Health Field Nursing	Not Rated	Yes	closed in 04
303	South Powellhurst (ASD)	250	Yes	
313	Hansen Building	260	Yes	
315	State Medical Examiner	185	Yes	
331	MCCF	215	Yes	
339	East Portland Comm. Ctr.	245	Yes	
340	Marlene Building	235	Yes	
358	Hooper Memorial Center	280	Yes	
393	Peninsula	185	Yes	
400	Gresham Neighborhood Center	Not Rated	Yes	closed in 04
412	Morrison	Not Rated	Yes	in process with community
421	Ford	Not Rated	Yes	closed in 04
433	DSO SE Portland Branch CLOSED	Not Rated	Yes	closed in 04
436	Powell Villa (DSO)	195	Yes	
454	Rockwood Neigh. Health	205	Yes	
462	Public Safety/School Bldg	290	Yes	
465	Wikman Building	205	Yes	
698	Montavilla Bldg	Not Rated	Yes	in process with community

Buildings for Further Study

356	King Neighborhood Fac.	235	maybe	
455	John B Yeon Annex	235	maybe	consolidation possibility
420	Southeast Health Clinic	240	maybe	consolidation possibility
166	Commonwealth Building	245	maybe	consolidation possibility
327	Penumbra Kelly Building	245	maybe	
407	Gresham Probation	255	maybe	
481	Central Probation	255	maybe	could combine w 304
160	Gladys McCoy Building	260	maybe	consolidation possibility
304	Mid-County District Office	260	maybe	could combine w 481
338	Baltazar Ortiz (La Clinica)	260	maybe	
155	Martha Washington (MCRC)	265	maybe	
161	Mead Building	270	maybe	
446	Bridge Shops	275	maybe	
999	Portland Building-15	285	maybe	

- Other buildings may be added or substituted in future

Procedures Developed To Implement Policy

Project Procedures for Success

- Project Management
- Risk Assessment
- Fiscal Procedures
- Surplus Property Procedures
- Communications
- Dispositions/Lease Exit Strategy
- Moves, Adds, Changes (MAC's)

Yields: Site Specific Strategies

Next Steps

- **Board Adoption of Resolutions**
 - o Strategy and Plan
 - o Declaration of “Surplus” for initial affected properties
 - o Surplus Property procedures
- **Development of Proposed Rollout**
 - o Timing of dispositions
 - o Program personnel moves
 - o Identify costs, revenues, and their timing (proforma)
- **Implementation Phase**
 - o Form site teams
 - o Initiate communication, Surplus property processes
 - o MAC
 - o Lease/Disposition
- **Continue with related initiatives**
 - o Courthouse, Master Plan, Disposition of excess land

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-168

Adopting a Consolidation and Disposition Strategy for Multnomah County Facilities

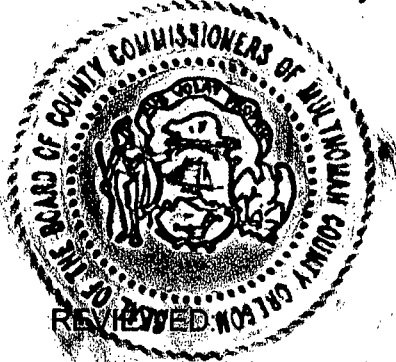
The Multnomah County Board of Commissioners Finds:

- a. The County's current level of funding for its buildings is insufficient to keep up with the growing list of deferred maintenance, compliance, and preventative maintenance needs.
- b. Continual and escalating pressure on the County's General Fund prevents increasing the amount of facility maintenance and compliance funding beyond current levels.
- c. A reduction in overall cost of the County's facilities programs will be necessary to match reductions in other programs and to correspond with reduction of revenue at the scheduled expiration of the County temporary income tax.
- d. The County is making inefficient use of much of its building space. This is caused to a large extent by changes in program size and priority in combination with a lack of funding to adjust and consolidate physical space as programs change.
- e. The County spends over \$4.3 million per year on leases. Consolidating services to eliminate some of these leases will also reduce County costs.
- f. There is a critical need for a focused plan to dispose of some of the County's properties and leases to reduce overall County cost, to reduce the County deferred maintenance liability and to improve the capacity to preserve the remaining assets.

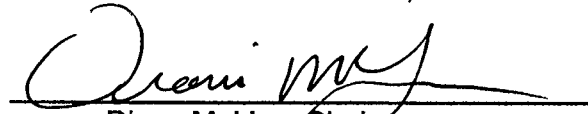
The Multnomah County Board of Commissioners Resolves:

1. The Multnomah County Facilities Portfolio Consolidation and Disposition Strategy dated October, 2004 attached herein is adopted as the framework for a logical and orderly reduction in the County facilities portfolio.

ADOPTED this 18th day of November, 2004



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John S. Thomas, Assistant County Attorney

Multnomah County Facilities Portfolio

Consolidation and Disposition Strategy

November, 2004

Prepared by:

- **Executive Committee**
- **Administrative Services Managers Group**
- **Facilities and Property Management Division**

Submitted for acceptance by:

- **Multnomah County Board of Directors**

For Further Information Contact:
Doug Butler
Director
Facilities and Property Management Division
503-988-6294

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1. Executive Summary

The Facilities & Property Management Division (Facilities) at the direction of the County Chair was charged with leading the County in the development of a comprehensive strategy for consolidating County uses within our facilities portfolio and disposing of surplus property. The need for this strategy is based on the following:

County Funding

It is anticipated that County funding sources will continue to grow at a slower rate than requirements creating an annual shortfall. This trend will create the need to cut General Fund expenditures by as much as \$8 million in each of the next several years. Just as significantly, the current temporary income tax (iTax) will sunset on June 30, 2006 which will create an immediate and permanent annual shortfall of an additional \$30+ million! [NOTE: An initiative effort has been successful in putting a measure on the November 2004 ballot which would repeal the iTax, creating the anticipated shortfalls 18 months earlier in January 2005.] Both of these circumstances will create a need to cut programs/services which, in turn, will result in facility vacancies and reduced utilization of County facilities. To address this situation, it is mandatory that the County develop a strategy for downsizing its building portfolio.

Portfolio Size

Multnomah County's 120+ structures – approximately half of which are owned – average only 24,000 Sq Ft/Bldg compared with a regional government building average of 199,000 Sq Ft/Bldg. Having a greater number of small buildings increases maintenance costs since every building has separate heating/cooling systems, roofs, etc. While the nature of many County services – such as neighborhood libraries – would cause some deviation from the norm, there appears to be a significant opportunity to decrease the County building count and improve our building maintenance efficiency.

Maintenance and Reliability

The current \$39 million+ Facilities budget permits limited preventive maintenance work – currently about 8% of our total work requests vs. an industry standard of up to 30%. In addition, the Capital Budget only permits scheduling timely capital equipment replacement in the 28 “Tier 1” buildings which are in good condition and separately funded. All of our remaining facilities are managed on a “run to failure” policy where we address only emergencies or eminent life/health/safety issues simply because there is no funding to do otherwise. This is not a good strategy for the County since fixing failures is much more expensive in the mid-to-long term than preventing them and it includes an added risk of unscheduled closures due to system failures.

Space Utilization

The current County facility portfolio has grown and changed over the years to accommodate program needs, opportunities and funding levels. Cuts in response to funding constraints totaling more than \$60 million during the past 5 years have led to reductions in staff and the elimination of programs. The result of these dynamics is that

the County has numerous facilities that appear to be under-utilized. Because it can be expensive to consolidate and reconfigure space in order to maximize the use of every square foot, the pace of this work has been far slower than the need/opportunity. If resources can be identified to cover the cost of consolidation, there is a significant opportunity to improve space utilization and cut facilities costs.

Deferred Capital Backlog

As described previously, current limited funding increases the risk of system failures and unplanned closures. Of equal concern is that our buildings are deteriorating and the backlog of needed capital maintenance work grows a little larger each year. The current backlog (including needed seismic upgrades) totals more than \$120 million. About \$80 million of this total is due to problems with the Courthouse and Justice Center which are being addressed through a separate effort. This still leaves the County with a \$40 million backlog and no short-term means of addressing it. A thoughtful disposition strategy could help eliminate some of the County's worst buildings and begin to address this backlog.

The Consolidation and Disposition Strategy is intended to:

- Improve the County's utilization of space within its facilities in order to reduce the cost of housing the County's activities
- Reduce the number of County buildings in order to reduce the extra costs of operating many small buildings (improve efficiency)
- Dispose of surplus County facilities in order to:
 - Reduce facilities operating costs
 - Avoid needed capital expenditures in substandard buildings and reduce the capital maintenance backlog
 - Generate potential funding to cover the costs of consolidation
 - Generate savings and one-time funding to address both General Fund shortfalls and continuing facilities capital and operations needs
 - Return unneeded County property to the tax rolls.
- Maintain the County's low vacancy rates within its facilities portfolio even as the County experiences significant downsizing. [NOTE: This is a mid- to long-term objective. It is anticipated that the process of consolidating space will create vacancies in the short-term that will then be eliminated as the portfolio is reduced.]
- Improve the County's capacity to care for the buildings within its portfolio by:
 - Eliminating some higher cost and uneconomical buildings
 - Using a portion of the savings/proceeds to fund critical capital maintenance work
 - Reducing the facilities portfolio to a size that permits a more prudent amount of preventative and compliance maintenance given current staffing and resources

Using guidance from the Board during the FY05 Facilities Budget discussion, Facilities outlined a concept and mapped out a more detailed strategy with the Executive Committee over the spring and summer. Following the direction set by the Executive Committee, Facilities and the Administrative Service Managers (ASMs) worked together to identify potential dispositions and to map a strategy for achieving desired outcomes.

We chose over 65 buildings to analyze in detail and convened two all day meetings with the ASM's in July to rate each of the buildings on 12 dimensions to determine which ones were the top candidates for disposition. The ASM's and Facilities then ranked the buildings based on disposition potential and by consensus reached a recommendation for disposition of 24 buildings to present to the Board. An additional 14 buildings were identified as potential candidates worthy of further study. In the next 90 days, it is anticipated that additional buildings will be recommended for disposition from this list of potential buildings.

Specific strategies are outlined in this document to address the management of this effort, communication procedures, financial management, specific site strategies, disposition procedures and strategies, procedures for managing the resulting moves, adds, and changes (MACs) needed to physically reconfigure space, etc.

In order to quantify the objectives and to track progress toward their accomplishment, four benchmarks were established for this strategy. For informational purposes, the specific disposition recommendations included in this strategy have been quantified to show how far they would go toward the accomplishment of our goals.

	<u>Target Amount</u>	<u>Amount Achieved</u>	<u>% of Goal</u>
Reduce Portfolio Square Footage by 10%	320,000 sf	326,000 sf	102%
Reduce Sites by 25%	27 sites	24 sites	89%
Cut Operating Expenses by \$2.5 million/yr	\$2,500,000	\$2,100,000	84%
Reduce Capital Backlog by \$10 million	\$10,000,000	\$8,800,000	88%

Proposed Project Scope

Proposed scope for this project encompasses three major phases for each property to be disposed. Timeframes will occur at different times based on the Site Strategies, market conditions and other variables for each property.

Project Phases:

- Identify properties that can be disposed
- Develop site strategies for each property in collaboration with County tenants
 - Begin Disposition of each property as options become available
 - Identify relocation/consolidation options for County tenants
- Execute relocations and consolidations

The entire Disposition Strategy is projected to occur over a two-to-three year timeframe depending on external and internal variables. A proposed "Surplus Property Policy" process is being developed for Board consideration to assist with external interface.

The Executive Committee, the Administrative Services Managers, and the Facilities and Property Management Division jointly recommend this strategy for adoption.

2. The Need for Consolidation

a. County Funding

Projections show that County funding sources will grow at a slower rate than requirements creating an annual shortfall. This trend will create the need to cut General Fund expenditures by as much as \$8 million each year in Fiscal Year 2006 and beyond. This situation follows a four year period in which this constraint condition required cuts of approximately \$61 million.

Just as significantly, the County's current temporary income tax (iTax) will sunset on June 30, 2006 which will create an immediate and permanent annual shortfall of an additional \$30+ million! Compounding the impact and uncertainty from the loss of this funding is the fact that an initiative effort has been successful in putting a measure on the November 2004 ballot to repeal the iTax immediately. If successful, this measure would repeal the iTax and create the anticipated shortfalls 18 months earlier in January 2005.

Both of these circumstances will create a need to cut programs/services, which, in turn, will result in vacancies and reduced utilization of County facilities. This will only exacerbate the continuing challenges to provide safe, reliable, appropriate, and accessible facilities to house the County's programs and services.

These funding challenges have already resulted in a number of actions and conditions that affect the long-term reliability and efficiency of the facilities in the County's portfolio:

- An average reduction of \$1 million per year in facilities expenditures in each of the past 5 years including a reduction of more than \$1 in direct client services (janitorial, carpet cleaning, etc.)
- Insufficient preventative maintenance
- Inability to keep pace with escalating building/occupancy code compliance requirements
- A large and growing deferred maintenance/seismic backlog
- Inability to reconfigure space and adjust the portfolio as funding and program needs change resulting in the ineffective use of building space

In the past it was always assumed that the only way to address this situation was to increase facilities expenditures. In fact, bond financing was approved about five years ago to address some of the most urgent capital needs in County buildings. While helpful, this bond funding did not address the underlying causes of the facilities problems. In addition, the continuing reductions in County funding have meant that it was simply not realistic to provide additional funding to support the facilities portfolio. Clearly, a change in approach is needed.

This Strategy offers a new paradigm:

Multnomah County is living beyond its facilities means.

Rather than assuming we need to find more funding in order to address our facilities problems, this Strategy looks for ways to change our approach to one that allows us to properly care for our facilities using currently available resources. The first and most obvious means of achieving this objective is to downsize the County building portfolio.

Approximately 80% of the County facilities budget is fixed relative to buildings. In other words, the only way to achieve reductions in these costs is to reduce the amount of space we occupy. Debt, utilities, leases, capital maintenance, etc. continue as long as the County is responsible for the space. In addition, marginal reductions in maintenance and repair will lead to unplanned failures and problems which usually cost more to address in the long run than the amounts saved in the short run. Doing more with less and being as efficient as possible is clearly a worthy objective and an operating principle within the Facilities Division. It alone, however, cannot solve the fundamental problems we face. Only consolidation and disposition can address those problems.

b. Portfolio Size

Multnomah County occupies more than 120 structures. Approximately half of these buildings are owned while the other half are leased from other private, non-profit, and government owners. These facilities are widely dispersed geographically throughout the County and include a number of highly specialized structures like jails, a courthouse, and libraries.

In order to maximize client access and improve service delivery, the County has historically established many small sites throughout the area. While attractive from a service delivery perspective, this policy has a significant impact on costs. In addition, facilities decisions were largely driven by the County programs (which provided the required funding) in the past. This led to many decisions being made in relative isolation and, in part, is the reason the County has shifted more recently to central management of the facilities portfolio. From this central perspective, it is now possible to consider the potential co-location or consolidation of a variety of programs with virtually no loss of function or accessibility.

As a result of the trends described above, the County's owned facilities average only 24,000 square feet/building. This compares (according to the Building Owners and Managers Association) with a regional government building average of 199,000 square feet. [NOTE: this comparison is inflated because the BOMA survey relies heavily on larger Federal buildings but is still felt to be illustrative of the County's problem.] Having a greater number of small buildings increases maintenance costs dramatically since every building has separate heating/cooling systems, roofs, building envelopes, etc. It takes many more service calls to care for these multiple systems than it would to service fewer and larger systems. It also increases travel (unproductive) time significantly.



While the nature of many County services would make co-location more challenging or impractical, there appears to be a significant opportunity to decrease the County building count and improve our building maintenance efficiency.

c. Maintenance and Reliability

The current Facilities budget permits limited preventive maintenance work. Currently about 8% of the total work requests in Facilities are for preventive maintenance work. This compares with suggested industry standards that range up to 30%.

In addition, the Capital Budget only permits scheduling timely capital equipment replacement in a limited number of facilities. The County has designated 28 of its facilities as "Tier 1" buildings. These buildings are in good condition and funded separately from the other facilities. Assuming an average annual increase of 8% in the "Asset Preservation" fees that are charged to occupants in these buildings, these buildings are projected to be able to fund all required capital replacement needs for the next 15 years.

In contrast, all of the remaining facilities are managed under a "run to failure" policy where only emergencies or eminent life/health/safety issues are addressed simply because there is insufficient funding to do otherwise. This is not a good strategy for the County since fixing failures is much more expensive in the mid- to long-term than preventing them and it includes an added risk of unscheduled closures due to system failures.

This situation is further complicated and the risks of unplanned closures is increased by the significant increase in regulations and standards and the increased enforcement of these regulations and standards during recent years. Testing and servicing requirements have increased substantially as a result. Training and licensing requirements are increasing notably and documentation needs have increased dramatically. Obviously, this results in the identification of more deficiencies than were detected previously and the required remediation pushes costs up. Failure to comply with these regulations can result in fines (which are also increasing) and, in some cases, building closures.

With careful planning, the consolidation and disposition of facilities can emphasize the elimination of those structures that are the most difficult to maintain and which have the highest risk of unplanned closures. This process could conceivably also improve the ability to address the needs of the structures that remain in the portfolio.

d. Space Utilization

The current County facility portfolio has grown and changed over the years to accommodate program needs, opportunities and funding levels. In fact, the County has grown over the past 15 years from 53 to 120+ buildings – a 126% increase – and from 1.3 million to 3.2 million square feet of space – a 146% increase. Most recently, however, cuts in response to funding constraints totaling more than \$70 million have led to reductions in staff and the elimination of programs.



The result of these dynamics is that the County has numerous facilities that appear to be under-utilized. Because it can be expensive to consolidate and reconfigure space in order to maximize the use of every square foot, the pace of this work has been far slower than the need/opportunity.

The effort to consolidate County programs into less space and to dispose of surplus property will generate both one-time proceeds from the sale of property and on-going operational savings. If portions of these resources are targeted to cover the cost of consolidation, there is a significant opportunity to improve space utilization and cut facilities costs.

e. Deferred Maintenance Capital Backlog

As described previously, current limited funding increases the risk of system failures and unplanned closures. Of equal concern is the fact that our buildings are deteriorating and the backlog of needed capital maintenance work grows a little larger each year. The current backlog (including needed seismic upgrades) totals more than \$120 million. About \$80 million of this total is due to problems with the Courthouse and Justice Center which are being addressed through a separate effort. This still leaves the County with a \$40 million backlog and no short-term means of addressing it.

It is important to remember that this is not just a theoretical problem. Each time needed replacement or overhaul is delayed, the risk of a system failure increases. Eventually the day will come when the system does fail and it must be addressed on an emergency basis – at a greater cost and at the expense of other activities that were previously thought to be of greater import. If you do not install a new roof when it is needed, the old one will eventually leak. It isn't a question of "if"; the only question is "when".

One of the most effective means of addressing this backlog is to target some of the County's worst buildings for disposition. This approach can potentially reduce the backlog significantly without requiring additional funding.

3. General Strategy

a. Underlying Principles

Given the clear and compelling need to manage the County portfolio differently and, in specific, to reduce the amount of space and the number of sites, this Strategy was developed with the following objectives in mind:

- Promotes active stewardship/allocation of county assets
- Assures a countywide perspective when making facilities and real estate decisions
- Reduces facilities operating expense
- Enhances program operations
- Fosters FPM effectiveness
- Addresses underlying causes of current portfolio problems

b. Strategy Objectives

The Consolidation and Disposition Strategy is intended to:

- Improve the County's utilization of space within its facilities in order to reduce the cost of housing the County's activities.
- Reduce the number of County buildings in order to reduce the extra costs of operating many small buildings (improve efficiency).
- Dispose of surplus County facilities in order to:
 - Reduce facilities operating costs.
 - Avoid needed capital expenditures in substandard buildings and reduce the capital maintenance backlog.
 - Generate potential funding to cover the costs of consolidation.
 - Generate savings and one-time funding to address both General Fund shortfalls and continuing facilities capital and operations needs.
 - Return unneeded County property to the tax rolls.
- Maintain the County's low vacancy rates within its facilities portfolio even as the County experiences significant downsizing. [NOTE: This is a mid- to long-term objective. It is anticipated that the process of consolidating space will create vacancies in the short-term that will then be eliminated as the portfolio is reduced.]
- Improve the County's capacity to care for the buildings within its portfolio by:
 - Eliminating some higher cost and uneconomical buildings
 - Using a portion of the savings/proceeds to fund critical capital maintenance work
 - Reducing the facilities portfolio to a size that permits a more prudent amount of preventative and compliance maintenance given current staffing and resources

c. Current Conditions

<u>Portfolio Characteristic</u>	<u>Challenge</u>
Relatively low vacancy rate	Relocations are more difficult and time consuming
Inefficient space utilization	Space standards inadequate and not followed
High own vs. lease ratio	Less liquidity and flexibility
No funding to consolidate & improve space utilization	Must create immediate savings to cover cost of moves & improvements
More, smaller facilities	Higher maintenance and capital costs
Specialized improvements	Less flexibility
Facilities deteriorating and maintenance under funded	Greater occurrence of emergency repair; poor quality environment for staff/clients

d. General Approach

Building on the Objectives outlined above, a process was outlined for developing specific recommendations. The major steps in that process include:

1. Assessing usefulness and cost to bring current facilities to maintainable state.
A detailed summary of all relevant data for each building was compiled to support this assessment.
2. Assessing current and future County program needs.
Senior management of each Department was consulted to develop a baseline understanding and then Department personnel were included in the ranking process.
3. Ranking each facility to identify disposition candidates.
Objective criteria (discussed in the next Chapter) were used to accomplish this ranking.
4. Creating a list of proposed properties for disposition.
A detailed discussion of each disposition candidate considered whether community commitments, building characteristics, legal obligations, or other considerations would preclude its consideration for disposal.

5. Creating a more detailed project plan for the implementation of this Strategy.
The key elements of this project plan and an outline of each element is discussed later in this document.
6. Complete dispositions by July 1, 2006.
This is a very aggressive deadline that will be impacted by a number of factors that are not fully controllable. In order to contribute to the solution to the loss of the iTax, it was felt that everything possible should be done to try to meet this deadline.

e. Timing/Approval Process

Spring 2004	Board & Exec. Comm. Discussions	Define problem and identify key strategies
Summer 2004	Outline Strategy and develop supporting data	Develop Strategy outline and begin addressing key issues
7/8	ASM/Facilities Planning #1	Identify disposition candidates
7/15	ASM/Facilities Planning #2	Identify target dispositions and outline project plan
8/5	ASM weekly meeting	Exec Committee Preparation Review
8/11	Exec. Comm. Mid-Course Review	Review results of work to date & insure consensus
8/24	Board Staff Briefing	Strategy briefing and discussion of Board review process
10/5	Board Briefing	Consideration of Strategy and related recommendations
TBD	Board Approval of Resolutions	Formal adoption of Strategy, declaration of "surplus" for dispositions, and approval of related processes

4. Evaluation Process

a. General Process

Facilities (with CRESA Partners, its disposition consultant) and the Administrative Service Managers (ASMs) worked together to create an initial list of properties which are recommended for disposition. It is anticipated that this initial list will be supplemented with additional recommendations at a later date after further analysis is completed.

The process used to generate this recommended disposition list involved the following steps:

1. A number of properties were identified that should not be included in the assessment process. These properties are listed in Appendix C of this document and were not included in the assessment if:
 - a. It is clearly a facility to be retained (e.g., Central Library and Inverness Jail);
 - b. It is ancillary to a building that is being assessed (the primary building will determine what should happen to the ancillary building);
 - c. It is felt that long-term program or community commitments, legal obligations, etc. would preclude disposition consideration.
2. Data was accumulated on each of the properties that were to be included in the assessment. In addition, senior management of each Department were consulted to develop a baseline understanding of on-going program needs.
3. A scoring spreadsheet was developed for evaluating each individual property. This scoring spreadsheet is described in more detail below and the initial scores assigned to each building are summarized at Appendix A.
4. The group held two full-day planning sessions to accomplish the required assessment.
 - a. Day 1 focused on refining the scoring system, evaluating the 65 candidate buildings and scoring each of these buildings against the identified criteria.
 - b. In Day 2, the group discussed the resulting rankings for each of the identified buildings in detail and determined whether to recommend disposition, further study, or no further consideration for each. [NOTE: a number of policies, procedures, and issues related to the implementation of this Strategy were also discussed on Day 2. The results of those discussions are reflected in later Chapters of this document relating to the Project Plan.]
5. The resulting recommendations are summarized below.

b. ASM Charette Participants

District Attorney	Scott Marcy
Community Justice	Shaun Coldwell
Health	Carol Ford
Human Services	Stevie Bullock, Al Stickel
Business & Community Services	Robert Maestre
Office of School & Comm. Partnerships	Kathy Tinkle
Sheriff Office	Christine Kirk, Sharie Lewis
Library	Becky Cobb
Budget	Bob Thomas
Finance, Budget, Assm't. & Taxation	Mindy Harris
Business Services	Dan Kaplan, Rich Swift
FPM Facilities & Property Mgmt	Doug Butler, Matt Newstrom, Wanda Yantis, Jon Schrotzberger, Steve Pearson, Lynn Dingler, Colleen Bowles
CRESA Partners	Mike Cook, Pat Cook, David Reinhart

c. Rating Process Objectives

To begin the process of evaluating the County's facilities, five objectives were identified for the rating system:

1. The ratings should balance the following factors:
 - a. Facility Costs
 - b. Building Condition/Needs/Characteristics
 - c. Program Suitability
 - d. Opportunity (for Disposition)
2. The system should allow a blending of solid data with subjective assessments.
3. The ratings should provide an agreed foundation for developing disposition recommendations to the Board.

4. Process should apply equally to all properties, but with the ability to withdraw properties from the list that have a clear County mandate to be retained.
5. Recommendations must be implementable.

d. Facilities Rating Factors

The following chart summarizes the rating system which was used to evaluate County buildings.

1. Each building was rated against the 12 characteristics listed below. A score of 1, 2, or 3 was assigned to each of these factors based on the criteria that are summarized in the right-hand column of the table.
2. A weight (importance factor) was then defined for each characteristic and the score for each characteristic was multiplied by the assigned weights.
3. The results were then totaled for each building to create a score for that building.
4. The buildings were then ranked from lowest to highest scores with the lowest scores considered as the best candidates for disposition. The detailed results of this scoring are summarized at Appendix A.

		Weight	1=consider if	3=keep if:	Explanation
Cost	Cost/SF	20	high	low	Includes total cost including all costs that would be eliminated by disposition of the facility - operating costs, debt reduction, repairs and maintenance.
	5 YR Cap Rqmt / MV	10	high	low	Percent of value that could be captured in a sale. Total cost including all costs that would be eliminated by disposition of the facility - operating costs, debt reduction, repairs and maintenance.
Building	Space Utilization	10	poor or vacant	good	Space use efficiency as judged by programs subjectively (sq. ft./ite provided but not relied on because of anomalies).
	Flexible Layout	5	inflexible	flexible	Easily allows for current program needs and adjustments for other program needs
	Costly to Move/Recreate	10	easy	costly	Rates to specialty improvements impediments to relocation potential
	Marketability & Exit strategy	5	has ready market	not marketable	Rates building type, readiness to market, and building setting
Program	Proximity to public transit	10	limited transit	multi line transit	Rates advantages of multi-line access
	Functionality for current use	10	inadequate	good	Current functionality for current or intended program needs
	Program Funding Confidence	10	potential reductions over 5 yrs	expect 5yr at same level	Addresses 5 year funding expectations
	Location Functionality	10	if existing site not critical	existing site critical	Rates location sensitivity to any move of program/tenant that might impede service, client access or interprogram synergies.
	Co-location w/other programs	10	hard fit with others	potential fit with others	Rates compatibility/incompatibility to consolidate with other groups
	Opportunity	15	opportunity next 2 yrs	no opportunity	Current vacancy, lease termination, or market interest in site

NOTE: A number of properties were not included in the assessment process if: 1) There were obvious and compelling reasons they should be retained; 2) they are ancillary to a building on the list; or 3) retained due to long-term program/legal commitments. See Appendix C for detail.



e. Disposition Recommendation

Once all of the buildings were assigned a score and ranked in order of that score, a detailed discussion considered what should be recommended for disposition. Each building was considered individually and was assigned to one of three categories:

1. **Yes** site is clearly agreed as a good target for disposition
2. **No** site should not be considered for disposition
3. **Further
Study** all others

NOTE: Further analysis and strategy development is underway to address each of the building designated for "Further Study" and a future planning session will be scheduled to discuss each of these buildings in detail. It is anticipated that additional disposition recommendations will result from this effort.

5. Selection Results

(See Appendix B for detailed scoring)

a. Recommended Dispositions

Bldg #	Building	Sq Ft	Savings	Def. Mtn.	Address
315	State Medical Examiner	10,928	100,831	433,000	301 NE Knott St
393	Peninsula	7,285	99,659	323,000	7220 N Lombard St
149	Tri-County Crisis	2,204	34,356	0	4850 SW Scholls Ferry Rd
436	Powell Villa (DSO)	6,865	114,292	0	3552 SE 122nd Ave
454	Rockwood Neigh. Health	3,654	78,208	0	800 SE 181st Ave
465	Wikman Building	5,171	50,394	269,000	4420 SE 64th Ave
331	MCCF	23,023	127,206	769,000	1906 SW Halsey St
245	Dexco Building	8,661	150,636	0	727 NE 24th Ave
106	Portland Building-14	18,772	380,229	0	1120 SW 5th Ave
340	Marlene Building	8,325	97,271	0	1027 E Burnside St
226	North Disability Services	10,311	199,209	0	4925 N Albina Ave
339	East Portland Comm. Ctr.	490	400	0	740 SE 106th Ave
303	South Powellhurst (ASD)	21,610	212,906	0	2900 SE 122nd Ave
313	Hansen Building	46,181	246,274	2,615,000	12240 NE Glisan St
358	Hooper Memorial Center	16,599	116,181	686,000	30 NE MLK Jr Blvd
462	Public Safety/School Bldg	1,432	7,250	0	1333 NW Eastman Pkwy
412	Morrison	34,660	83,477	3,659,000	2115 SE Morrison St
698	Montavilla Bldg	4,702	0	0	211 SE 80th Ave
	Subtotal FY05 and Beyond	230,873	2,098,779	8,754,000	
	Closed Prior to FY05				
109	ADS DSO West Branch	7,560	0	0	
276	Anchor Park	3,005	0	0	
278	Columbia Villa Health Field Nursing	1,125	0	0	
400	Gresham Neighborhood Center	24,626	0	0	
421	Ford	52,143	0	0	
433	DSO SE Portland Branch	7,376	0	0	
	Subtotal Closed Prior to FY05	95,835	0	0	
	Total Dispositions	326,708	2,098,779	8,754,000	

b. Recommended for Further Study

Bldg #	Building	Sq Ft	Approx Savings	5 Yr Def. Mtnc.	Score	
155	Martha Washington (MCRC)	65,189	385,973	5,464,000	265	
160	Gladys McCoy Building	98,318	1,488,205	13,399,000	260	consolidation possibility
161	Mead Building	76,545	1,255,799	6,526,000	270	
166	Commonwealth Building	110,372	1,704,931		245	consolidation possibility
304	Mid-County District Office	4,972	70,247		260	could combine w/481
327	Penumbra Kelly Building	18,484	322,518	1,783,000	245	
338	Baltazar Ortiz (La Clinica)	7,738	272,221		260	
356	King Neighborhood Fac.	3,280	35,187		235	
407	Gresham Probation	4,054	55,338	291,000	255	
420	Southeast Health Clinic	23,386	439,876	1,743,000	240	consolidation possibility
446	Bridge Shops	18,360	104,395	774,000	275	
455	John B Yeon Annex	21,630	666,946	0	235	consolidation possibility
481	Central Probation	7,618	62,807	995,000	255	could combine w/304
999	Portland Building-15	18,750	380,255		285	

c. Not Recommended for Disposition

Bldg #	Building	Score
101	Multnomah Cty Courthouse	270
119	Justice Center	305
151	Cascade Plaza OAME Ctr	280
219	Gazelle House	275
221	Columbia Pacific (PBNO)	275
274	Blanchard Service Center	260
311	Juvenile Justice Complex	295
312	Vector Control	325
314	Inverness Jail	285
317	Library Administration	290
322	Walnut Park	275
324	Animal Shelter	250
325	North Portland Hlth Clinic	270
360	Womens Transition 1	275
365	Womens Transition 2	275
366	Womens Transition 3	275
406	Gresham District Court	295
409	Tabor Square	270
414	Elections Building	330
423	Rockwood Fmeyer	275
425	John B Yeon Facility	290
430	Mid-County Health Center	255
437	Multnomah County East	275
439	GCC MDT Building	285
444	Towne Building	285
447	St. Francis Dining Hall	285
448	GCC Service Bldg	265
451	GCC Resid. Bldg	300
473	YWCA Downtown Center	290
503	Multnomah Building	265
504	Multnomah Bldg Garage	315
617	Title Wave Bookstore	280

NOTE: A number of properties were not included in the assessment process if: 1) There were obvious and compelling reasons they should be retained; 2) they are ancillary to a building on the list; or 3) retained due to long-term program/legal commitments. See Appendix C for detail.

6. Progress Towards Benchmarks

Assuming disposition of all of the recommended properties, the following results will be achieved relative to the targets which were established for this effort. (The properties identified for further study will likely add more properties to the list recommended for disposition and will therefore help in the achievement of all of the targets.)

Reduce the Total Space Occupied by the County by 10%

326,000sf of 320,000sf targeted (102%)

Reduce the Number of Sites Supported by the County by 25%

24 of 27 targeted (89%)

Reduce County's Annual Facilities Expenses by \$2,500,000

\$2,100,000 of \$2,500,000 targeted (84%)

Reduce County Deferred Maintenance Backlog by \$10,000,000

\$8,800,000 of \$10,000,000 targeted (88%)

7. Project Plan

a. Project Management/Risk Assessment

1. Next Steps

- a. Obtain Board Approval for the following Resolutions:
 - i. Approving the Consolidation and Disposition Strategy
 - ii. Declaring the Recommended Disposition Properties as "Surplus"
 - iii. Adopting a "Surplus Property Policy" Process for Disposal of Owned Property
- b. Create a Work Group for Each Disposition to Develop and Implement a Project Plan for that Consolidation/Disposition Effort
- c. Implement a Communications Strategy to Keep Decision Makers, Stakeholders, Other County Staff, and the Public Informed
- d. Reassign Facilities Staff and Implement a Moves, Adds and Changes (MACs) Strategy to Accomplish the Physical Work of Consolidation
- e. Develop and Implement Lease Negotiation and Sale/Transfer Strategies for each Disposal Property
- f. Complete Assessments of Properties Identified for "Further Study" and Hold a Planning Session with ASMs to make Final Disposition Recommendations

2. Roles and Responsibilities

Set Targets	ASM/Execs/Board
Develop Site Strategies	Site Work Group (for each disposition)
Implementation	Facilities
Final Authorizations	Board action required

3. Facilities & Property Management Responsibilities

- Draft Disposition Strategy, Project Plans, and Required Resolutions
- Provide Decision-Maker Briefings
 - ❖ Monthly ASM updates
 - ❖ Quarterly Executive Committee updates
 - ❖ Semi-annual Board updates
- Develop, Staff, and Lead Workplans for Each Disposition Site
- Manage the Physical Consolidation Work for Each Site

4. Project Management

An undertaking of the magnitude outlined in this Strategy requires full-time project management. The requirements of shepherding dozens of variables and changing circumstances and of working with stakeholders and decision-makers to resolve problems and remove roadblocks are monumental. In addition, the extremely short timelines demanded for this effort require a strong sense of urgency and careful coordination to achieve the desired outcomes.

A full-time Project Manager will be appointed by Facilities to provide the required leadership for this project. An existing vacant position and resources within Facilities will be used for this purpose. It is anticipated that this will be a 2-3 year assignment and the person appointed to this role will serve as a member of the Facilities Management Team during that period to provide the needed access and emphasis as well as to facilitate needed coordination with Facilities.

5. Risk Assessment

The results of this effort will be heavily impacted by a number of variables which cannot be controlled directly. Among these variables are uncertainties about:

- a. the timing of County funding shortfalls
- b. the specific impacts of appropriation reductions on individual programs and facilities
- c. community response to individual disposition proposals
- d. owner/landlord responses to proposed lease termination settlements
- e. market response to sale offers for the surplus properties
- f. currently unidentified conditions in disposition properties which require remediation or affect values.

These uncontrollable variables could potentially have large impacts on the timing and total achievements of this effort. Some of the risks that are created by these uncertainties are outlined below:

- a. Delays in the sale or termination of leases after a property has been vacated may cause short-term increases in vacancy costs.
- b. Changes in program funding and requirements once disposition strategies have entered implementation could disrupt planned outcomes and/or necessitate costly remedial work.
- c. The simultaneous implementation of multiple disposition strategies may create extra complications and expense as well as potential program disruption.
- d. Competing demands and priorities on decision-makers could delay needed decisions and there impede progress on the implementation of this Strategy.

Assertive, professional management and a strong communication plan should permit the management and mitigation of most of these risks. In the end, it is difficult to commit absolutely to specific results by specific dates. The need for making the effort is clear, however, and potential for savings and efficiencies seem to far outweigh any related risks.

b. Site Strategies

As required, a separate work group will be established for each planned disposition. These work groups will be composed of a core group of Facilities, IT, Telecom, Finance and other individuals and supplemented with Department personnel from each of the affected organizations (either relocating from the Disposition Building or receiving activities from that Building).

Each work group will be responsible for developing a strategy, a work plan and timeline, a budget, Surplus Property Policy plan implementation, required interfaces, and for proposing solutions for potential roadblocks and issues.

Developing Site Specific Strategies

The development of the specific site strategies will be generated by a Dispositions Work group. The work group will be modeled after an ICS structure and will include team leaders (see attached org chart) from all of the major components of a disposition. The work group will be chaired by an incident commander, project manager or chair person who will be responsible for reporting out to the overall project manager of the Disposition/Consolidation project. Discipline resources will be assigned to the discipline leads.

Work Group Components

- Finance/ Fiscal Plan
- Surplus Property Policy process
- Communications
- Dispositions/Lease exit strategies
- MACS

Roles and Responsibilities

Finance/ Fiscal Plan – Steve Pearson

- Define requirements
- Identify funding sources
- Define ongoing impacts

Surplus Property Policy process (Surplus Property) – Rich Swift

- Define routine process to easily market and sell owned facilities
- Develop communication plans with BCC, community and other stakeholders

Communications – Trink Morimitsu

- Meetings and updates

- Routine updates to County occupants
- Public updates

Dispositions/Lease exit strategies – Lynn Dingler/Mike Sublett

- Market and sell owned facilities
- Negotiate exit strategies with building owners

MACS – Matt Newstrom

- Space planning and scenario building
- Construction and MAC management
- Portfolio review and assessment

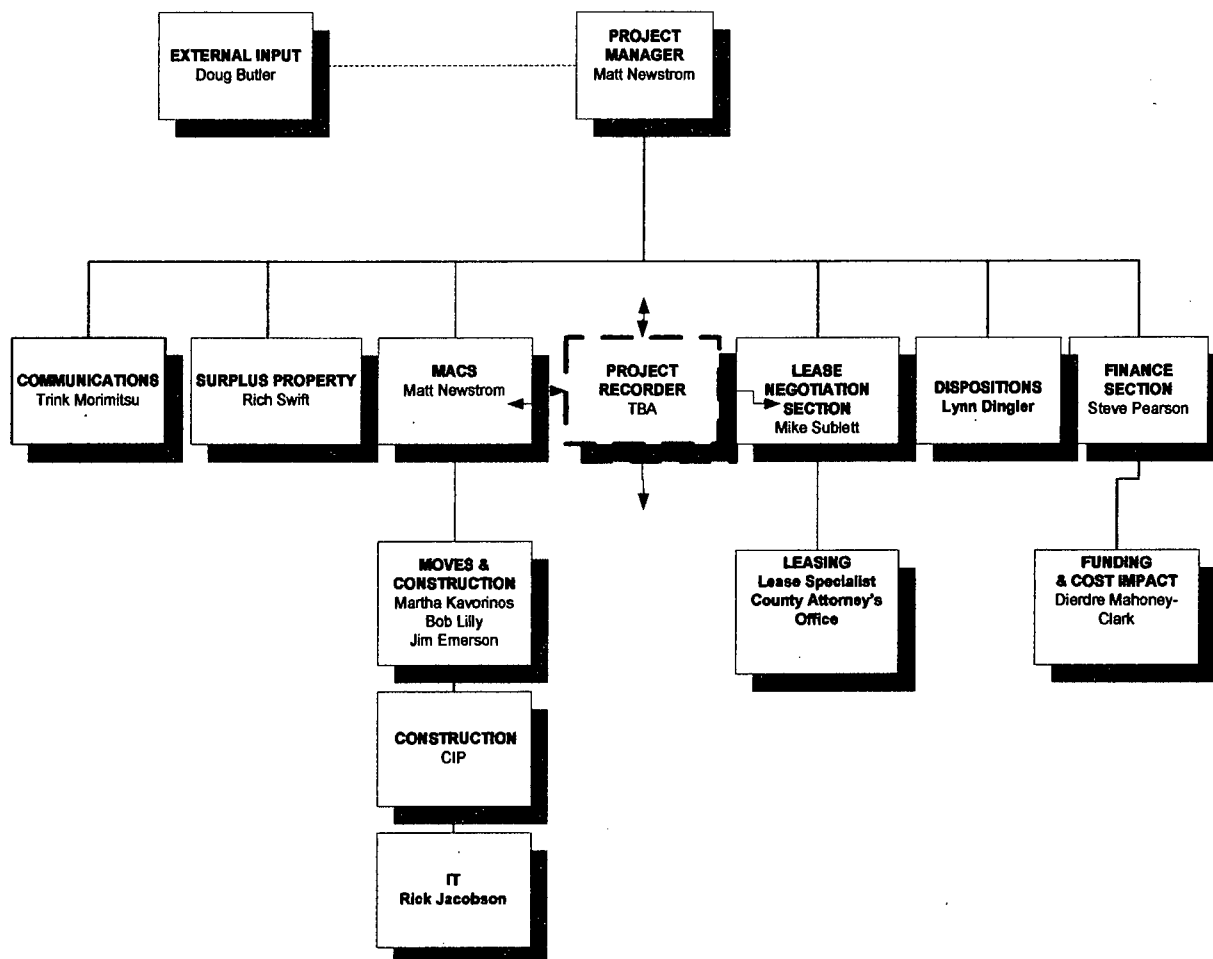
Team Member Roles and Responsibilities

Project Sponsor – Overall management oversight of the Disposition Project.

Project Manager – Responsibility for the forward momentum of the Work Group and Disposition Project. Identify and remove barriers for the team.

Team Lead – Responsible for escalating barriers and needs, communicating updates up to the Work Group chair and down to team resources. Directing and monitoring the work of the team resources

DISPOSITION TEAM STRUCTURE



Overview of the Yeses

State Medical Examiner - Disposition

The State is set to vacate the space in October of this year. The building ranked the lowest on the ranking sheet and there are no other apparent internal uses for the building. It is assumed the strategy for this building will focus on vacation and sale.

Work Group Requirements: Surplus Property, Disposition, MACs, Finance, Communications

Peninsula - Disposition

The Peninsula Building has already been identified as a surplus property. Currently the HAP is leasing the building from the County and will likely need to vacate it in about one year. It is assumed that the strategy for this building will focus on a sale.

Work Group Requirements: Surplus Property, Disposition, Finance, Communications



Hansen Building – Disposition

The Hansen Building has long been identified as potentially surplus. The Sheriff's Offices in the building must be relocated to new facilities (presumably in conjunction with East County courts). Current efforts of a Board work group to create this new facility are hoped to provide an opportunity to dispose of the Hansen Building. It is assumed that the strategy for this building will focus on relocation to a new building and sale.

Work Group Requirements: pending Courthouse workgroup results

MCCF and Edgefield Property – Disposition

The Correctional Facility and surrounding undeveloped property has long been identified as potentially surplus. The Sheriff is prepared to relocate operations to the Inverness Jail upon sale of this property. It is assumed that the strategy for this building will focus on relocation to Inverness and sale.

Work Group Requirements: Surplus Property, Disposition, MACs, Finance, Communications

Tri-County Crisis - Lease

The Tri County lease is set to expire 12/31/04. We are actively researching other County occupied space with the Tri County staff. The assumed strategy for this building is relocation to another County facility and allowing the lease to expire.

Work Group Requirements: MACs, Finance, Communications

Powell Villa - Lease

It is believed that the activities at this location could be relocated to Multnomah County East. The lease does not expire until 4/30/07. It is assumed that the strategy for this building will be relocation to MCE and a negotiated lease termination.

Work Group: MACs, Leasing, Finance, Communications

Rockwood Health Clinic - Lease

Most of the programs that were located in the RHC have already been relocated to the Multnomah County East Facility. The lease is set to expire 8/31/05. If the ITAX is repealed, this building should be considered for an early termination strategy.

Work Group: MACs, Leasing, Finance, Communications

Wikman Building - Disposition

The Wikman is an owned building that is under-utilized due to the design of the floor plan. In discussions with DCJ this building was identified as a candidate for consolidation of multiple sites: TMB admin, Central Probation and Mid-County Probation. The assumed strategy for this building is relocation and sale.

Work Group: Surplus Property, Disposition, MACs, Finance, Communications

Dexco - Lease

We are currently drafting space scenarios that would move the Dexco tenants into the recently vacated primary care space at South East Health Center. The building is a perfect fit and would utilize the SEHC space very efficiently. Lease expires 2/28/06. The assumed strategy for the building is relocation to SEHC and a lease termination.



Work Group Requirements: MACs, Leasing, Finance, Communications

Portland Building 14 – Lease Hold Disposition

The majority of the 14th floor is currently vacant, and the balance of the floor is set to move out in January 2005. Discussions are underway with the City of Portland regarding a potential sale. It is assumed the strategy will involve relocation and sale.

Work Group Requirements: Disposition, MACs, Finance, Communications

Marlene Building - Lease

The lease has expired and the occupants have moved into vacant space at the SEHC.

Work Group Requirements: None

East Portland Community Center - Lease

This lease is for one office space and can be terminated with 90 days notice. The assumed building strategy is relocation and lease termination.

Work Group Requirements: MACs, Leasing, Finance

South Powellhurst - Lease

It is believed that the activities at this location could be relocated to other County facilities. The lease expires 6/30/05. The lease rate is very reasonable and the location is good. We are currently researching and analyzing alternates for this space.

Work Group Requirements: MACs, Leasing, Finance, Communications

Public Safety/School Building - Lease

Lease has expired and we have vacated the site.

Work Group Requirements: None

Anchor Park - Lease

Lease has expired and we have vacated the site.

Work Group Requirements: None

Montavilla Building - Disposition

Property is vacant and has been declared surplus. Community interest in the site has prolonged disposition. The assumed strategy is sale.

Work Group Requirements: Surplus Property, Disposition, Finance, Communications

Morrison Building – Disposition

Property is vacant and has been declared surplus. Community interest in the site has prolonged disposition. The assumed strategy is sale.

Work Group Requirements: Surplus Property, Disposition, Finance, Communications

Hooper Memorial Center – Disposition

Building is currently utilized (at no cost) by Central City Concern. Discussions about the possible transfer to the facility to CCC are currently underway.

Work Group Requirements: Disposition, Finance, Communications

Example of a Detailed Site Strategy

NDSO Strategy

The North Disabilities Services Office is located in a leased building approximately 12 blocks from another DSO office. The strategy is to consolidate both offices into one, which will be located in an owned building at the NE Walnut Park complex. This strategy will reduce one site, better utilize the vacant space in an owned building and provide annual savings of approximately \$198k in operating expense.

Work Group

Lease Team

The lease does not expire until 5/31/06, will need to pursue an early release.

Fiscal Team

Provide analysis for lease buy-out and tenant improvement requirements

Surplus Property Policy (Surplus Property) Team

Work is already underway with the PAO office. Provide support as needed to the program management.

Communications Team

Work is already underway with the PAO office. Provide support as needed to the program management.

MACS Team

The move is currently not possible with the existing configuration of furniture and program placement. Develop strategy to allow total consolidation. The Health department occupies space that could be easily recreated elsewhere for their field nurses office; this space could then be used for DCHS consolidation. Explore Tenant Improvements in the vacant mezzanine space.

Actual Steps/Lead

1. Develop scope of work and construction estimate for upgrade of vacant mezzanine space
2. Evaluate construction estimate vs. cost to move Health out of the 1st floor, south side of building to alternate general use space
3. Work with Health Dept as needed if a Health move is recommended
4. Develop lease exit strategy with County Attorney
5. Design building layout
6. Tenant Improvements
7. Execute move

Constraints

- Parking issues need to be resolved
- Lease expiration – 5/31/06

Cost to Dispose

- Tenant Improvements - \$60k
- Moves - \$25k
- Lease buy-out - \$70k

Net Disposition Proceeds

- \$199,209 annual operating cost
- \$(155,000) Cost to Dispose

Net First Year Proceeds - \$44,209

c. Fiscal Plan

1. Introduction

The disposition of the 24 proposed buildings (and the potential of up to 14 additional buildings) will create long-term savings for the County. The implementation will, however, trigger significant one-time expenditures, and cause shifts of Facility cost responsibilities.

- One-time expenditures are driven by building dispositions. Such costs could include:
 - Extinguishing of fixed costs (such as debt balance)
 - Lease buyout
 - Move costs
 - Tenant Improvements
 - Disposition transaction costs
 - Communication costs
 - Surplus Property Policy Process costs
- Ongoing cost savings are achieved by fewer buildings and consequently less building specific expenditures. Savings categories would include:
 - Operation and maintenance expenses
 - Lease (and sublease) charges and revenues
 - Capital improvement assessments (AP/CIP fees)
 - Utilities and recycling costs
 - Annual debt and interest payments
 - Code compliance costs
 - Building and asset management costs

The sale of owned buildings can generate sales revenue. Certain payments should be prioritized from the use of proceeds of the sale, including transaction costs and outstanding debt. Net proceeds beyond those expenses can be used to fund the one-time expenditures or used for other purposes at the discretion of the Board consistent with current adopted financial policies.

This procedure describes the approach and information to be provided by Facilities in making its recommendation to the Board regarding disposition proceeds for each affected property. [NOTE: This procedure will apply only to those buildings and moves related to the Strategic Disposition Plan and not to other moves initiated by departments.]

2. Timing, Data, and Reports

The timeframe for the Disposition Plan and this procedure is FY05 through FY07 (to the extent final dispositions spill into that fiscal year). Information required will include the following for each building:

- Expected quarter of disposition
- One-time expenditures by disposition category, budget & actual, and rough timeframe
- Ownership costs (debt balance), restrictions on extinguishment, appraised value, and potential sales price and receipt
- Use of space by program by time period per plan and actual
- Monthly operating cost for year of disposition.
- Analysis of the above will feed into budget for FY06 and FY07

Reports and analysis will include:

- Cash flow and expenditure reports including balance available on one-time costs by building by quarter and in total for the project.
- Budget and actual impact of the Disposition plan on each building and on rates
- Disposition plan vacancy calculation for budget as well as actuals
- Impact on recovery of debt costs through rates from each department
- Budget revenue by department compared to previous year by building by year
- Comparison of operating costs to previous year
- Actual vs. planned moves and financial impact of change on costs and disposition vacancy

3. One-time Costs

The dispositions will overlap significantly. Closing buildings and moving personnel comes with a significant cost, and much of the expenditure will occur before any sales proceeds are realized. This will require funding sources to precede net sales receipts, possibly on a reimbursable basis.

The Board decides on the use of any proceeds from each specific sale. Such decisions normally come when the property is declared surplus or when the sales transaction comes before the Board for approval. While each disposition in the plan is ultimately a unique event, the funding and expenditures for the process are best examined in the larger context of all the expenditures.

A major assumption used is that this is a countywide program, so departments that are asked to move will not be required to pay for the one-time costs out of their budgets. Each quarter, a report will be produced comparing budget to actual expenditures for the one-time costs with resources applied and cash flow needs identified.

Sources for funding to cover the one-time expenditure needs may include:

- Capital Improvement budget funds--There is \$250,000 identified in the FY05 budget for dispositions and moves. This source could be used to "front end" some of the costs until a sale is consummated and the fund is replenished.

- Capital Improvement Project delay—With Board approval, select adopted projects could be delayed until other sources (e.g., sales) were available.
- Facilities Operating Fund contingency (FY05)—The Board adopted a contingent amount of \$148K in the operating budget for Facilities for FY05. Because there is no specific allowance for shortfalls in FY05 due to disposition moves, the contingency is probably best suited to absorb any related shortfalls.
- Transfers from General Fund—This source could be considered for short-term funding of the projects until such time as other revenue sources become available.
- Landlord funding of tenant improvements—Any renegotiation or extension of leases could include exploration of such funding to reduce our cash flow needs for tenant improvements.
- Sales proceeds from disposition of owned building—Some buildings will provide considerable funds, part of which could be used for one-time costs. There is a risk in budgeting sales as there could be wide fluctuations between the time sales are projected and when they actually occur. Funding for one-time expenditures should provide flexibility for such fluctuation.

Subject to the approval of the Board, the use of Sale Proceeds should be considered in this order:

- Pay direct transaction costs
- Applied to retire any outstanding debt on the facility sold. NOTE: If appropriate, a trust account could be established from the proceeds to cover the total cost of debt remaining and shall be held until the call date.
- If proceeds from the sale of a County building do not fully cover the cost of its outstanding debt, then funds remaining from the sale of other buildings in this disposition project may be used to cover that debt.
- Other one-time costs related to the strategic disposition plan (such as moves, tenant improvements).
- If the cash flow projections show part of the proceeds is not needed in the reasonable future, the remainder of the proceeds should be used to replenish reserves, or programmed for deferred maintenance projects in the Capital Improvement Fund.

On a quarterly basis, as well as before the Board approves a sale, the most current schedule and description of actual and projected costs will be presented and any recommendation for additional or fewer resources will be made.

4. Ongoing cost savings

Balanced and consistent treatment of ongoing cost savings and Facilities revenues is difficult to quantify and achieve. The effect of the Disposition Strategy is that overall annual costs to the County for facilities services will

decrease. However, the overall rates per square foot for base service or overhead charge may increase (or at least not decrease) initially because of lost revenue and fixed costs. Thus, a department decreasing space will generally see a decrease in overall billings while one staying at the same locations could potentially see an increase.

Several procedures were examined. An initial idea proposed was to identify savings from each sale/disposition and share them among the moving department, the other departments, and Facilities (to bring maintenance closer to standard). Another proposal sought to capture all savings from individual transactions for the General Fund needs. Finally, the existing vacancy policy could be used. Whatever method is used, it is important that such a significant shift of programs from one place to another not place the burden on Facilities to cut services to everyone due to disposition-related vacancy revenue shortfalls.

Under the current vacancy policy, customers are charged for budgeted vacancies as part of departmental overhead or directly if they move between annual budget adoptions. The current vacancy policy is not considered appropriate for vacancies caused by the Disposition Strategy since the departments do not initiate the changes and there is a desire by some to share the savings more widely across the county.

Facilities proposes that changes in billings to departments caused by Disposition Strategy related events be treated in the following modified manner:

- Facilities will develop a month-by-month expense and revenue budget for those buildings to be disposed of during the budget year and any expected changes to other buildings caused by the Strategy.
- The costs for buildings to be disposed, before and after occupancy will be budgeted and included in the expenditure budget for FY06 and FY07, reported separately, and analyzed quarterly for variance between actual and the plan.
- Facilities will incorporate a new category in our budget development—"disposition vacancies" which will track the revenue shortfall, both budget and actual from what it would have been had there not been a disposal plan.
- Since both the revenue and expense side of the operating costs for buildings to be disposed will be included in the FY06 and FY07 budgets, they will be used to develop rates to be charged. The "disposal vacancy" will be calculated and its recovery mechanism determined during the budget process. Such recovery could be by surcharge, by changing the rates, by use of sale proceeds, or by other mechanisms as described above.
- The remaining risk for Facilities and the County is that actual operating costs, move timings, and vacancies will deviate significantly from the plan. Facilities will report on plan vs. actual and variance to the ASM's and

Executive Committee quarterly. Facilities will be prepared to propose an adjustment if the variance becomes large in one direction or another.

Rates per square foot for FY06 may be increasing while square footage is decreasing disproportionately among departments depending on moves. Some departments may have lower overall Facility charges and some may have higher bills, particularly if they move into more expensive buildings that the County is keeping. Reports will be provided with Facilities' proposed budget showing by department the FY06 sq ft, debt cost, and other costs by department by building compared to FY05.

Any adjustments to capture the savings through constraint adjustments for debt service coverage or overall department savings should be made through the Budget office. This will allow Facilities to concentrate on reducing overall cost to the County and continuing to charge each department in accordance with its normal procedures.

d. Surplus Property Policy Process

The decision to declare real property as surplus rests solely with the Multnomah County Board of Commissioners (Board). Real property means any property or equity interest in real property held or owned by Multnomah County, Oregon. The administration of property as a public asset requires due diligence to maximize the return on assets and occurs in three phases.

In the **first phase** Facilities and Property Management (Facilities) moves to determine that real property in the custody of or use by a County department(s), commission, or agency is no longer needed or suited for its purposes. In doing so Facilities determines if that property meets one or more of the following criteria:

1. The County has or soon will have no practical, efficient, or appropriate use for the property, nor will it have such a use for the property in the near future;
2. The purpose served by the property can be accomplished by use of a better, less costly, or more efficient alternative;
3. The purpose served by the property or its use no longer exists as determined by a change of policy evidenced by an ordinance or resolution of the Board of County Commissioners or funding has been withdrawn for the program that has supported the property;
4. The facilities and or building residing on the property are damaged, worn out or otherwise inoperable and the cost of repairing the same is impractical.

Upon determining that the property meets one or more of the above criteria Facilities submits that property(s) to the Board who declares that property surplus through resolution.

In **phase two**, Facilities provides opportunity for public notice and comment regarding the disposition of any surplus property by notifying the community(s) of the declaration of surplus with subsequent intent to dispose of the property(s). On a predetermined date Facilities

provides a report to the Board summarizing actions taken and next steps required for surplus property. This report may and often does contain a plan for sale of the property. The Board, by accepting the report, approves next steps regarding the property and moves the property into the third and final stage.

In **phase three**, Facilities may sell, contract to sell, sell by trust deed, or exchange such property or interest therein in the manner and upon the terms standards, and conditions approved by the Board. The County will obtain fair market value for any surplus real property offered for sale, except that less than fair market value may be accepted if it is determined to be in the best interest of the County to sell the property for a negotiated amount that is subsequently approved by the Board of County Commissioners.

Facilities has determined through a collaborative effort with affected Departments that those properties listed earlier in this report meet one or more of the criteria above. Therefore, the Board will be asked to approve a resolution for surplus. After which phases two and three will be undertaken with some activity occurring simultaneously. Facilities would then submit a report to the Board upon completion of that work for approval prior to final disposition activities for surplus property.

e. Communication Plan

Communication planning for the Disposition Strategy will be a critical and ongoing function throughout the life of this Project. Provided here are basic, preliminary elements of an overarching communication plan, with the expectation that additional elements and specific details will be included as the Project becomes operational. Communication planning will be especially closely tied to, coordinated with, and supportive of the Site Strategy and Moves/Adds/Changes teams.

Specific communication plans related to particular events, sites or milestones will be developed as the Project unfolds. These plans will adhere to the elements described here to provide consistency, cohesiveness and a comprehensive approach to the overall communication activities related to this Project.

Primary communication elements described include:

- scope and goals for the Plan
- a list of stakeholders that may be impacted
- proposed key messages in summary form
- recommendations for communication vehicles or tools
- temporary communication/change management structures
- Project Team communication protocols, guidelines and ground rules to coordinate with and support the efforts of the Site Strategy and MACs teams.

Scope and goals of the communication plan

The scope of this plan includes information and communication strategies targeted to:

- Internal stakeholders who may be impacted by the Facilities Disposition Project
- Facilities Disposition Team members, Facilities staff and contractors involved in implementing this Project

- A third potential area of focus is external customers, providers and clients of County services that are impacted by the Disposition Project, pending discussions with the Public Affairs Office to identify border issues and handoff points.

The goals of the communication plan will be to:

- Provide high-level information such as overall plan, timeline, benefits and updates sufficient to build general awareness of and support for the Disposition Project.
- In coordination with the Site Strategy and MACs teams, provide detailed information to impacted stakeholders on specific site developments to support planning for and execution of moves and changes.
- Develop communication practices, norms and protocols among the members of the Project Team and other Facilities staff to provide consistent, accurate and appropriate information to each other and to impacted stakeholders.

Stakeholder Identification and Analysis

The Facilities Disposition Project has the potential of affecting a wide range of stakeholders at different times and at different levels. The communication plan will provide information to each of these stakeholder groups as needed via appropriate communication vehicles and tools throughout the duration of the Project. This will be accomplished through an ongoing assessment to determine current stakeholder involvement, awareness and information needs.

Prospective stakeholder groups include:

- The Chair's Office, Board of County Commissioners, unions, other Elected Officials, external Boards or interest groups
- Facilities staff and contractors
- Department Directors and Administrative Services Managers (who, along with Facilities managers are considered 'champions' of this initiative)
- Business Services Leadership Team – some of whose operations will be impacted or will be providing infrastructure-related support for moves and changes
- The Public Affairs Office (PAO), who may be involved in providing information to the media and clients related to moves and changes
- Division managers, supervisors, leads who may be involved in planning for moves and changes
- Line staff who will be asked to move or change
- External and internal clients or customers of services provided at County facilities that are impacted by the Disposition Strategy
- External business, realtors, contractors, suppliers impacted by the Strategy
- External tenants of County facilities impacted by the Strategy
- The media who may be involved in communicating changes to the public related to the Disposition Strategy

Key Messages/Themes

Throughout the duration of the Project, key messages will be identified based on the approved Disposition Strategy, on events and milestones as they unfold and other critical developments. Communicating key messages consistently will help stakeholders clearly



understand the need for this Project, its benefits and impacts. This will be important given that physical moves generally require a significant amount of information and effort. Moves pose disruptions to those affected and possibly will require new, undesired changes to routine. Additionally, moves imposed from 'above' could generate some resistance. Key messages will also help stakeholders manage their expectations, given the fair degree of ambiguity and likelihood of change inherent in this project.

Key messages should be incorporated into various communication vehicles and tools (as identified below). To achieve maximum consistency and clarity for stakeholders, incorporating key messages in face-to-face meetings, conversations, and presentations would also be helpful. Proposed key messages could include:

- **Mandate for change: Five years of budget cuts**
 - The Past: \$61m cut from County budget in past 5 years
 - The Near-term: \$32 million iTax impact
 - The Future: structural deficit of \$6-8 million annually
- **Budget cuts create a serious situation for County facilities**
 - Portfolio size: too many small bldgs – 24,000s.f./bldg compared to 199,000, expensive to maintain many small bldgs
 - Preventive Maintenance under funded: give stats
 - Inefficient use of space:
 - Deferred capital backlog – of properties that need capital maintenance work
- **Facilities Disposition Project addresses long-term needs:**
 - Reduce total County sq. footage by 10% (320,000 sf by 7/2006)
 - Reduce number of county sites by 25% (27 of 120)
 - Cut operating expenses by \$2,500,000/yr
 - Reduce capital backlog by \$10,000,000
- **Overall savings will benefit the County as a whole-** it will be important for stakeholders who are impacted to understand the overarching reason and benefit for their inconvenience
- **The Disposition Project is a Countywide initiative** supported by the Board, Dept. Directors and ASMs
- **Decisions will be made jointly** by the Executive Committee and ASMs and presented to the Board for approval
- **Special Work Groups convened** to oversee the Project
 - Fully staffed, experienced
 - New processes in place to support moves and changes
 - Communication, input opportunities, other resources available

- **The Project is complex:** fluid, many variables out of our control, many interdependencies that could be affected because one variable changes
- **We need to actively manage expectations**
 - two-three years before goal is reached
 - for those whose offices will move, some short-term disruption
 - likelihood of changes to original schedules b/c of variables
- **We need everyone's support and understanding**

Communication vehicles/tools

Appropriate communication vehicles and tools will be identified as the Project unfolds and will be keyed to stakeholders' preferences and needs. Tools could include:

- Basic information packet: Disposition Project overview, FAQ, Resources, Timeline
- Regular decision-maker updates by Facilities to:
 - ASMs monthly
 - Executive Committee quarterly
 - Board semi-annually
- Site-specific communication keyed to impacted stakeholders – coordinated with Site Strategy/MACs teams
- Ongoing, regular updates via email, hard copy regarding moves/changes
- Talking points to be included in dept. newsletters, updates, Directors' messages, etc.
- Mint site: static information such as Project overview, FAQ, Timeline
- Brown Bags or Focus Groups at request of Dept. Directors, ASMs, or others
- Talking points to key opinion leaders as needed
- Other communication tools, vehicles as requested, needed

Temporary communication structures

An effective strategy often used during significant organizational change is to identify site champions, transition monitoring teams or 'point people' (not Facilities' staff). These individuals/teams act as a 2-way information conduit to provide accurate information and to apprise the Disposition Team of misinformation or unidentified information needs. This strategy may be adopted pending development of Site Strategy and MACs plans.

Communication norms and protocols among the Disposition Team

Given the complex nature of this project, where every change to the status of any one property could affect a chain of interdependent variables, clear communication protocols will need to be established among the Project team members, to keep each other apprised. These protocols will be developed and coordinated closely with each of the Project teams.

Communication protocols will also need to be established regarding how and when information should be shared with impacted stakeholders, particularly regarding specific sites. As the Project Teams develop their respective plans, the expectation is that

communication protocols for external stakeholders will also be clarified, agreed-upon and become part of standard operating procedure.

f. Lease Negotiation and Dispositions

Facilities and Property Management is engaged in a process of streamlining and increasing the efficiency of use for the Multnomah County Real Property Portfolio. This activity includes the disposing of property that isn't necessary for the County to retain. Facilities, has established a three part process for the identification and disposal of these surplus properties.

Phase 1 is internal to the County and establishes whether or not a property is operationally necessary and efficient for the County to operate. Program needs drive this phase of analysis. The product of this phase is a resolution of surplus by the Board of County Commissioners

Phase 2; the "Due Diligence" and Surplus Property Policy Process work is the responsibility of Facilities and Property Management. Facilities will evaluate the physical, legal, environmental, financial, and community condition of the "surplus" property. The result will be recommendation to the Board for action; such as sell, lease, or mothball and hold.

Phase 3 is the implementation action that is directed by the Board in Phase 2.

The attached flow chart graphically portrays a five point process for identifying the appropriate course of action for County owned property that is judged to be surplus. Currently there are nine properties that have been judged to be surplus to the County or are in the process of being declared surplus and are actively being worked on.

g. Moves Adds & Changes (MACs)

1. Background

Historically the project management of MACs has been tracked and executed semi-independently. Although there is an existing County Administrative Procedure – FAC-6 - that indicates that Facilities is the responsible party to execute moves, the responsibility has been assumed in some departments by other staff. This inconsistency:

- Has led to the inconsistent application of regulatory requirements, County policies, contractual obligations, etc.
- Makes it more difficult to view and document current conditions, opportunities, and changes in the County facility portfolio
- Reduces the opportunities to capture economies of scale
- Makes it substantially more difficult to improve coordination between the Business Services disciplines, specifically: IT, Telecom and Facilities

Facilities is currently implementing a new service delivery model for MACs that will streamline operations, create consistent work practices in regards to MACs, and provide a level of visibility to the County portfolio and true space utilization as never achieved in the past. This reformation was driven by the need for the

improved daily response to MACs and the need for enhanced space planning and move coordination required by the Consolidation and Disposition Strategy.

2. MACs Review Team Objectives

- Identify best practices and procedures
- Propose cost effective labor sources and practices
- Enhance the communication between IT, Telecom and Facilities
- Recommend a new service delivery model with enhanced customer service and response
- Propose a method to quantify MACs activity. [NOTE: with multiple players and no consistency, the County is currently unable to track expenditures associated with MACs accurately. The estimate that we reached for a 12-month period was in excess of \$1,500,000 labor, materials, and services.]

3. Review Process

A team made up of Facilities, IT and other department staff reviewed the best practices and procedures for MACs. Topics reviewed included:

- Types and scale of moves
- Staff that currently execute this work
- Funding and cost recovery models
- Standardization of forms, procedures, practices
- Consistent operating methods regarding the use of internal labor vs. contractors
- Timing and expectations
- Communications and tracking

4. New Structure

The newly formed MACs team will consist of three FTE redeployed from other Facilities work groups (i.e., using only existing budget and staff). The team will report to the Disposition Strategy Project Manager. The team will be integral in the development and implementation of the specific site strategies pursued in this project. Increased team building and communication channels have been implemented between the CBS service providers. [NOTE: The staff that will be deployed will be pulled from Property Management, Project Management, and Support. Their current assignments include elements of the work required in the new assignment and the remaining elements will be assumed by others. Customer service impacts should be minimal.]

5. Funding

Since existing resources that are funded by the maintenance rate are being restructured, there will not be a change to the Facilities budget. The MACs team will be funded through the maintenance rate and will not be charged to the client on a per hour basis as was previously the practice. This cost will be spread across the departments for the benefit of all.

6. Operating Methods

The operating procedures for the MACs group have been totally overhauled with the focus on responsiveness, communications and customer service. A specific change that will lower the cost of MACs as well as dramatically improving response times is that moves work will be accomplished by outside vendors specializing in this type of work. In-house skilled staff will provide tenant improvement and other skilled labor as required but will no longer be used for moves themselves.

7. Tracking

New accounting practices will be implemented using SAP to track, quantify and project move activity and requirements.

Appendix A – Site Scoring Spreadsheet

Bldg Num.	Tier	Building List	Primary Occupant	Square Feet	Cost		Building Characteristics				Program Compatibility						Opportunity		Total
					3=keep if:	low	low	good	flexible	costly	not marketable	multi line transit	good	expect 5yr at same level	existing site critical	hard fit with others	no opportunity		
					1=target:	high	high	poor or vacant	inflexible	easy	has ready market	limited transit	inadequate	potential reductions over 5 yrs	if existing site not critical	potential fit with others	good opportunity over 2 yrs		



Appendix B – Results Spreadsheet

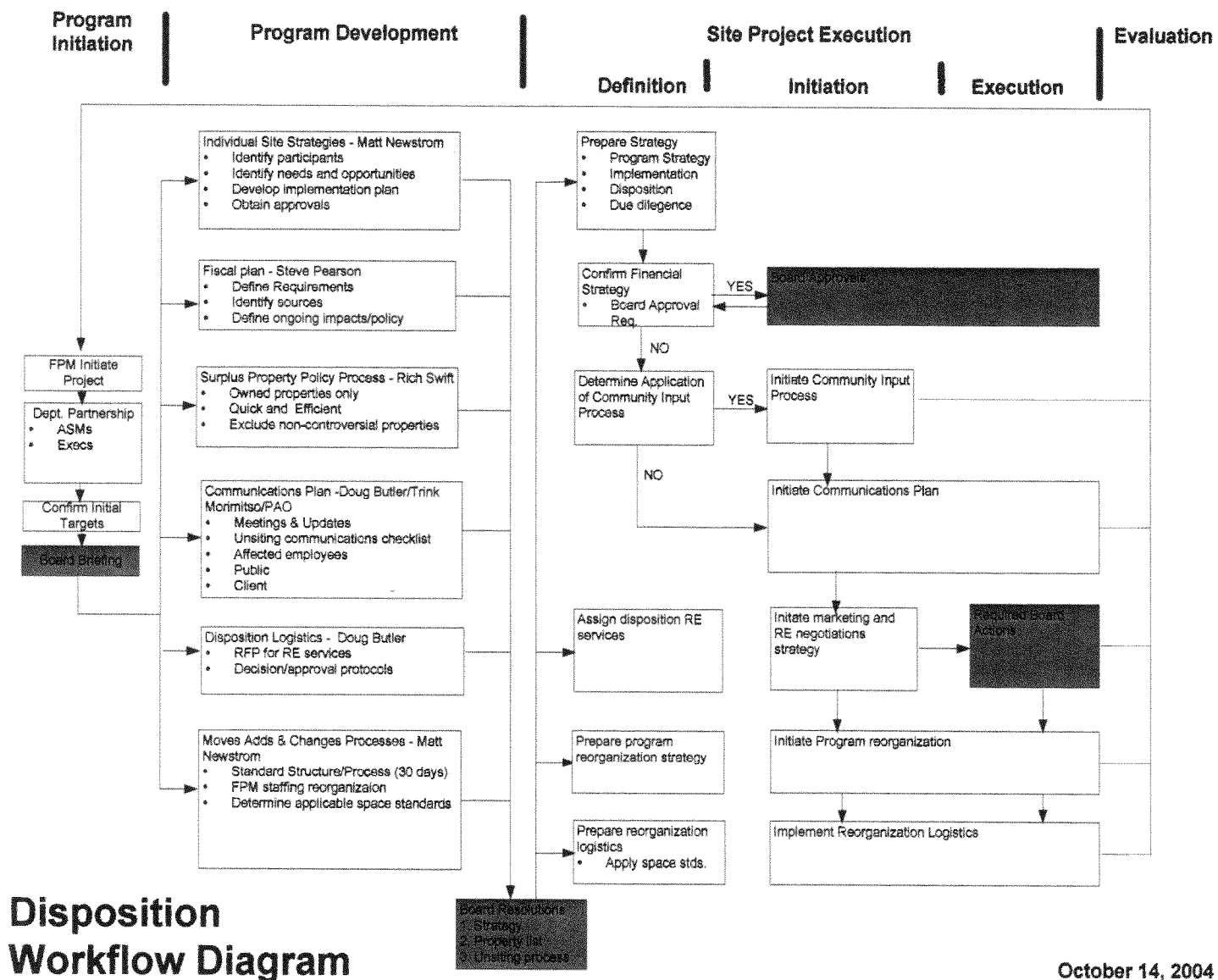
Proposed Sites for Disposition										320,000	\$2,600,000	\$5,000,000	27
				Sq Ft	Approx Savings	5 Yr Def Mtnc	Score	Dispose		Disp Sq ft	Disp Savings	Disp Cap mtnc	Count
													24
owned	315	State Medical Examiner	DA	10,928	100,831	433,000	185	yes		10,928	100,831	433,000	1
owned	393	Peninsula	HAP	7,285	99,659	323,000	185	yes		7,285	99,659	323,000	1
leased	149	Tri-County Crisis	HumanSv	2,204	34,356		195	yes		2,204	34,356		0
leased	436	Powell Villa (DSO)	HumanSv	6,865	114,292		195	yes		6,865	114,292		0
leased	454	Rockwood Neigh. Health	HealthSv	3,654	78,208		205	yes		3,654	78,208		0
owned	465	Wikman Building	Commus	5,171	50,394	269,000	205	yes		5,171	50,394	269,000	1
owned	331	MCCF	MCSO	23,023	127,206	769,000	215	yes		23,023	127,206	769,000	1
leased	245	Daxco Building	HealthSv	8,661	150,836		220	yes		8,661	150,836		0
leased	106	Portland Building-14	Multi	18,772	380,229		225	yes		18,772	380,229		0
leased	340	Marlene Building	HealthSv	8,325	97,271		235	yes		8,325	97,271		0
leased	356	King Neighborhood Fac.	Commus	3,280	35,187		235	maybe					
owned	455	John B Yeon Annex	CommSvc	21,630	666,946	0	235	maybe					consolidation possibility
owned	420	Southeast Health Clinic	HealthSv	23,386	439,876	1,743,000	240	maybe					consolidation possibility
leased	166	Commonwealth Building	Multi	110,372	1,704,931		245	maybe					consolidation possibility
leased	226	North Disability Services	HumanSv	10,311	199,209		245	yes	10,311		199,209	0	1
owned	327	Penumbra Kelly Building	BusSvc	18,484	322,518	1,783,000	245	maybe					
leased	339	East Portland Comm. Ctr.	HumanSv	490	400		245	yes	490		400	0	1
leased	303	South Powellhurst (ASD)	HumanSv	21,610	212,906		250	yes	21,610		212,906	0	1
owned	324	Animal Shelter	CommSvc	13,148	232,348	1,317,000	250	no					
owned	407	Gresham Probation	Commus	4,054	55,338	291,000	255	maybe					
owned	430	Mid-County Health Center	HealthSv	21,206	391,697	1,234,000	255	no					
owned	481	Central Probation	Commus	7,618	62,807	995,000	255	maybe					could combine w 304
owned	160	Gladys McCoy Building	HealthSv	98,318	1,488,205	13,399,000	260	maybe					consolidation possibility
leased	274	Blanchard Service Center	BusSvc	39,650	589,639		260	no					consolidation possibility
leased	304	Mid-County District Office	Commus	4,972	70,247		260	maybe					could combine w 481
owned	313	Hansen Building	MCSO	31,866	246,274	2,615,000	260	yes	46,181		246,274	2,615,000	1
leased	338	Baltazar Ortiz (La Clinica)	Multi	7,738	272,221		260	maybe					
owned	155	Martha Washington (MORC)	Commus	65,189	385,973	5,464,000	265	maybe					
owned	448	GCC Service Bldg	Multi	13,914	144,333	236,000	265	no					
owned	503	Multnomah Building	Multi	201,208	4,275,239	689,000	265	no					
owned	101	Multnomah Cty Courthouse	DA/Courts	258,473	2,020,303	68,317,000	270	no					
owned	161	Mead Building	Commus	76,545	1,255,799	6,526,000	270	maybe					
owned	325	North Portland Hlth Clinic	HealthSv	24,017	663,405	0	270	no					
leased	409	Tabor Square	HumanSv	29,087	346,076		270	no					
leased	219	Gazelle House	Commus	2668	10,859		276	no					
leased	221	Columbia Pacific (PBNO)	Commus	9,987	133,666		276	no					
owned	322	Walnut Park	Multi	74,294	731,185	3,641,000	276	no					
owned	360	Womens Transition 1	Commus	2,576	28,539		276	no					
owned	365	Womens Transition 2	Commus	1,773	16,872		276	no					
owned	368	Womens Transition 3	Commus	2,519	17,151		276	no					
leased	423	Rockwood Freyer	Commus	1,591	2,754		276	no					
owned	437	Multnomah County East	HealthSv	82,155	2,081,476	0	276	no					
owned	446	Bridge Shops	CommSvc	18,360	104,395	774,000	276	maybe					
leased	151	Cascade Plaza Oame Cir	DBCS	130	3,503		280	no					
owned	358	Hooper Memorial Center	(contract)	16,599	116,181	686,000	280	yes	16,599		116,181	686,000	1
owned	617	Title Wave Bookstore	Libr	13,409	67,217	1,231,000	280	no					
owned	314	Inverness Jail	MCSO	233,342	1,818,951	7,256,000	285	no					
owned	439	GOC MDT Building	Multi	22,871	176,395	380,000	285	no					
leased	444	Towne Building	Courts	13,400	57,203		285	no					
leased	447	St. Francis Dining Hall	HealthSv	180	1,095		285	no					
leased	999	Portland Building-15	Multi	18,750	380,255		285	maybe					
owned	317	Library Administration	Libr	35,265	267,537	557,000	290	no					
owned	425	John B Yeon Facility	CommSvc	181,934	877,607	12,715,000	290	no					
leased	462	Public Safety/School Bldg	DA	1,432	7,250		290	yes	1,432		7,250	0	1
leased	473	YWCA Downtown Center	HumanSv	12,095	239,081		290	no					
owned	311	Juvenile Justice Complex	Commus	179,841	4,274,321	4,050,000	295	no					
leased	406	Gresham District Court	DA/Courts	5,600	43,992		295	no					
owned	451	GOC Resid. Bldg	Multi	10,802	81,611	100,000	300	no					
owned	119	Justice Center	MCSO	265,745	2,556,297	35,961,000	305	no					
owned	504	Multnomah Bldg Garage	Multi	103,159	159,909	195,000	315	no					
leased	312	Vector Control	HealthSv	2,596	110,475		325	no					
owned	414	Elections Building	CommSvc	41,248	229,028	837,000	330	no					look at financing strategies
		Disposal FY06 Not on list											
leased	278	Anchor Park	Libr	3,005				Yes	3,005	0		0	1
owned	698	Montavilla Bldg	DBCS	4,702				Yes	4,702	0		0	1
owned	412	Morrison		34,680	83,477	3,659,000		Yes	34,680	83,477	3,659,000		1
		Closed in FY04											
	109	ADS DSO West Branch CLOSED		7560				Yes	7,560	0		0	1
	278	Columbia Villa Health Field Nursing CLOSED 12/31/02		1125				Yes	1,125	0		0	1
	400	Gresham Neighborhood Center		24626				Yes	24,626	0		0	1
	421	Ford		52143				Yes	52,143	0		0	1
	433	DSO SE Portland Branch CLOSED		7376				Yes	7,376	0		0	1

Appendix C – Properties not included

The Noes – Buildings NOT in Portfolio Review

Owned Buildings		Leased Buildings		Ancillary out Buildings	
14	Rocky Butte Microwave Site	15	Biddle Butte Skamania County	269	Blanchard Parking Shed
111	Motor Pool Trailer (Lot 30)	307	River Patrol, Columbia	272	Blanchard Maint Bldg 1
320	Inverness Jail Laundry	308	River Patrol, Willamette	273	Blanchard Fleet Shops
321	Inverness Jail Storage	309	River Patrol, Chinook Landing	279	Blanchard Maint Bldg 2
330	Edgefield Children's Center	374	Banfield Industrial Park Bldg A	296	Vector Cont. Parking Shed
427	Road Shop #1 Skyline	469	Bridge Shop-Trailer Conf. Room	297	Vector Cont. Mod Office
432	Road Shop #5 Springdale	471	Bridge Shop - Modular Trailer	298	State Med Examiner-Garage
452	Multnomah County Wapato Facility	474	Kiper Bldg Rd. Maint	316	Hansen Building - Refueling
459	Road Shop #5 Springdale-Garage	602	Albina Library	318	Sheriff's Warehouse
464	Road Shop #1 Skyline - Garage	619	NW Library	319	Sheriff's Youth Search & Rescue
601	Central Library	621	Fairview Library	371	Animal Control - Trailer
603	Belmont Library	625	Sellwood Library	378	Hansen Building Garage 1
605	Capitol Hill Library			379	Hansen Building Garage 2
606	Gregory Heights Library			713	Health Services New Avenues For Youth
607	Gresham Library				
609	Holgate Library				
611	Midland Library				
612	North Portland Library				
614	Rockwood Library				
615	St. Johns Library				
618	Woodstock Library				
622	Hollywood Library				
623	Hillsdale Library				

Appendix D – Draft Workflow diagram



October 14, 2004

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-4

Est. Start Time: 11:10 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: 5 minutes

Department: DBCS

Division: FM

Contact/s: Doug Butler, Steve Pearson

Phone: 503 988-3278

Ext.: 83278

I/O Address: 274/FM

Presenters: Doug Butler

Agenda Title: RESOLUTION Declaring the Hooper Memorial Center as Surplus Property, Authorizing Sale of the Building, and Authorizing the County Chair to Approve the Terms of Sale and Execute Appropriate Documents to Complete the Sale

1. What action are you requesting from the Board? What is the department/agency recommendation?

The Department of Business and Community Services requests this Resolution be considered and approved at the November 18, 2004 Board Meeting.

This Agenda Placement Request supports the Resolution to declare the Hooper Memorial Center at 30 NE MLK Avenue surplus County property. Further, the resolution directs the County Facilities and Property Management Division (FPM) to negotiate, and the Chair to sign, an agreement with Central City Concern (CCC), the current tenant consistent with a Memorandum of Understanding (MOU) attached herein.

The Department of Business and Community Services, Facilities and Property Management Division, recommends adoption of the Resolution.

2. Please provide sufficient background information for the Board and the public to understand this issue.

- a. The County owns the Hooper Memorial Center building located at 30 NE MLK Avenue which was built in 1941 and has been leased to CCC for a sobering station and drug and alcohol treatment center.

- b. The lease to CCC is at no cost. However, the County experiences approximately \$140,000 of operating and maintenance cost annually.
- c. The County is anticipating significant reductions in its revenues from the loss of the temporary income tax and other sources and projects major reductions in programs and staff.
- d. CCC and the County believe it is in their mutual best interest to transfer the title to the property to CCC.
- e. The County would continue to maintain the building through June, 2005 after which CCC would take ownership and be responsible.
- f. Provisions of the MOU would cause CCC to share any sales proceeds with the County if CCC sold the property and did not use the funds to procure a substitute facility.

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

Currently Multnomah County maintains the Hooper Memorial Center at a cost of approximately \$140,000 per annum for facilities. There is no lease cost to CCC to utilize the property.

For fiscal FY05, the County would continue to maintain the building so there would be no change in the budget. For FY06, Facilities would not budget expenses for Hooper.

Additionally, there is currently an estimated \$686,000 in deferred maintenance for the Hooper Memorial Center. If transferred to CCC, the County would no longer have this long term liability.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

No Budget Modification is included or requested as part of this Resolution.

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

No Contingency Request is included as part of this Resolution.

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**

- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

If grant application/notice of intent, explain:

No Grant application or notice of intent is included or anticipated as part of this Resolution.

- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

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

Passage of this Resolution is necessary to provide a process for the Board to:

- 1) approve the designation of this real property as surplus,
- 2) agree to the MOU and authorize the Chair to consummate a transaction consistent with the MOU with CCC

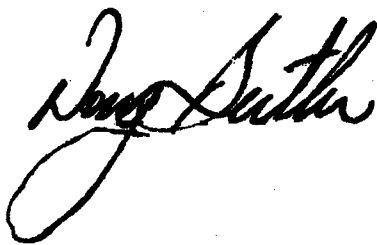
5. Explain any citizen and/or other government participation that has or will take place.

The County has developed the MOU in conjunction with Central City Concern

The MOU has been reviewed by the Director of Facilities & Property Management, Director of Finance, and County Attorney or their designees

The County Chair will be authorized to execute all appropriate documents necessary to close this sale.

Required Signatures:



Department/Agency Director:

Date: 10/25/04



Budget Analyst:

Date: 10/22/04

Dept/Countywide HR:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

DECLARING THE HOOPER MEMORIAL CENTER AS SURPLUS PROPERTY, AUTHORIZING SALE OF THE BUILDING, AND AUTHORIZING THE COUNTY CHAIR TO APPROVE THE TERMS OF SALE AND EXECUTE APPROPRIATE DOCUMENTS TO COMPLETE THE SALE

The Multnomah County Board of Commissioners Finds:

- a. The County owns the Hooper Memorial Center located at 30 NE MLK Blvd. There is no debt against the building.
- b. It was built in 1941 and is currently leased (at no cost) to Central City Concern (CCC) which operates a "sobering station" and a drug and alcohol treatment center in the facility. CCC has been the sole tenant in the building for the past 22 years. The service is important to the community and is integral to the County's mission.
- c. The County has no personnel or programs in the building, and there is no projected need to locate County activities in the building.
- d. It currently costs the County approximately \$140,000 per year for operating maintenance on the building.
- e. The County is anticipating significant reductions in its revenues from the loss of the temporary income tax and other sources and projects major reductions in programs and staff.
- f. CCC and the County believe it is in their mutual best interests to transfer title to the property to CCC. This will allow CCC to continue to provide the service into the future.

The Multnomah County Board of Commissioners Resolves:

1. The Hooper Memorial Center at 30 NE MLK Blvd is surplus property.
2. The Facilities & Property Management Division shall negotiate an agreement with CCC substantively consistent with the attached Memorandum of Understanding.
3. The County Chair is authorized to approve the sale price and other terms of the sale consistent with paragraph 2 above, and to execute all appropriate documents necessary to complete the transaction.

ADOPTED this 18th day of November, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
John S. Thomas, Assistant County Attorney

Memorandum of Understanding Transfer of Hooper Memorial Center Building

Central City Concern ("CCC") and Multnomah County ("County") issue this Memorandum of Understanding (MOU) concerning the transfer of the Hooper Memorial Center Building. The purpose of this MOU is to clarify the understanding of the parties so that an agreement can be executed and the transfer of the Hooper Building closed on or before January 1, 2005.

1. Recitals:

- a. The County owns the Hooper Memorial Center Building and there is no debt against the building.
- b. CCC has been the sole tenant in the building for the past 22 years. The majority of this tenancy has been as a holdover (month-to-month) tenant at a rent of \$1 annually.
- c. CCC operates a "sobering station" and drug and alcohol treatment center in the facility. The County has helped support this operation from its inception and wants to be supportive of its continued operation.
- d. The County anticipates significant reductions in its revenues from the loss of the temporary income tax and other sources and projects major reductions in programs and staff.
- e. Annual County expenditures to support this building are approximately \$140,000/year on average.
- f. CCC and the County feel that it is in their mutual best interests to transfer title to this property to CCC.

2. Title Transfer

At closing the County shall transfer title to the Hooper Memorial Center Building to CCC free and clear of encumbrances except those acceptable to CCC.

3. Possession

CCC shall have possession of the Property on the date of closing.

4. Closing

Closing shall take place on December 31, 2004 or on a date mutually agreed to by the parties.

5. Responsibilities after Closing

After closing, CCC shall be responsible for all costs associated with operation and maintenance of the property, including but not limited to taxes, insurance, and (except as provided in paragraph 6 below) maintenance and repairs.

6. Maintenance

The County shall continue to provide routine maintenance (as will be more particularly defined in a future agreement) at no cost to CCC from the date of Closing until June 30, 2005. CCC shall provide for its own maintenance of the property after that date.

7. Consideration and Future Appreciation

The consideration for the transfer shall be \$0. However, the County will be entitled to share in any appreciation in the value of the Property if it is sold by CCC as follows:

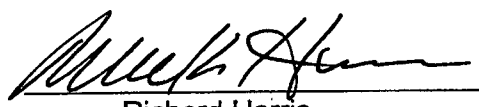
- a. CCC and the County will obtain an appraisal of the Property to determine its value as of the date of closing. CCC and the County shall jointly select and equally share in the cost of the appraiser.
 1. If CCC sells the Property in the future CCC and the County shall share equally the difference between the net sum received by CCC at closing and the appraised value of the property at the closing of the transfer of the Property to CCC. However, if CCC uses the proceeds of the sale of the building to provide a replacement facility providing the same or similar services currently housed in the building, CCC shall be entitled to keep the entire proceeds of the sale.

This Memorandum of Understanding is intended as a concept paper to discuss with our senior management and elected officials and is not binding on either party.



Doug Butler
Facilities Director
Multnomah County

Date: 10/25/04



Richard Harris
Executive Director
Central City Concern

Date: 10/25/04

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-5

Est. Start Time: 11:15 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: 5 minutes

Department: DBCS

Division: FM

Contact/s: Doug Butler, Steve Pearson

Phone: 503 988-3278

Ext: 83278

I/O Address: 274/FM

Presenters: Doug Butler

Agenda Title: RESOLUTION Declaring the Former State Medical Examiner's Office, Hansen Building, Multnomah County Corrections Facility and Edgefield Properties, and Portland Building 14th and 15th Floors as Surplus Properties and Authorizing Sale

1. What action are you requesting from the Board? What is the department/agency recommendation?

The Department of Business and Community Services requests this Resolution be considered and approved at the November 18, 2004 Board Meeting.

This Agenda Placement Request supports the Resolution to declare the former State Medical Examiner's office, the Hansen Building, the Multnomah County Corrections Facility (MCCF) and Edgefield Properties, and Portland Building 14th and 15th floors surplus County property. For the Medical Examiner's Office, the resolution directs the County Facilities and Property Management Division (FPM) to sell the buildings, authorizes the Chair to execute all appropriate documents necessary to close the sale, and applies net proceeds from the sales to the County's General Reserve Fund or the one time only costs associated with the Disposition and Consolidation Strategy adopted by the Board. For the Portland Building, the Resolution also allows for lease of the facilities. For the Hansen, MCCF, and Edgefield buildings and properties, the net proceeds will be from the sales shall be applied to the County's General Reserve Fund with specific disposition to be determined by the Board at time of sale. The

Department of Business and Community Services, Facilities and Property Management Division, recommends adoption of the Resolution.

2. Please provide sufficient background information for the Board and the public to understand this issue.

- a. The County owns the former Medical Examiners' Building located at 301 NE Knott St. It was built in 1926 and has most recently been leased to the State Medical Examiner
- b. The Medical Examiner is vacating the building in October, 2004 and there is no requirement for a County program to utilize the space
- c. The Medical Examiner's Building is listed in the "Yes" category for proposed dispositions in the Consolidation and Disposition Strategy Report
- d. The County has a perpetual lease for the 14th and 15th floors of the Portland Building, located at 1220 SW 5th Avenue
- e. The building was built in 1981 and the County has leased approximately 39,138 square feet on the 14th and 15th floors in accordance with a lease entered into with the City of Portland on January 22, 1981
- f. The 14th floor is partially vacant and it is anticipated that the remaining programs will be moved to existing County facilities in January, 2005. The 14th floor was rated a "Yes" category for proposed dispositions in the Consolidation and Disposition Strategy Report
- g. The 15th floor is occupied by Courts, District Attorney and other uses which require space in the general vicinity but not necessarily in this building. Because it is believed to be advantageous to have both floors designated as "Surplus" for bargaining and sales purposes, the 15th floor is being included in the request for "Surplus" designation. It received a rating of "Further Study" in the Consolidation and Disposition Strategy Report.
- h. If the 15th floor is sold, the County would endeavor to lease back the space for a period long enough to relocate the existing programs
- i. It may be possible and advantageous to lease unused space in the Portland Building prior to sale of the property
- j. The County owns the Hansen Building located at 12240 NE Glisan Street

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

Currently Multnomah County maintains the State Medical Examiners' Building. There is no revenue after October, 2004. An annual savings of over \$100,000 is anticipated with a sale. Additionally, deferred maintenance liability of \$433,000 on the building would be relieved.

As a benchmark, the Assessed Value of the State Medical Examiner's building less expected transaction costs is approximately \$1 million.

The Portland Building costs are controlled by the lease. Currently, the County is paying approximately \$21.40 per square foot, one of the higher rates in our portfolio.

Selling the Portland Building space would reduce expense by approximately \$760,000.

The Portland Building had an appraised value last year of approximately \$1.7 million and has debt outstanding of \$1.1 million

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

No Budget Modification is included or requested as part of this Resolution.

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

No Contingency Request is included as part of this Resolution.

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

No Grant application or notice of intent is included or anticipated as part of this Resolution.

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

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

Passage of this Resolution is necessary to provide a process for the Board to:

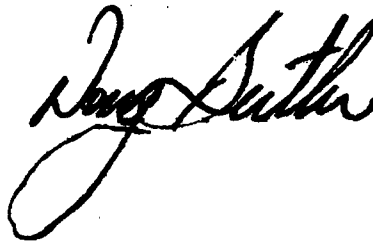
- 1) approve the designation of this real property as surplus,

- 2) sell the properties at fair market value in arms length transactions to maximize the sale proceeds, and
- 3) apply net proceeds from the sales to the County's General Reserve Fund or the one time only costs associated with the Disposition and Consolidation Strategy adopted by the Board

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

The use of funds has been reviewed by the Director of Facilities & Property Management, Director of Finance, and County Attorney or their designees. Final sales documents will be brought to the Board for review. The County Chair will be authorized to execute all appropriate documents necessary to close this sale.

Required Signatures:



Department/Agency Director:

Date: 10/25/04



Budget Analyst:

Date: 10/22/04

Dept/Countywide HR:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Declaring the Former State Medical Examiner's Office, Hansen Building, Multnomah County Corrections Facility and Edgefield Properties, and Portland Building 14th and 15th Floors as Surplus Properties and Authorizing Sale

The Multnomah County Board of Commissioners Finds:

- a. The County owns the former State Medical Examiner's Office located at 301 NE Knott Street.
 - i. It was built in 1926 and was leased by the State Medical Examiner until October 2004. The Medical Examiner is vacating the building in October, 2004.
 - ii. There is no requirement for the building in the County portfolio after October, 2004.
- b. The County owns the Hansen Building located at 12240 NE Glisan Street.
 - i. It is currently used by the Sheriff's office and can be phased out and the Sheriff's personnel transferred to other locations.
 - ii. There is no long term requirement for the building in the County portfolio.
- c. The Multnomah County Correctional Facility (MCCF) is a County-owned property located at 1906 SW Halsey in Troutdale.
 - i. MCCF currently houses MCSO work crews that were formerly located at the Multnomah County Inverness Jail (MCIJ).
 - ii. There is sufficient bed capacity in the Multnomah County Jail System to house work crews from MCCF. Therefore, MCCF and the other undeveloped Edgefield property is County-owned surplus property.
- d. The County has a perpetual lease for the 14th and 15th floors of the Portland Building located at 1220 SW 5th Avenue.
 - i. It was built in 1981 and the County has leased approximately 39,138 square feet on the 14th and 15th floors in accordance with a lease entered into with the City of Portland on January 22, 1981.
 - ii. The building lease cost is currently over \$21.40 per square foot.
 - iii. The 14th floor is partially vacant and it is anticipated that the remaining programs will be moved to existing County facilities in January 2005. There is no current or long-term expected requirement for the space.
 - iv. The 15th floor is occupied, and the space is required for the foreseeable future:
 - a) The space is occupied by Courts, District Attorney and other uses that require space in the vicinity of this building but not necessarily in this building.

- b) The City of Portland is discussing the potential purchase of the County's interest in the building and desires to purchase both floors in order to perfect its ownership of the building and to minimize the transaction costs for financing the purchase.
- c) A provision for the leaseback of this floor at market rates is being discussed. This should result in lower annual operating costs in addition to providing a source of one-time revenue to the County.
- v. It is anticipated that significant revenue can be obtained for the property if sold.

The Multnomah County Board of Commissioners Resolves:

1. The former State Medical Examiner's Office at 301 NE Knott Street, the Hansen Building at 12240 NE Glisan Street, the MCCF and Edgefield Properties, and the 14th floor of the Portland Building are declared surplus property.
2. The MCCF and Edgefield properties are described as (Section 26 1N 3E; Partition Plat 1993-97, TL 100; Partition Plat 1993-97; Lot 2 TL 600; Lot 2, Partition Plat 1998-166, Lot 1 TL 405; Partition Plat 1998-166, Lot 1 TL 212; Partition Plat 1998-166, Lot 1 TL 408; Partition Plat 1998-166, Lot 1 TL 211; Partition Plat 1998-166, Lot 1 TL 213).
3. It is in the best interests of the County to sell the 15th floor of the Portland Building to the City of Portland and lease back the space from the City.
4. Facilities and Property Management Division is authorized to offer the State Medical Examiner's Office for sale and Portland Building floors 14 and 15 for sale or lease and to negotiate a lease from the City or Portland for the 15th floor of the Portland Building. All net proceeds from the sales shall be applied to the County's General Reserve Fund or the one time only costs associated with the Disposition and Consolidation Strategy adopted by the Board.
5. Facilities and Property Management Division is authorized to offer the Hansen Building, MCCF and Edgefield Properties for sale. All net proceeds from the sales shall be applied to the County's General Reserve Fund with specific disposition to be determined by the Board at time of sale.

ADOPTED this 18th day of November, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


John S. Thomas, Assistant County Attorney

BUTLER Douglas E

From: BUTLER Douglas E
Sent: Wednesday, November 10, 2004 4:27 PM
To: LINN Diane M; BALL John; BELL Iris D
Cc: FARRELL Delma D; BOYER Dave A; KRECKLOW Pam
Subject: Resolution Amendment

RE: R-5 on the Board agenda next week.

John Thomas has signed off on the amendment below to bring the Declaration of Surplus Resolution (Morgue, Portland Building, Hansen, and Edgefield) in line with the Edgefield/Hansen Proceeds Res. that was approved last week. Without the amendment, he felt that the new resolution would supersede the prior one. I am hoping Diane will introduce it. If OK with you, I'll give the other commissioners a heads up and arrange a second next week. Thanks.

5. Facilities & Property Management Division is authorized to offer the Hansen Building, MCCF and Edgefield Properties for sale. All net proceeds from the sales shall be applied to the County's General Reserve Fund **with subject to the provisions of resolution 04-159 or and** specific disposition to be determined by the Board at time of sale.

Doug Butler

Director, Facilities & Property Mgmt.

Multnomah County

503-988-6294

douglas.e.butler@co.multnomah.or.us

BOGSTAD Deborah L

From: BUTLER Douglas E
Sent: Tuesday, November 16, 2004 3:41 PM
To: LINN Diane M; ROJO DE STEFFEY Maria; CRUZ Serena M; NAITO Lisa H; ROBERTS Lonnie J
Cc: BOGSTAD Deborah L; SOWLE Agnes; THOMAS John S; BOYER Dave A; BELL Iris D; ROMERO Shelli D; CARROLL Mary P; NAITO Terri W; WALKER Gary R; KRECKLOW Pam
Subject: R-5 on the Board agenda this week.

I would like to propose a small amendment to Resolution R-5 on this week's agenda.

John Thomas has signed off on the amendment below to bring the Declaration of Surplus Resolution (Morgue, Portland Building, Hansen, and Edgefield) in line with the Edgefield/Hansen Proceeds Res. that was approved two weeks ago. Without the amendment, he felt that the new resolution would supersede the prior one.

The amendment would make the change noted in red to paragraph 5. in the Resolved section of the Resolution:

5. Facilities & Property Management Division is authorized to offer the Hansen Building, MCCF and Edgefield Properties for sale. All net proceeds from the sales shall be applied to the County's General Reserve Fund **with subject to the provisions of Resolution 04-159 or** specific disposition to be determined by the Board at time of sale.

Thanks.

Doug Butler

*Director, Facilities & Property Mgmt.
Multnomah County*

503-988-6294

douglas.e.butler@co.multnomah.or.us



UNLIMITED CHOICES™

Brenda Jose

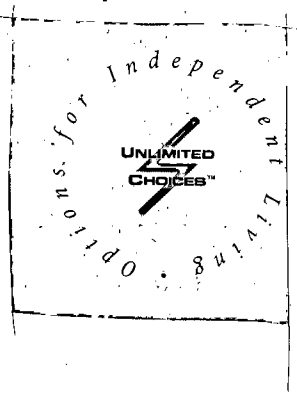
EXECUTIVE DIRECTOR

4848 S.E. DIVISION
PORTLAND, OR 97206-1542

503-234-6167

FAX 503-234-9980

INFO@UNLIMITEDCHOICES.ORG



**MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 11-18-04

SUBJECT: THE MORGUE -

AGENDA NUMBER OR TOPIC: R-5

FOR: ☒ AGAINST: ☐ THE ABOVE AGENDA ITEM

NAME: BRENDA JOSE, EX. DIR. UNLIMITED CHOICES

ADDRESS: 4848 SE DIVISION

CITY/STATE/ZIP: PORTLAND, OR 97206

PHONE: DAYS: 503.234.6167 EVES: MESSAGE

EMAIL: bjose@unlimitedchoices.org FAX: 503.234.9980

SPECIFIC ISSUE: THE MORGUE AS SURPLUS BUILDING -
OUR AGENCY WOULD LIKE TO PURCHASE THIS SITE

WRITTEN TESTIMONY: STATEMENT ABOUT OUR VISION
FOR THIS BUILDING

IF YOU WISH TO ADDRESS THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.



CALL US ABOUT OUR
MEND-A-HOME

PROGRAM FOR
MORE INFORMATION
ABOUT OBTAINING
EMERGENCY REPAIRS

503-234-6167

Testimonials

"Besides being a beautiful piece of work, the modifications allow me to enter my home without assistance. This new freedom not only helps me physically but also does tons for my self-esteem and independence. From beginning to end, the service I received was nothing short of excellent."

– Juauettea, Portland

"I can't begin to thank your wonderful staff and organization enough for the work you recently completed on my Gresham apartment's bathroom... from the initial cheerful demeanor of your attending staff, to the friendly, courteous behavior of the carpenter you sent to do the work, I found a spirit of service to those 'less fortunate' which I admire... In truth, your's is truly a noble cause."

– Terry, Gresham

"The benefits are many – the new safety bars keep us from falling and the non-skid flooring keeps us safe. The new high toilet is a great help. Now we both can get in and out of the shower and bathtub without falling. We can feel safer. It keeps us in our home. We are not a burden to any one else. Thank you."

– Emmett, Clackamas

"I'm able to get out of the house without using a stretcher. Wonderful new freedom! Peace of mind at getting out in case of fire. Words can't begin to describe the freedom. Ill health limits some things, but life is so much better. Thank You!"

– Julia, Portland

"Everything looks beautiful! I am proud of how all the plumbing fixtures work. All the work was done in a very professional way. The contractor went the "second mile" to assure that I was pleased with his choices."

– Alice, Gresham

"Gladys is 88 years old and recently became wheelchair bound – this presented more obstacles for her, with her ramp she feels safe, mobile and more independent. She loves her new mobility and is very appreciative to all those who contributed in making this transition easier for her. Thank You."

– Written by daughter on behalf of Gladys, Portland

"The higher toilet they put in is great. The bars by the toilet help me in getting up and down and the one in the shower has been a godsend. And I sure enjoy the shower hose. It's so much easier for me to shower. I am so thankful for your services and recommend you highly. Thank you."

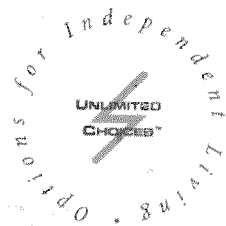
– Beulah, Troutdale

"The house looks nicer because the porch is not dilapidated. I can enter and exit through the front door, go to the mailbox more directly, pick up the newspaper without going into the yard, prop open the storm door, use the bath safely. This is a wonderful program; it came at a time when an injury had created a new limitation to my mobility. Thank you."

– Marie, Sandy

"You are a godsend for us and should my financial means change I would like to help you help others gain access and independence with your efforts. Keep up this great job for the low income people you help."

– Larane, Fairview



Unlimited Choices™



Our programs
help with...

Mend-A-Home™



...emergency repairs

Adapt-A-Home™



...& accessibility
modifications

***Keep Us In
Your Book!***

UNLIMITED CHOICES™

503-234-6167

INFO@UNLIMITEDCHOICES.ORG

WWW.UNLIMITEDCHOICES.ORG



UNLIMITED CHOICES™

Deborah Wright

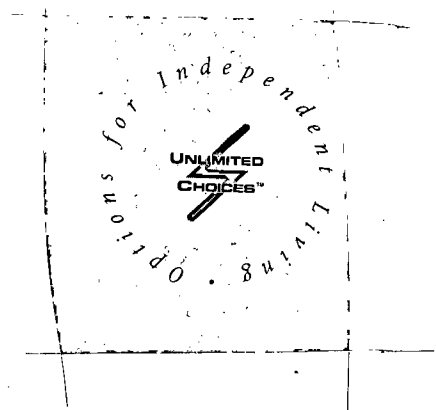
OPERATIONS DIRECTOR

4848 S.E. DIVISION
PORTLAND, OR 97206-1542

503-234-6167

FAX 503-234-9980

INFO@UNLIMITEDCHOICES.ORG



Options for Independence
UNLIMITED CHOICES™

Our House

Unlimited Choices™ is a community-based, private, non-profit organization serving the Cities of Portland, Gresham and Vancouver, as well as communities within Multnomah County. Our focus is to promote independence, empowerment, safety and dignity for individuals of all ages, with emphasis on those with physical disabilities. We do this through our programs:

Adapt-A-Home™

Mend-A-Home™

Add-A-Bar

and

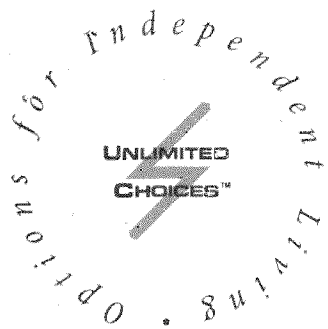
Contracts for Service

For more information,
Call (503) 234-6167
or Email info@unlimitedchoices.org

UNLIMITED
CHOICES™

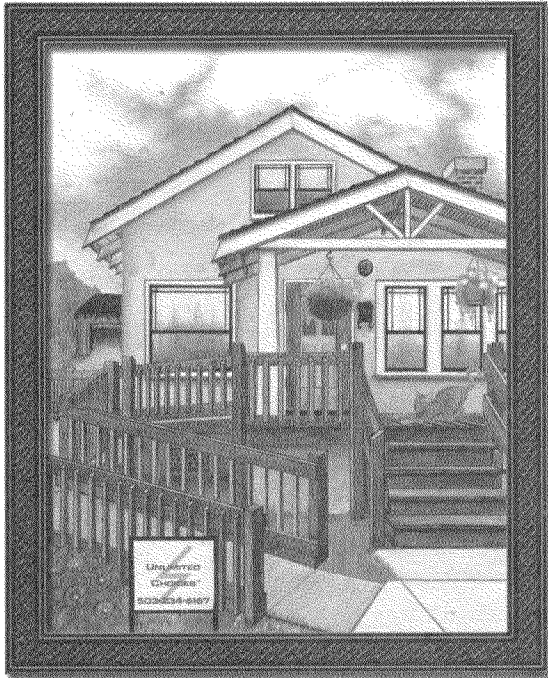
503-234-6167

Program Funding by HUD through the Cities of Gresham, Portland, Vancouver, and Multnomah County Community Development, through Contracts for Service, and Donations from the Oregon Community Foundation, Rotary Club of Portland, and the UPS & Wells Fargo Foundations.



Service Highlights

A Brief Summary of Programs



Adapt-A-Home™ is a program designed to provide people with physical disabilities the opportunity to retain their independence by making their residence accessible. The program makes accessibility modifications such as adding wheelchair ramps, handrails, & grab bars, installing roll-in showers & raised toilets, and widening doorways.

Mend-A-Home™ is a program currently available within the City of Gresham as well as unincorporated areas of Multnomah County to assist qualified property owners, including mobile home owners, who cannot afford to make emergency home repairs. The program helps repair structural, plumbing, mechanical or electrical systems showing obvious signs of deterioration, roofing that's severely deteriorated, as well as exterior porches and stairs.

Add-A-Bar is a program designed to assist low-income, qualified property owners with minor accessibility modifications, such as handrails, grab bars, and hand held showerheads. The purpose of the program is to create safe environments for individuals with mobility impairments. The pro-active and preventative nature of Add-A-Bar is intended to curtail slips and falls that can have life threatening health consequences.

Service Contracts are undertaken as they would be in the private sector. UCI's knowledge and experience from administering the above programs is made available on a fee-for-service basis.

Unlimited Choices™ is a community-based, private, non-profit organization serving the Cities of Portland, Gresham and Vancouver, as well as communities within Multnomah County. Our focus is to promote independence, empowerment, safety and dignity for individuals of all ages, with emphasis on those with physical disabilities. We are supported through CDBG funds from Multnomah County, Cities of Portland, Gresham and Vancouver, Oregon Community Foundation, contracts for service, and donations from individuals, United Parcel Service and Wells Fargo Foundations.

Want More Information?

Contact Unlimited Choices™

by phone: (503) 234-6167

by email: info@unlimitedchoices.org



Adapt-A-Home™

Options for Independent Living



Adapt-A-Home™ is a program designed to provide people with physical disabilities the opportunity to retain their independence by making their residence accessible.

The Mission is to remove barriers and create more affordable, accessible housing for low-income people with physical disabilities.

The Focus is to promote independence, empowerment, safety and dignity for individuals of all ages with physical disabilities.

What is the Adapt-A-Home™ Program?

- **Project Coordination** – Our staff at Unlimited Choices™ manages all project activities from the initial referral and intake process to completion of the project, communicating regularly with all concerned parties.
- **On-Site Assessment** – A rehabilitation specialist visits the home and, with the client, designs a cost-effective plan which addresses the client's specific accessibility needs.
- **Request for Bid (RFB)** – The specification list is sent to licensed, bonded and insured contractors, experienced in the field of accessibility.
- **Owner's Permission & Release** – When accessibility modifications are to be made to rental properties, we work directly with the property owner throughout the process and have them sign an agreement to leave modifications in place for future tenants.
- **Oversight** – We are in direct communication with both the contractor and the client throughout the construction process to resolve conflicts, answer questions and generally facilitate a successful housing rehabilitation project for all concerned.
- **Inspection, Completion & Payment** – Our staff conducts a thorough inspection of the finished job to ensure compliance and satisfaction.



What is Available?

- Wheelchair ramps • Widened doorways • Grab bars
- Handrails • Roll-in showers • Raised toilets
- Other related accessibility modifications

Modifications to the residence are made by licensed, bonded and insured contractors through a competitive bid process. This program is designed to expand the supply of accessible, affordable housing in the area. Structural changes are permanent and property owners must agree to keep them in place for future tenants.

Who is Eligible?

- People with a physical disability
- People who qualify as low and moderately low-income by HUD guidelines
- Residents of Gresham, Portland, Vancouver and Multnomah County
- Renters or homeowners
- People of all ages

Want More Information?

Contact Unlimited Choices™

by phone: (503) 234-6167

by email: info@unlimitedchoices.org

Program Funding by HUD through the Cities of Gresham, Portland, Vancouver, and Multnomah County Community Development, Contracts for Service, and Donations from the Oregon Community Foundation, Rotary Club of Portland, and the UPS & Wells Fargo Foundations.

**Now Available to Residents of
Beaverton and Clark County!**

Adapt-A-Home®



What is Unlimited Choices®? Unlimited Choices® is a community-based, private, **nonprofit** organization serving Beaverton, Portland, Gresham, Vancouver, Clark County and Multnomah County residents. We are dedicated to providing people who have physical disabilities with the opportunity to gain or retain their independence by making affordable housing accessible.

What is the Adapt-A-Home® Program?

A program that has grants available to make accessible modifications to homes or apartments. The contractors we use are experienced and state qualified.

What is Available?

- Wheelchair ramps
- Widened doorways
- Grab Bars
- Raised Toilets
- Hand Rails
- Roll-in Showers
- Other related modifications

Who is Eligible?

- People with a physical disability
- People who qualify as low-income by HUD guidelines
- People who live in Beaverton, Portland, Gresham, Vancouver, Clark County or unincorporated Multnomah County
- Renters or Homeowners



For more information, call:

Unlimited Choices®

Oregon Phone: 503-234-6167

Toll Free: 1-866-219-6820

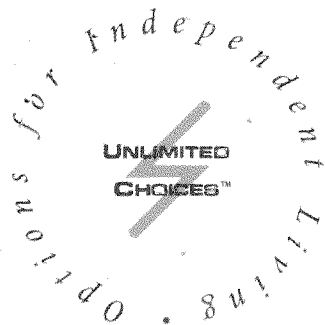
Fax: 503-234-9980

Email: info@unlimitedchoices.org

Website: www.unlimitedchoices.org



"Options for Independent Living"



Mend-A-Home™

Emergency Repairs for Qualified Homeowners

Mend-A-Home™ is a program currently available in the City of Gresham and Multnomah County to assist qualified property owners, including mobile home owners, who cannot afford to make emergency home repairs.

The Mission is to offer emergency home repair to very low-income homeowners.

What is the Mend-A-Home™ Program?

- **City of Gresham** – The purpose of the program is to make deferred payment loans to eligible property owners within the City of Gresham; or grants to mobile homeowners who live on rented property.
- **Multnomah County** – The purpose of the program is to make grants to eligible property owners or mobile homeowners in unincorporated Multnomah County (Troutdale, Fairview, Wood Village, Maywood Park, Corbett, etc.).
- **Project Coordination** – Our staff at Unlimited Choices™ manages all project activities from the initial referral and intake process to completion of the project, communicating regularly with all concerned stakeholders.



What is an Emergency Home Repair?

An emergency home repair corrects a defect or dangerous condition that threatens the life and safety of the occupants, is causing major structural damage to the property, or, if left untreated, is likely to cause major structural damage to the property within a year.

Emergency repairs that may qualify:

- Structural, plumbing, mechanical or electrical systems showing obvious signs of deterioration and requiring emergency repair.
- Roof, if leaking, missing shingles or severely deteriorated.
- Exterior porch, deck and/or stair repair.

Who is Eligible?

To be eligible, you must meet the following requirements

- You must be the owner-occupant of the home or mobile home on which the repair work is to be made.
- Your home must be located within the City of Gresham or in Multnomah County.
- Your total household income must fall at or below 50% of the HUD Area Median Income Guidelines.
- In addition to annual income, household assets must not exceed \$20,000.

Assets include: savings accounts, time certificates, trust accounts, notes receivable, equity in stocks or bonds, real property or any other capital investment.

Assets do not include: your principal residence, retirement account, personal vehicle or any other household item reasonably necessary for personal use.

Unlimited Choices™ is a community-based, private, non-profit organization serving Gresham and Multnomah County residents with the Mend-A-Home Program.

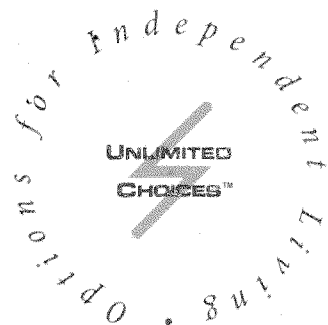
Want More Information?

Contact Unlimited Choices™

by phone: (503) 234-6167

by email: info@unlimitedchoices.org

Program Funding by HUD through the Cities of Gresham, Portland, Vancouver, and Multnomah County Community Development, Contracts for Service, and Donations from the Oregon Community Foundation, Rotary Club of Portland, and the UPS & Wells Fargo Foundations.



National, State & Regional Awards

Unlimited Choices™ and the Adapt-A-Home™ Program have received the following:

National Community Development Association (NCDA)

Audrey Nelson Community Development Achievement Award, Washington, D.C.

"In recognition of the exemplary and innovative use of Community Development Block Grant funds to address the needs of low and moderate income families, homes and neighborhoods."

National Association for County Community and Economic Development (NACCED)

Annual Award of Excellence, Salt Lake City, Utah

National Organization on Disability (NOD)

National Community Service Award

First Place in "Counties" Category (Multnomah County), Portland, Oregon

Oregon Disabilities Commission (ODC)

Distinguished Service Award

Oregon State Capitol, Salem, Oregon

"This award is given annually to the organization which has contributed significantly to the employment and empowerment of people with disabilities in Oregon."

Portland/Multnomah Progress Board

Benchmarks Results Award

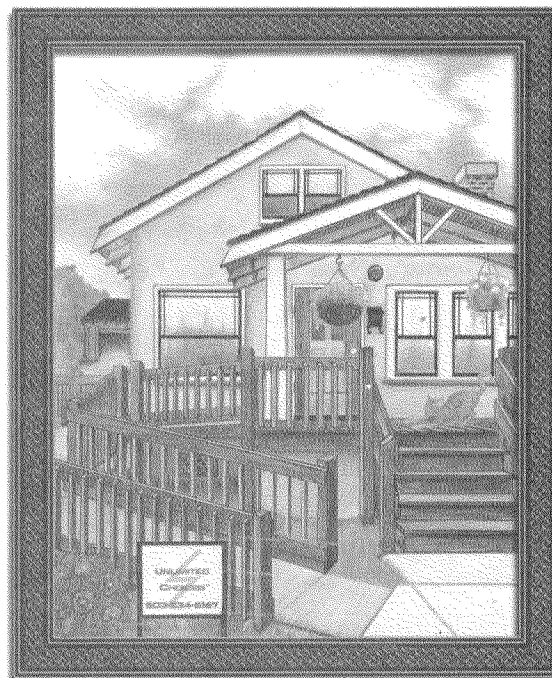
Portland, Oregon

Certificate of Appreciation - City of Gresham

"For the inspiration behind and implementation of the Adapt-A-Home project to assist persons with disabilities become full participants in their community."

Certificate of Achievement - Housing and Community Development Commission

"HCDC acknowledges and thanks you for your fine work."





CALL US ABOUT OUR

ADAPTA-A-HOME

PROGRAM FOR
MORE INFORMATION
ABOUT IMPROVING
ACCESSIBILITY

503-234-6167

National Awards

National Community Development Association (NCDA)

Audrey Nelson Community Development Achievement Award,
Washington, D.C.

"In recognition of the exemplary and innovative use of Community Development Block Grant funds to address the needs of low and moderate income families, homes and neighborhoods."

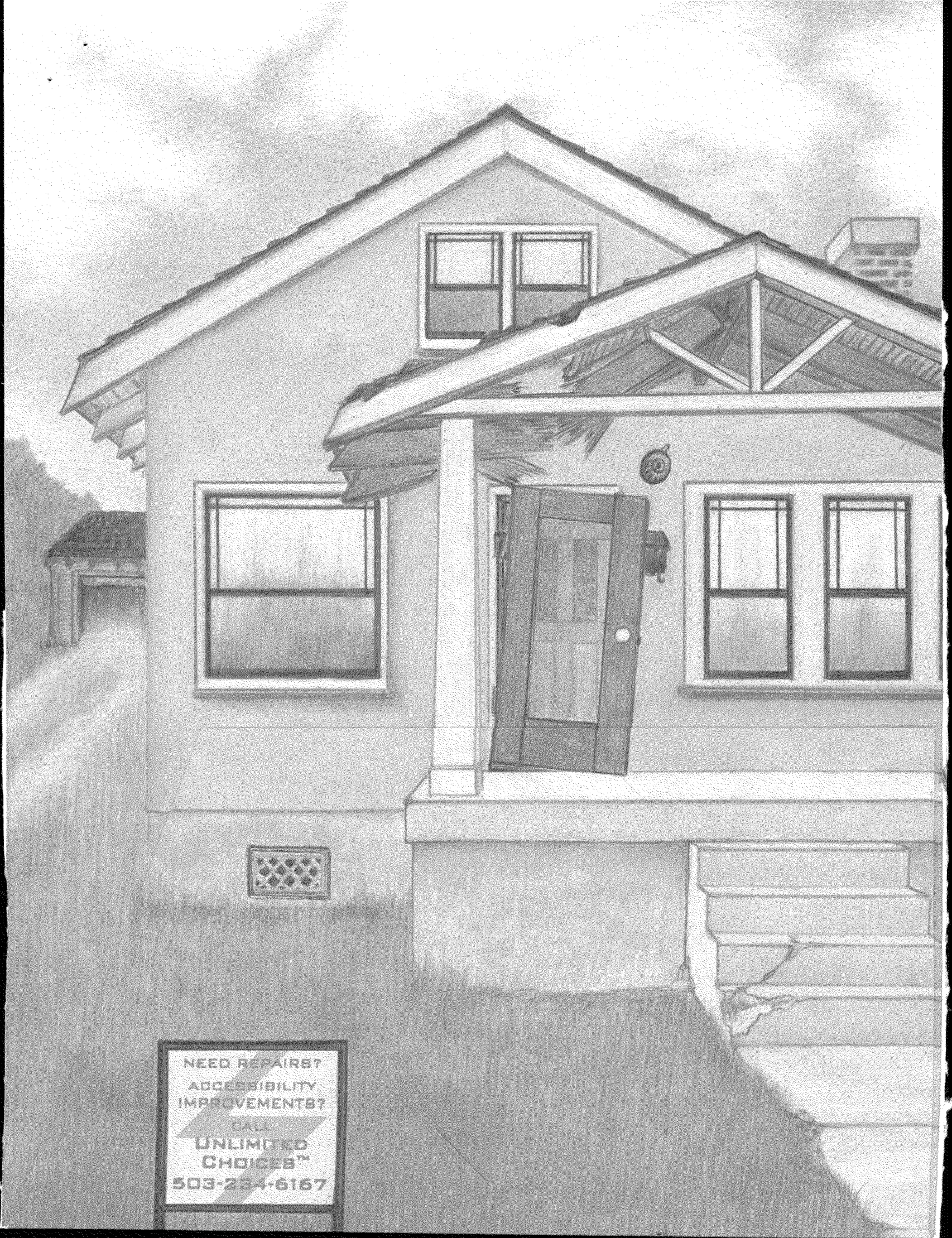
National Association for County Community and Economic Development (NACCED)

Annual Award of Excellence,
Salt Lake City, Utah

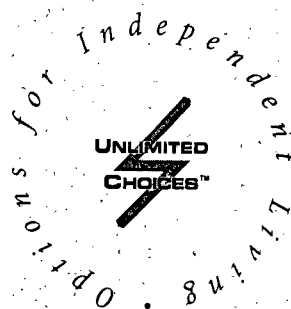
National Organization on Disability (NOD)

National Community Service Award

First Place in "Counties" Category (Multnomah County), Portland, Oregon



NEED REPAIRS?
ACCESSIBILITY
IMPROVEMENTS?
CALL
UNLIMITED
CHOICES™
503-234-6167



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original design & illustration by Stewart Hartsfield/Earth in Common, 2003

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-169

Declaring the Former State Medical Examiner's Office, Hansen Building, Multnomah County Corrections Facility and Edgefield Properties, and Portland Building 14th and 15th Floors as Surplus Properties and Authorizing Sale

The Multnomah County Board of Commissioners Finds:

- a. The County owns the former State Medical Examiner's Office located at 301 NE Knott Street.
 - i. It was built in 1926 and was leased by the State Medical Examiner until October 2004. The Medical Examiner is vacating the building in October, 2004.
 - ii. There is no requirement for the building in the County portfolio after October, 2004.
- b. The County owns the Hansen Building located at 12240 NE Glisan Street.
 - i. It is currently used by the Sheriff's office and can be phased out and the Sheriff's personnel transferred to other locations.
 - ii. There is no long term requirement for the building in the County portfolio.
- c. The Multnomah County Correctional Facility (MCCF) is a County-owned property located at 1906 SW Halsey in Troutdale.
 - i. MCCF currently houses MCSO work crews that were formerly located at the Multnomah County Inverness Jail (MCIJ).
 - ii. There is sufficient bed capacity in the Multnomah County Jail System to house work crews from MCCF. Therefore, MCCF and the other undeveloped Edgefield property is County-owned surplus property.
- d. The County has a perpetual lease for the 14th and 15th floors of the Portland Building located at 1220 SW 5th Avenue.
 - i. It was built in 1981 and the County has leased approximately 39,138 square feet on the 14th and 15th floors in accordance with a lease entered into with the City of Portland on January 22, 1981.
 - ii. The building lease cost is currently over \$21.40 per square foot.
 - iii. The 14th floor is partially vacant and it is anticipated that the remaining programs will be moved to existing County facilities in January 2005. There is no current or long-term expected requirement for the space.
 - iv. The 15th floor is occupied, and the space is required for the foreseeable future:
 - a) The space is occupied by Courts, District Attorney and other uses that require space in the vicinity of this building but not necessarily in this building.

- b) The City of Portland is discussing the potential purchase of the County's interest in the building and desires to purchase both floors in order to perfect its ownership of the building and to minimize the transaction costs for financing the purchase.
- c) A provision for the leaseback of this floor at market rates is being discussed. This should result in lower annual operating costs in addition to providing a source of one-time revenue to the County.
- v. It is anticipated that significant revenue can be obtained for the property if sold.

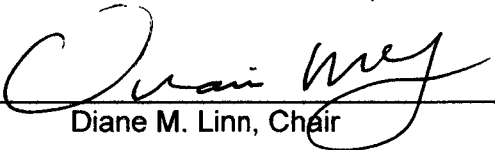
The Multnomah County Board of Commissioners Resolves:

1. The former State Medical Examiner's Office at 301 NE Knott Street, the Hansen Building at 12240 NE Glisan Street, the MCCF and Edgefield Properties, and the 14th floor of the Portland Building are declared surplus property.
2. The MCCF and Edgefield properties are described as (Section 26 1N 3E; Partition Plat 1993-97, TL 100; Partition Plat 1993-97; Lot 2 TL 600; Lot 2, Partition Plat 1998-166, Lot 1 TL 405; Partition Plat 1998-166, Lot 1 TL 212; Partition Plat 1998-166, Lot 1 TL 408; Partition Plat 1998-166, Lot 1 TL 211; Partition Plat 1998-166, Lot 1 TL 213).
3. It is in the best interests of the County to sell the 15th floor of the Portland Building to the City of Portland and lease back the space from the City.
4. Facilities and Property Management Division is authorized to offer the State Medical Examiner's Office for sale and Portland Building floors 14 and 15 for sale or lease and to negotiate a lease from the City or Portland for the 15th floor of the Portland Building. All net proceeds from the sales shall be applied to the County's General Reserve Fund or the one time only costs associated with the Disposition and Consolidation Strategy adopted by the Board.
5. Facilities and Property Management Division is authorized to offer the Hansen Building, MCCF and Edgefield Properties for sale. All net proceeds from the sales shall be applied to the County's General Reserve Fund subject to the provisions of Resolution 04-159 or specific disposition to be determined by the Board at time of sale.

ADOPTED this 18th day of November, 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John S. Thomas, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

RECEIVED: MULTNOMAH COUNTY
OF COMMISSIONERS
AGT R.6 DATE 11-18-04
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-6

Est. Start Time: 11:20 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: 5 minutes

Department: DBCS

Division: Land Use & Transportation Program

Contact/s: Kate Dreyfus

Phone: (503) 988-5050

Ext.: 25579

I/O Address: Bldg 455

Presenters: Kate Dreyfus

Agenda Title: Notice of Intent to Partner with East Multnomah Soil & Water Conservation District in the District's Application for Oregon Department of Agriculture Funds for Knotweed Eradication

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

1. What action are you requesting from the Board? What is the department/agency recommendation?

The Land Use and Transportation Program is seeking Board approval to partner with the East Multnomah Soil & Water Conservation District (District) in the District's application to Oregon Department of Agriculture (ODA) for funds to eradicate Japanese Knotweed on properties adjacent to Multnomah County right-of-way. Japanese Knotweed is deemed an invasive, noxious weed by the Oregon State Weed Board. The District intends to apply for funds to apply herbicides by injection to Japanese Knotweed on properties adjacent to Multnomah County right-of-way parcels where Knotweed stands have been identified by the County. The application of herbicide will occur in the spring and summer of 2005.

2. Please provide sufficient background information for the Board and the public to understand this issue.

Japanese Knotweed (*Polygonum Cuspodatum*) is an upright, shrub like herbaceous perennial that can reach heights of more than ten feet. It spreads through tuber-like rhizomes and can rapidly form a mono-culture that forces out natural vegetation.

Knotweed is a special threat to riparian habitats and waterways, where it spreads particularly quickly. Knotweed is capable of regenerating itself through cut sections of its rhizomes or stems. Knotweed can be a public safety hazard as it blocks sight lines. Knotweed has fallen into right-of-way during storm events.

Multnomah County has been treating Knotweed in its right-of-way for approximately three years with techniques which include spraying of herbicides. The County recently has stepped up its treatment efforts to include a blended strategy of chemical and mechanical applications. The County has mapped 43 Knotweed stands in its right-of-way through its GIS system. The County also is mapping Knotweed stands on private lands adjacent to County right-of-way, where the Knotweed is not yet present on the adjacent County right-of-way.

Some of the Knotweed stands on County right-of-way extend onto adjacent properties that are not owned by the County. Elimination of Knotweed only on County right-of-way lands will not guarantee its permanent eradication since the plant can re-invade rapidly from the adjacent properties. Treatment on the adjacent lands will increase the efficiency of the treatment on the County lands and will reduce County expenditures for weed control in subsequent years.

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

We propose to provide a match for the ODA funds requested by the District's application. The match will consist of funds to be expended by the County on eradication of Knotweed on County right-of-way between mid-February 2005 and summer 2005, as well as mapping to inventory the effectiveness of treatment. This timeframe will parallel the ODA grant cycle, as grants will be awarded in mid-February of 2005, and all work including a final report must be concluded by mid-September of 2005. The estimated match funds are \$10,000. The County intends to expend these funds regardless of the outcome of the District's grant application. The estimated grant fund request by the District is \$20,000.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**

- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

An exemption to Board deadlines for submittal of this agenda item is requested because the application is due to ODA on December 3, 2004. This is a notice of intent to partner with the East Multnomah Soil & Water Conservation District on the District's grant application to ODA.

- ❖ **Who is the granting agency?**
ODA
- ❖ **Specify grant requirements and goals.**
The Oregon State Weed Board Grant Program's Noxious Weed Control Grant, which is administered through the ODA, provides funding for noxious weed control projects. It is a priority of the Weed Board to fund projects that restore, enhance, or protect fish and wildlife habitat, watershed function, and water quality. The District will be conducting community outreach to owners of property adjacent to County right-of-way with Knotweed infestation and will be applying herbicide to Knotweed on these adjacent properties subject to the property owners' approval. This herbicide application will be coordinated with County treatment of Knotweed on County right-of-way properties. Additionally, the District will be mapping the Knotweed stands it identifies and will provide this information to the County for integration into its own GIS system. Finally, the District will conduct field surveys for other noxious weeds other than Knotweed that have been identified by the ODA on its "A," "B," and "T" lists.
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
This is a one-time grant.
- ❖ **What are the estimated filing timelines?**
The application deadline is December 3, 2004.
- ❖ **If a grant, what period does the grant cover?**
Grants will be awarded in mid-February of 2005. Grant work must begin no sooner than March 15, 2005. An interim grant report is due by July 15, 2005, and a final report is due by September 30, 2005.
- ❖ **When the grant expires, what are funding plans?**
The District's project will be complete when the grant ends. The District may seek additional grant funds to assist with follow-up monitoring of the treated sites as well as any additional treatment, if necessary.
- ❖ **How will the county indirect and departmental overhead costs be covered?**
N/A

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

The application is due by December 4, 2004. We are requesting an exemption from the Board scheduling procedures for submittal of this NOI.

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

The District's grant application will include an outreach component which is designed to provide for citizen consent to, and participation in, the Knotweed treatment process, as well as general awareness of noxious weeds.

Required Signatures:

Department/Agency Director: Robert A Maestre

Date: 10/25/04

Budget Analyst

J. Mark Campbell

By: _____

Date: 10/25/04

Dept/Countywide HR

By: _____

Date:



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-7 DATE 11-18-04
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/18/04
Agenda Item #: R-7
Est. Start Time: 11:25 AM
Date Submitted: 10/19/04

BUDGET MODIFICATION: HD-05-01

**Budget Modification HD-05-01 Authorizing Adjustment of Budget Line
Items to Match How Services Are Provided Resulting from the Clinical
Agenda Title: System Reconfiguration**

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

Date Requested:	<u>November 18, 2004</u>	Time Requested:	<u>5 minutes</u>
Department:	<u>Health Dept.</u>	Division:	<u>Integrated Clinical Services</u>
Contact(s):	<u>Wendy Lear, Finance Manager</u>		
Phone:	<u>503-988-3674</u>	Ext.	<u>27574</u>
I/O Address:	<u>1608</u>		
Presenter(s):	<u>Vanetta Abdellatif; Director of Integrated Clinical Services</u>		

General Information

1. What action are you requesting from the Board?

Approval of budget modification to reconfigured clinical system to close the gap from declining Oregon Health Plan and County General Fund revenue

2. Please provide sufficient background information for the Board and the public to understand this issue.

During the FY 05 budget preparation process there became a need to reconfigure our clinical system to close the gap from declining Oregon Health Plan and County Genereal Fund revenue reorganization. This plan was presented to the Board of County Commissioners on April 29, 2004. Due to the short time line available to complete the budget process, placeholders cuts were made in the adopted budget, with the agreement that a budget modification to more clearly define the actual adjustments would be completed in FY05. This budget modification more accurately portrays those changes and brings the Health Departments budget back into alignment with actual operational changes. This budget modification does not include cuts to La Clinica Health Clinic, which was part of the original plan but restored by Commissioners during the amendment process.

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

This budget modification has no fiscal impact to the current budget.

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

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

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- What revenue is being changed and why?
Revenue budgets were adjusted to reflect the services being provided at each location.
- What budgets are increased/decreased?
N/A
- What do the changes accomplish?
Adjustment of the budget line items to match how services are provided resulting from the reconfiguration.
- Do any personnel actions result from this budget modification? Explain.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
All indirect and fees are accounted for and will be covered by revenues
- Is the revenue one-time-only in nature?
no
- If a grant, what period does the grant cover?
- If a grant, when the grant expires, what are funding plans?

Contingency Request

If the request is a **Contingency Request**, please answer **all** of the following in detail:

- Why was the expenditure not included in the annual budget process?
- What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- Why are no other department/agency fund sources available?
- Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- Has this request been made before? When? What was the outcome?

NOTE: *If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

Grant Application/Notice of Intent

If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- Who is the granting agency?
- Specify grant requirements and goals.
- Explain grant funding detail – is this a one time only or long term commitment?
- What are the estimated filing timelines?
- If a grant, what period does the grant cover?
- When the grant expires, what are funding plans?
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?

ATTACHMENT B

BUDGET MODIFICATION: HD-05-01

Required Signatures

**Department/
Agency Director:**

Carl M Ford

Date: 11/08/04

Budget Analyst:

Debra

Date: 10/19/04

Department HR:

Date: _____

Countywide HR:

Date: _____

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	40-70	21370			4CA03	50195	(87,534)	(97,904)	(10,370)		HIV Clinic
2	40-70	21700			4FA14-10-5	50170	(410,005)	(548,678)	(138,673)		Adjust to revised grant award
3	40-70	26020			43800-00-26020	50236	(313,091)	(454,218)	(141,127)		
4	40-70	26030			43800-00-26030	50236	(438,136)	(360,018)	78,118		
5	40-70	26080			43800-00-26080	50236	(91,305)	(12,252)	79,053		
6	40-70	40140			43800-00-40140	50235	(66,850)	(211,872)	(145,022)		
7	40-70	1505		403800		60000	921,741	1,036,722	114,981		
8	40-70	1505		403800		60120	64,055	63,661	(394)		
9	40-70	1505		403800		60130	271,637	304,774	33,137		
10	40-70	1505		403800		60140	206,776	230,053	23,277		
11	40-70	1505		403800		60170	202,763	209,949	7,186		
12	40-70	1505		403800		60350	4,796	5,456	660		
13	40-70	1505		403800		60355	167,312	191,767	24,455		
14	40-70	1505		403800		60360	39,681	40,407	726		
15	40-70	1505		403800		60365	25,903	28,896	2,993		
16								0		(71,000)	
17								0			
18	40-70	26020			44825-00-26020	50236	(876)	(1,534)	(658)		Rockwood
19	40-70	26030			44825-00-26030	50236	(3,945)	(2,191)	1,754		
20	40-70	26130			44825-00-26130	50236	(13,147)	(19,720)	(6,573)		
21	40-70	40140			44825-00-40140	50235	(6,000)	(4,382)	1,618		
22	40-70	40160			44825-00-40160	50235	(6,150)	(4,340)	1,810		
23	40-70	1505		404825		60000	144,065	62,675	(81,390)		
24	40-70	1505		404825		60120	11,185	6,153	(5,032)		
25	40-70	1505		404825		60130	42,804	19,073	(23,731)		
26	40-70	1505		404825		60140	32,887	14,096	(18,791)		
27	40-70	1505		404825		60350	71	44	(27)		
28	40-70	1505		404825		60355	2,500	1,530	(970)		
29	40-70	1505		404825		60365	4,041	1,785	(2,256)		
30	40-70	1505		404825		60430	0	96,857	96,857		
31	40-70	1505		404825		60460	0	7,605	7,605		
32								0		(29,784)	
33								0			
34	40-80	1505		407050		60000	375,259	354,688	(20,571)		Child Assessment Services
35	40-80	1505		407050		60120	26,580	24,416	(2,164)		
36	40-80	1505		407050		60130	110,944	105,016	(5,928)		
37	40-80	1505		407050		60140	63,860	62,468	(1,392)		
38	40-80	1505		407050		60365	10,152	9,643	(509)		
39										(30,564)	
40								0			
41	40-80	49000			47100-00-49000	50190	(135,825)	0	135,825		Central Call Center
42	40-80	1505		407100		60000	617,927	607,684	(10,243)		

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
43	40-80	1505		407100		60120	42,440	42,241	(199)		
44	40-80	1505		407100		60130	181,366	178,412	(2,954)		
45	40-80	1505		407100		60140	185,465	195,482	10,017		
46	40-80	1505		407100		60150	67,913	0	(67,913)		
47	40-80	1505		407100		60350	287	0	(287)		
48	40-80	1505		407100		60355	10,100	0	(10,100)		
49	40-80	1505		407100		60360	42,054	35,188	(6,866)		
50	40-80	1505		407100		60365	18,347	21,461	3,114		
51	40-80	1505		407100		90002	21,208	202,535	181,327		
52							0			231,721	
53							0				
54	40-70	1505		407200		60000	272,704	252,177	(20,527)		Behavioral Health Admin
55	40-70	1505		407200		60120	21,457	19,234	(2,223)		
56	40-70	1505		407200		60130	81,128	75,212	(5,916)		
57	40-70	1505		407200		60140	60,342	58,955	(1,387)		
58	40-70	1505		407200		60365	7,624	7,098	(526)		
59							0			(30,579)	
60							0				
61	40-70	20500			4FA07-1-1	50170	(740,359)	(859,691)	(119,332)		East County Clinic
62	40-70	20510			4SA31-1	50190	(6,272)	(7,100)	(828)		Adjust to revised grant award & redistribute SEC allocation
63	40-70	20520			4SA30-1	50190	(90,539)	(102,504)	(11,965)		
64	40-70	26020			47500-00-26020	50236	(1,805,662)	(2,479,032)	(673,370)		
65	40-70	26030			47500-00-26030	50236	(365,332)	(539,964)	(174,632)		
66	40-70	26080			47500-00-26080	50236	(21,221)	(35,111)	(13,890)		
67	40-70	26120			4SA32-1	50190	(119,420)	(143,895)	(24,475)		Adjust to revised grant award & redistribute SEC allocation
68	40-70	26130			47500-00-26130	50236	(438)	(876)	(438)		
69	40-70	40140			47500-00-40140	50235	(7,430)	(12,891)	(5,461)		
70	40-70	40160			47500-00-40160	50235	(195,544)	(205,944)	(10,400)		
71	40-70	1505		407500		60000	1,351,154	1,609,244	258,090		
72	40-70	1505		407500		60120	113,618	103,028	(10,590)		
73	40-70	1505		407500		60130	399,569	474,191	74,622		
74	40-70	1505		407500		60140	336,826	406,421	69,595		
75	40-70	1505		407500		60170	154,977	172,977	18,000		
76	40-70	1505		407500		60246	49,654	58,654	9,000		
77	40-70	1505		407500		60310	51,326	60,326	9,000		
78	40-70	1505		407500		60350	6,514	8,525	2,011		
79	40-70	1505		407500		60355	228,971	299,652	70,681		
80	40-70	1505		407500		60360	34,101	37,740	3,639		
81	40-70	1505		407500		60365	39,129	45,984	6,855		
82							0			(523,888)	

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
83								0			
84	40-70	26020			47525-00-26020	50236	(23,883)	(31,990)	(8,107)		Teen Clinic
85	40-70	26030			47525-00-26030	50236	(8,107)	(11,394)	(3,287)		
86	40-70	26130			47525-00-26130	50236	(8,107)	(15,557)	(7,450)		
87	40-70	40140			47525-00-40140	50235	0	(381)	(381)		
88	40-70	40160			47525-00-40160	50235	(29,437)	(29,717)	(280)		
89	40-70	1505		407525		60000	117,741	94,534	(23,207)		
90	40-70	1505		407525		60120	10,378	7,836	(2,542)		
91	40-70	1505		407525		60130	35,004	28,063	(6,941)		
92	40-70	1505		407525		60140	27,981	21,296	(6,685)		
93	40-70	1505		407525		60350	164	208	44		
94	40-70	1505		407525		60355	5,772	7,314	1,542		
95	40-70	1505		407525		60365	3,970	3,281	(689)		
96								0		(57,983)	
97								0			
98	40-70	20500			4FA07-1-2	50170	(440,053)	(510,981)	(70,928)		Mid County Clinic
99	40-70	20510			4SA31-2	50190	(3,728)	(4,220)	(492)		Adjust to revised grant award & redistribute SEC allocation
100	40-70	20520			4SA30-2	50190	(53,814)	(60,926)	(7,112)		Adjust to revised grant award & redistribute SEC allocation
101	40-70	26020			47550-00-26020	50236	(2,312,743)	(2,820,862)	(508,119)		
102	40-70	26030			47550-00-26030	50236	(1,004,526)	(1,299,012)	(294,486)		
103	40-70	26080			47550-00-26080	50236	(105,774)	(75,594)	30,180		
104	40-70	26120			4SA32-2	50190	(70,980)	(85,527)	(14,547)		Adjust to revised grant award & redistribute SEC allocation
105	40-70	26130			47550-00-26130	50236	(5,916)	(4,820)	1,096		
106	40-70	40140			47550-00-40140	50235	(11,547)	(9,896)	1,651		
107	40-70	40160			47550-00-40160	50235	(101,417)	(108,477)	(7,060)		
108	40-70	1505		407550		60000	1,789,318	2,138,783	349,465		
109	40-70	1505		407550		60120	137,513	124,255	(13,258)		
110	40-70	1505		407550		60130	527,574	628,291	100,717		
111	40-70	1505		407550		60140	426,713	531,633	104,920		
112	40-70	1505		407550		60170	99,588	122,088	22,500		
113	40-70	1505		407550		60246	48,962	60,212	11,250		
114	40-70	1505		407550		60310	33,426	44,676	11,250		
115	40-70	1505		407550		60350	10,240	12,166	1,926		
116	40-70	1505		407550		60355	359,910	427,595	67,685		
117	40-70	1505		407550		60360	39,690	44,239	4,549		
118	40-70	1505		407550		60365	51,469	60,951	9,482		
119								0		(199,331)	
120								0			
121	40-70	20500			4FA07-1-3	50170	(305,510)	(354,752)	(49,242)		North Portland Clinic

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
122	40-70	20510			4SA31-3	50190	(2,588)	(2,930)	(342)		Adjust to revised grant award & redistribute SEC allocation
123	40-70	20520			4SA30-3	50190	(37,361)	(42,299)	(4,938)		Adjust to revised grant award & redistribute SEC allocation
124	40-70	26020			47600-00-26020	50236	(1,392,343)	(2,031,052)	(638,709)		
125	40-70	26030			47600-00-26030	50236	(595,957)	(653,522)	(57,565)		
126	40-70	26080			47600-00-26080	50236	(104,951)	(81,115)	23,836		
127	40-70	26120			4SA32-3	50190	(49,278)	(59,378)	(10,100)		Adjust to revised grant award & redistribute SEC allocation
128	40-70	26130			47600-00-26130	50236	(3,068)	(5,697)	(2,629)		
129	40-70	40140			47600-00-40140	50235	(7,737)	(15,230)	(7,493)		
130	40-70	40160			47600-00-40160	50235	(114,222)	(125,202)	(10,980)		
131	40-70	1505		407600		60000	1,289,730	1,441,870	152,140		
132	40-70	1505		407600		60120	93,138	85,484	(7,654)		
133	40-70	1505		407600		60130	380,167	424,013	43,846		
134	40-70	1505		407600		60140	316,530	353,399	36,869		
135	40-70	1505		407600		60170	85,331	94,331	9,000		
136	40-70	1505		407600		60246	29,969	34,469	4,500		
137	40-70	1505		407600		60310	18,666	23,166	4,500		
138	40-70	1505		407600		60350	5,271	6,800	1,529		
139	40-70	1505		407600		60355	185,258	239,011	53,753		
140	40-70	1505		407600		60360	19,294	21,114	1,820		
141	40-70	1505		407600		60365	37,115	41,056	3,941		
142							0			(453,918)	
143							0				
144	40-70	20500			4FA07-1-4	50170	(547,650)	(635,921)	(88,271)		NE Clinic
145	40-70	20510			4SA31-4	50190	(4,639)	(5,252)	(613)		Adjust to revised grant award & redistribute SEC allocation
146	40-70	20520			4SA30-4	50190	(66,973)	(75,823)	(8,850)		Adjust to revised grant award & redistribute SEC allocation
147	40-70	26020			47650-00-26020	50236	(2,096,620)	(2,367,223)	(270,603)		
148	40-70	26030			47650-00-26030	50236	(429,430)	(604,061)	(174,631)		
149	40-70	26080			47650-00-26080	50236	(42,532)	(61,909)	(19,377)		
150	40-70	26120			4SA32-4	50190	(88,335)	(106,439)	(18,104)		Adjust to revised grant award & redistribute SEC allocation
151	40-70	26130			47650-00-26130	50236	(1,096)	(786)	310		
152	40-70	40140			47650-00-40140	50235	(7,743)	(11,807)	(4,064)		
153	40-70	40160			47650-00-40160	50235	(127,506)	(136,986)	(9,480)		
154	40-70	1505		407650		60000	1,430,333	1,549,433	119,100		
155	40-70	1505		407650		60120	129,398	109,409	(19,989)		
156	40-70	1505		407650		60130	425,259	458,808	33,549		
157	40-70	1505		407650		60140	343,734	381,831	38,097		
158	40-70	1505		407650		60170	157,703	175,703	18,000		

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
159	40-70	1505		407650		60246	55,849	64,849	9,000		
160	40-70	1505		407650		60310	43,138	52,138	9,000		
161	40-70	1505		407650		60350	7,471	8,771	1,300		
162	40-70	1505		407650		60355	262,596	308,280	45,684		
163	40-70	1505		407650		60360	34,410	38,050	3,640		
164	40-70	1505		407650		60365	42,611	45,600	2,989		
165								0		(333,313)	
166								0			
167	40-70	20500			4FA07-1-5	50170	(362,003)	0	362,003		SE Clinic
168	40-70	20510			4SA31-5	50190	(3,067)	0	3,067		Adjust to revised grant award & redistribute SEC allocation
169	40-70	20520			4SA30-5	50190	(44,270)	0	44,270		Adjust to revised grant award & redistribute SEC allocation
170	40-70	26020			47700-00-26020	50236	(2,098,649)	0	2,098,649		
171	40-70	26030			47700-00-26030	50236	(625,076)	0	625,076		
172	40-70	26080			47700-00-26080	50236	(128,353)	0	128,353		
173	40-70	26120			4SA32-5	50190	(58,391)	0	58,391		Adjust to revised grant award & redistribute SEC allocation
174	40-70	26130			47700-00-26130	50236	(19,720)	0	19,720		
175	40-70	40140			47700-00-40140	50235	(8,280)	0	8,280		
176	40-70	40160			47700-00-40160	50235	(122,186)	0	122,186		
177	40-70	1505		407700		60000	585,154	0	(585,154)		
178	40-70	1505		407700		60120	75,164	0	(75,164)		
179	40-70	1505		407700		60130	171,077	0	(171,077)		
180	40-70	1505		407700		60140	130,481	0	(130,481)		
181	40-70	1505		407700		60170	77,088	0	(77,088)		
182	40-70	1505		407700		60180	15,606	0	(15,606)		
183	40-70	1505		407700		60220	2,800	0	(2,800)		
184	40-70	1505		407700		60230	150	0	(150)		
185	40-70	1505		407700		60240	15,000	0	(15,000)		
186	40-70	1505		407700		60246	30,000	0	(30,000)		
187	40-70	1505		407700		60260	6,400	0	(6,400)		
188	40-70	1505		407700		60270	750	0	(750)		
189	40-70	1505		407700		60310	32,532	0	(32,532)		
190	40-70	1505		407700		60340	800	0	(800)		
191	40-70	1505		407700		60350	7,441	0	(7,441)		
192	40-70	1505		407700		60355	260,941	0	(260,941)		
193	40-70	1505		407700		60360	18,312	0	(18,312)		
194	40-70	1505		407700		60365	17,967	0	(17,967)		
195	40-70	1505		407700		60430	0	302,247	302,247		SEC mothball costs
196	40-70	1505		407700		90002	64,953	0	(64,953)		
197								0		2,259,626	

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
198								0			
199	40-70	20500			4FA07-1-6	50170	(451,203)	(523,928)	(72,725)		Westside Clinic
200	40-70	20510			4SA31-6	50190	(3,822)	(4,327)	(505)		Adjust to revised grant award & redistribute SEC allocation
201	40-70	20520			4SA30-6	50190	(55,178)	(62,470)	(7,292)		Adjust to revised grant award & redistribute SEC allocation
202	40-70	26020			47750-00-26020	50236	(1,044,459)	(1,297,312)	(252,853)		
203	40-70	26030			47750-00-26030	50236	(754,891)	(970,933)	(216,042)		
204	40-70	26080			47750-00-26080	50236	(90,875)	(121,999)	(31,124)		
205	40-70	26120			4SA32-6	50190	(72,779)	(87,694)	(14,915)		Adjust to revised grant award & redistribute SEC allocation
206	40-70	26130			47750-00-26130	50236	(6,354)	(3,944)	2,410		
207	40-70	40140			47750-00-40140	50235	(5,711)	(8,441)	(2,730)		
208	40-70	40160			47750-00-40160	50235	(90,088)	(111,968)	(21,880)		
209	40-70	1505		407750		60000	1,342,729	1,627,429	284,700		
210	40-70	1505		407750		60120	97,021	87,702	(9,319)		
211	40-70	1505		407750		60130	394,005	476,051	82,046		
212	40-70	1505		407750		60140	322,865	386,962	64,097		
213	40-70	1505		407750		60170	107,670	130,713	23,043		
214	40-70	1505		407750		60180	7,446	8,471	1,025		
215	40-70	1505		407750		60220	2,000	2,100	100		
216	40-70	1505		407750		60230	70	80	10		
217	40-70	1505		407750		60240	18,255	23,581	5,326		
218	40-70	1505		407750		60246	41,961	55,248	13,287		
219	40-70	1505		407750		60250	200	244	44		
220	40-70	1505		407750		60260	14,773	15,473	700		
221	40-70	1505		407750		60270	1,306	1,351	45		
222	40-70	1505		407750		60310	66,300	75,936	9,636		
223	40-70	1505		407750		60350	8,120	9,503	1,383		
224	40-70	1505		407750		60355	285,422	334,020	48,598		
225	40-70	1505		407750		60360	53,927	59,307	5,380		
226	40-70	1505		407750		60365	38,723	46,304	7,581		
227	40-70	1505		407750		60370	34,570	36,724	2,154		
228	40-70	1505		407750		60430	146,519	151,740	5,221		
229	40-70	1505		407750		60440	2,640	3,120	480		
230	40-70	1505		407750		90002	51,474	63,116	11,642		
231								0		(60,477)	
232								0			
233	40-70	20500			4FA07-1-7	50170	(254,405)	(295,410)	(41,005)		La Clinica
234	40-70	20510			4SA31-7	50190	(2,154)	(2,439)	(285)		Adjust to revised grant award & redistribute SEC allocation
235	40-70	20520			4SA30-7	50190	(31,111)	(35,223)	(4,112)		Adjust to revised grant award & redistribute SEC allocation

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
236	40-70	26020			47800-00-26020	50236	0	(366,491)	(366,491)		
237	40-70	26030			47800-00-26030	50236	0	(68,198)	(68,198)		
238	40-70	26080			47800-00-26080	50236	0	(171)	(171)		
239	40-70	26120			4SA32-7	50190	(41,035)	(49,445)	(8,410)		Adjust to revised grant award & redistribute SEC allocation
240	40-70	26130			47800-00-26130	50236	0	(219)	(219)		
241	40-70	40140			47800-00-40140	50235	0	(318)	(318)		
242	40-70	40160			47800-00-40160	50235	0	(61,172)	(61,172)		
243	40-70	1505		407800		60000	679,841	438,511	(241,330)		
244	40-70	1505		407800		60120	56,527	36,243	(20,284)		
245	40-70	1505		407800		60130	200,949	131,399	(69,550)		
246	40-70	1505		407800		60140	143,712	104,472	(39,240)		
247	40-70	1505		407800		60170	36,530	41,030	4,500		
248	40-70	1505		407800		60246	19,993	22,243	2,250		
249	40-70	1505		407800		60310	11,072	13,322	2,250		
250	40-70	1505		407800		60350	1,240	2,404	1,164		
251	40-70	1505		407800		60355	43,588	84,513	40,925		
252	40-70	1505		407800		60360	9,235	10,843	1,608		
253	40-70	1505		407800		60365	19,440	12,963	(6,477)		
254	40-70	1505		407800		60370	0	9,673	9,673		
255	40-70	1505		407800		60390	0	6,900	6,900		
256	40-70	1505		407800		60430	0	83,764	83,764		
257	40-70	1505		407800		60440	0	2,330	2,330		
258	40-70	1505		407800		60460	0	14,404	14,404		
259							0			(757,494)	
260							0				
261	40-70	26020			47825-00-26020	50236	0	(1,096)	(1,096)		Taft Hotel
262	40-70	26030			47825-00-26030	50236	(15,557)	(12,051)	3,506		
263	40-70	26080			47825-00-26080	50236	(2,058)	(1,200)	858		
264	40-70	40160			47825-00-40160	50235	(1,020)	(1,120)	(100)		
265	40-70	1505		407825		60000	11,697	21,398	9,701		
266	40-70	1505		407825		60120	973	856	(117)		
267	40-70	1505		407825		60130	3,371	6,167	2,796		
268	40-70	1505		407825		60140	2,306	4,717	2,411		
269	40-70	1505		407825		60350	194	187	(7)		
270	40-70	1505		407825		60355	6,815	6,560	(255)		
271	40-70	1505		407825		60365	321	580	259		
272							0			17,956	
273							0				
274	40-70	26020			47850-00-26020	50236	(413,053)	0	413,053		Westside After Hours
275	40-70	26030			47850-00-26030	50236	(88,083)	0	88,083		
276	40-70	26080			47850-00-26080	50236	(8,917)	0	8,917		

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
277	40-70	40140			47850-00-40140	50235	(508)	0	508		
278	40-70	40160			47850-00-40160	50235	(17,228)	0	17,228		
279	40-70	1505		407850		60000	132,932	0	(132,932)		
280	40-70	1505		407850		60120	17,347	0	(17,347)		
281	40-70	1505		407850		60130	41,188	0	(41,188)		
282	40-70	1505		407850		60140	32,281	0	(32,281)		
283	40-70	1505		407850		60170	5,043	0	(5,043)		
284	40-70	1505		407850		60180	1,025	0	(1,025)		
285	40-70	1505		407850		60220	100	0	(100)		
286	40-70	1505		407850		60230	10	0	(10)		
287	40-70	1505		407850		60240	5,326	0	(5,326)		
288	40-70	1505		407850		60246	4,287	0	(4,287)		
289	40-70	1505		407850		60250	44	0	(44)		
290	40-70	1505		407850		60260	700	0	(700)		
291	40-70	1505		407850		60270	45	0	(45)		
292	40-70	1505		407850		60310	636	0	(636)		
293	40-70	1505		407850		60350	1,233	0	(1,233)		
294	40-70	1505		407850		60355	43,352	0	(43,352)		
295	40-70	1505		407850		60360	1,799	0	(1,799)		
296	40-70	1505		407850		60365	4,343	0	(4,343)		
297	40-70	1505		407850		60370	2,154	0	(2,154)		
298	40-70	1505		407850		60390	575	0	(575)		
299	40-70	1505		407850		60410	20	0	(20)		
300	40-70	1505		407850		60430	5,221	0	(5,221)		
301	40-70	1505		407850		60440	480	0	(480)		
302	40-70	1505		407850		90002	24,398	0	(24,398)		
303								0		203,250	
304								0			
305	40-70	26020			47950-00-26020	50236	(401,441)	0	401,441		Pediatric Access Clinics (folded into ECC)
306	40-70	26030			47950-00-26030	50236	(69,517)	0	69,517		
307	40-70	40160			47950-00-40160	50235	(7,228)	0	7,228		
308	40-70	1505		407950		60000	97,477	0	(97,477)		
309	40-70	1505		407950		60120	7,069	0	(7,069)		
310	40-70	1505		407950		60130	28,694	0	(28,694)		
311	40-70	1505		407950		60140	25,607	0	(25,607)		
312	40-70	1505		407950		60170	3,410	0	(3,410)		
313	40-70	1505		407950		60180	128	0	(128)		
314	40-70	1505		407950		60230	53	0	(53)		
315	40-70	1505		407950		60240	360	0	(360)		
316	40-70	1505		407950		60246	769	0	(769)		
317	40-70	1505		407950		60260	1,555	0	(1,555)		
318	40-70	1505		407950		60270	125	0	(125)		

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
319	40-70	1505		407950		60310	1,313	0	(1,313)		
320	40-70	1505		407950		60340	500	0	(500)		
321	40-70	1505		407950		60350	1,141	0	(1,141)		
322	40-70	1505		407950		60355	40,104	0	(40,104)		
323	40-70	1505		407950		60360	888	0	(888)		
324	40-70	1505		407950		60365	2,991	0	(2,991)		
325	40-70	1505		407950		60370	1,512	0	(1,512)		
326	40-70	1505		407950		60390	575	0	(575)		
327	40-70	1505		407950		90002	12,068	0	(12,068)		
328								0		251,847	
329								0			
330	40-80	1505		408300		60000		21,861	21,861		Lab
331	40-80	1505		408300		60120		874	874		
332	40-80	1505		408300		60130		6,300	6,300		
333	40-80	1505		408300		60140		5,579	5,579		
334	40-80	1505		408300		60365		606	606		
335								0		35,220	
336								0			
337	40-80	1505		408310		60000	0	14,668	14,668		X-Ray
338	40-80	1505		408310		60120	0	587	587		
339	40-80	1505		408310		60130	0	4,227	4,227		
340	40-80	1505		408310		60140	0	5,111	5,111		
341	40-80	1505		408310		60170	0	500	500		
342	40-80	1505		408310		60180	0	500	500		
343	40-80	1505		408310		60230	0	1,200	1,200		
344	40-80	1505		408310		60240	0	1,000	1,000		
345	40-80	1505		408310		60360	0	382	382		
346	40-80	1505		408310		60365	0	430	430		
347	40-80	1505		408310		60390	0	575	575		
348								0		29,180	
349								0			
350	40-70	1000			47150-GF	60430		(83,764)	(83,764)		Move La Clinica facilities costs to La Clinica cost center
351	40-70	1000			47150-GF	60430		(96,857)	(96,857)		Move Rockwood facilities costs to Rockwood cost center
352	40-70	1000			47150-GF	60430		(302,247)	(302,247)		Move SEC mothball costs to SEC cost center
353								0		(482,868)	
354								0			
355	70-80	3500		708000		50310		(104,109)	(104,109)		Insurance (60140)
356	70-80	3500		708000		60330		104,109	104,109		Insurance (60140)
357								0			

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
358	70-03	3503		709525		50310		(8,161)	(8,161)		Telecomm (60370)
359	70-03	3503		709525		60200		8,161	8,161		Telecomm (60370)
360								0			
361	70-92	2508		709203		50310		(6,325)	(6,325)		PC Flat Fee (60390)
362	70-92	2508		709203		60240		6,325	6,325		PC Flat Fee (60390)
363								0			
364	90-40	3501		904100		50310		20	20		Motor Pool (60410)
365	90-40	3501		904100		60240		(20)	(20)		Motor Pool (60410)
366								0			
367	90-40	3504		904400		50310		(22,009)	(22,009)		Mail & Distribution (60460)
368	90-40	3504		904400		60230		22,009	22,009		Mail & Distribution (60460)
369								0			
370	19	1000		9500001000		50310		119	119		Central Indirect (60350)
371	19	1000		9500001000		60470		(119)	(119)		Central Indirect (60350)
372								0			
373	40-90	1000		409050		50370		2,399	2,399		Department Indirect (60355)
374	40-90	1000		409001		60000		0	0		Use additional dept indirect to reduce dept salary savings
375								0			
376	71-10	3506		711100		50310		6,121	6,121		Finance (60360)
377	71-10	3506		711100		60240		(6,121)	(6,121)		Finance (60360)
378								0			
379	71-20	3506		712006		50310		(2,492)	(2,492)		HR (60365)
380	71-20	3506		712006		60240		2,492	2,492		HR (60365)
381								0		2,399	
382								0			
383								0			
384								0			
385								0			
386								0			
								0		0	GRAND TOTAL

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

						ANNUALIZED			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1505	6001	61183	OFFICE ASSISTANT 2		0.50	16,128	4,648	5,206	25,982
1505	6012	61183	CLINIC MEDICAL ASSISTANT		0.20	6,000	1,729	390	8,119
1505	6047	61183	COMMUNITY HEALTH SPECIALIST 2		(0.20)	(7,663)	(2,208)	(2,161)	(12,032)
1505	6314	61183	NURSE PRACTITIONER		0.50	33,515	9,659	5,505	48,679
1505	6315	61183	COMMUNITY HEALTH NURSE		0.50	28,668	8,262	6,021	42,951
1505	6321	61183	HEALTH INFORMATION TECHNICIAN		0.00	(2,560)	(738)	(166)	(3,464)
1505	9355	61183	PHARMACIST		0.10	8,992	2,591	584	12,167
1505	9360	61183	PROGRAM MANAGER 2		(0.40)	(34,350)	(9,900)	(5,559)	(49,809)
1505	9490	61183	PHYSICIAN		0.50	60,111	17,324	8,065	85,500
1505	9693	61183	HEALTH SERVICES ADMINISTRATOR		0.10	6,140	1,770	399	8,309
1505	6002	61500	OFFICE ASSISTANT/SENIOR		(1.00)	(32,679)	(9,418)	(10,439)	(52,536)
1505	6303	61500	LICENSED COMM PRACTICAL NURSE		0.40	17,322	4,992	4,452	26,766
1505	6314	61500	NURSE PRACTITIONER		(0.50)	(37,365)	(10,769)	(7,048)	(55,182)
1505	6315	61500	COMMUNITY HEALTH NURSE		(0.50)	(28,668)	(8,262)	(6,482)	(43,412)
1505	6314	61518	NURSE PRACTITIONER		(0.10)	(8,225)	(2,370)	(1,367)	(11,962)
1505	9490	61518	PHYSICIAN		(0.10)	(12,346)	(3,558)	(1,397)	(17,301)
1505	6002	61519	OFFICE ASSISTANT/SENIOR		1.00	32,440	9,349	10,424	52,213
1505	6019	61519	INFORMATION & REFERRAL SPECIALIST		(0.10)	(6,795)	(1,960)	3,716	(5,039)
1505	6021	61519	PROGRAM DEVELOPMENT SPEC		(0.83)	(35,888)	(10,343)	(9,233)	(55,464)
1505	6314	61525	NURSE PRACTITIONER		(0.10)	(7,473)	(2,154)	(1,525)	(11,152)
1505	6340	61525	NUTRITIONIST		(0.05)	(2,461)	(710)	(576)	(3,747)
1505	9693	61525	HEALTH SERVICES ADMINISTRATOR		0.00	(10,593)	(3,052)	(688)	(14,333)
1505	6001	61527	OFFICE ASSISTANT 2		(1.00)	(29,336)	(8,455)	(10,222)	(48,013)
1505	6012	61527	CLINIC MEDICAL ASSISTANT		0.20	(41)	(12)	1,660	1,607
1505	6294	61527	HEALTH ASSISTANT 2		1.60	46,245	13,328	16,310	75,883
1505	6303	61527	LICENSED COMM PRACTICAL NURSE		1.00	43,306	12,481	11,962	67,749
1505	6314	61527	NURSE PRACTITIONER		1.30	103,035	29,696	18,061	150,792
1505	6315	61527	COMMUNITY HEALTH NURSE		1.40	78,412	22,598	19,233	120,243
1505	6340	61527	NUTRITIONIST		0.05	2,460	708	575	3,743
1505	9490	61527	PHYSICIAN		0.20	20,193	5,819	1,313	27,325
1505	9692	61527	HEALTH OPERATIONS SUPERVISOR		0.50	22,286	6,423	5,605	34,314
1505	9693	61527	HEALTH SERVICES ADMINISTRATOR		(0.40)	(28,470)	(8,205)	(5,176)	(41,851)
1505	6012	63705	CLINIC MEDICAL ASSISTANT		(0.20)	(6,006)	(1,731)	(2,054)	(9,791)
1505	6315	63705	COMMUNITY HEALTH NURSE		(0.30)	(17,201)	(4,957)	(5,275)	(27,433)
1505	6001	61528	OFFICE ASSISTANT 2		(1.00)	(29,336)	(8,455)	(10,222)	(48,013)
1505	6002	61528	OFFICE ASSISTANT/SENIOR		0.00	124	36	8	168
1505	6012	61528	CLINIC MEDICAL ASSISTANT		(1.50)	(49,741)	(14,335)	(15,706)	(79,782)
1505	6294	61528	HEALTH ASSISTANT 2		2.60	83,730	24,131	30,387	138,248
1505	6303	61528	LICENSED COMM PRACTICAL NURSE		2.50	102,099	29,426	27,424	158,949
1505	6314	61528	NURSE PRACTITIONER		1.50	104,394	30,087	20,413	154,894
1505	6315	61528	COMMUNITY HEALTH NURSE		3.10	172,905	49,831	40,801	263,537
1505	6340	61528	NUTRITIONIST		0.10	4,922	1,418	1,152	7,492
1505	9490	61528	PHYSICIAN		(0.30)	(39,632)	(11,422)	(2,784)	(53,838)
1505	6001	61529	OFFICE ASSISTANT 2		(0.90)	(27,235)	(7,850)	(10,085)	(45,170)
1505	6002	61529	OFFICE ASSISTANT/SENIOR		0.10	3,335	961	217	4,513
1505	6012	61529	CLINIC MEDICAL ASSISTANT		0.00	(3,696)	(1,065)	(240)	(5,001)

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

Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1505	6303	61529	LICENSED COMM PRACTICAL NURSE		1.20	47,774	13,769	11,420	72,963
1505	6314	61529	NURSE PRACTITIONER		0.90	66,280	19,102	13,317	98,699
1505	6315	61529	COMMUNITY HEALTH NURSE		1.00	50,640	14,594	11,607	76,841
1505	6333	61529	LABORATORY TECHNICIAN		0.00	2,696	777	176	3,649
1505	9490	61529	PHYSICIAN		0.10	12,346	3,558	1,843	17,747
1505	6001	61530	OFFICE ASSISTANT 2		(1.00)	(22,381)	(6,450)	(9,769)	(38,600)
1505	6012	61530	CLINIC MEDICAL ASSISTANT		0.00	(9,095)	(2,620)	(591)	(12,306)
1505	6047	61530	COMMUNITY HEALTH SPECIALIST 2		(0.80)	(25,846)	(7,449)	(8,332)	(41,627)
1505	6303	61530	LICENSED COMM PRACTICAL NURSE		2.20	93,250	26,876	24,771	144,897
1505	6314	61530	NURSE PRACTITIONER		(0.20)	(14,946)	(4,307)	(3,050)	(22,303)
1505	6315	61530	COMMUNITY HEALTH NURSE		0.60	30,019	8,651	6,109	44,779
1505	6321	61530	HEALTH INFORMATION TECHNICIAN		0.60	25,103	7,235	6,621	38,959
1505	6333	61530	LABORATORY TECHNICIAN		1.00	32,944	9,494	10,456	52,894
1505	9490	61530	PHYSICIAN		0.10	10,052	2,896	1,691	14,639
1505	6001	61531	OFFICE ASSISTANT 2		(4.00)	(121,617)	(35,049)	(41,165)	(197,831)
1505	6012	61531	CLINIC MEDICAL ASSISTANT		(2.00)	(61,672)	(17,774)	(20,638)	(100,084)
1505	6303	61531	LICENSED COMM PRACTICAL NURSE		(1.00)	(37,888)	(10,919)	(10,778)	(59,585)
1505	6314	61531	NURSE PRACTITIONER		(2.45)	(185,642)	(53,503)	(36,078)	(275,223)
1505	6333	61531	LABORATORY TECHNICIAN		(1.00)	(39,442)	(11,367)	(10,879)	(61,688)
1505	6340	61531	NUTRITIONIST		(0.20)	(9,843)	(2,837)	(2,303)	(14,983)
1505	9490	61531	PHYSICIAN		(1.00)	(129,050)	(37,191)	(16,704)	(182,945)
1505	6001	61532	OFFICE ASSISTANT 2		(2.40)	(60,062)	(17,310)	(23,861)	(101,233)
1505	6002	61532	OFFICE ASSISTANT/SENIOR		1.00	31,759	9,153	10,379	51,291
1505	6012	61532	CLINIC MEDICAL ASSISTANT		(1.90)	(63,130)	(18,194)	(20,733)	(102,057)
1505	6293	61532	HEALTH ASSISTANT 1		1.00	32,072	9,243	10,400	51,715
1505	6294	61532	HEALTH ASSISTANT 2		2.30	71,115	20,493	25,410	117,018
1505	6295	61532	SOCIAL WORKER		1.80	87,500	25,217	20,654	133,371
1505	6303	61532	LICENSED COMM PRACTICAL NURSE		0.50	17,155	4,943	5,273	27,371
1505	6314	61532	NURSE PRACTITIONER		(0.20)	(10,545)	(3,038)	(2,972)	(16,555)
1505	6315	61532	COMMUNITY HEALTH NURSE		0.80	40,331	11,623	6,781	58,735
1505	6321	61532	HEALTH INFORMATION TECHNICIAN		0.50	19,615	5,653	5,432	30,700
1505	6340	61532	NUTRITIONIST		0.10	4,921	1,418	1,151	7,490
1505	9490	61532	PHYSICIAN		0.90	113,969	32,845	16,416	163,230
1505	6002	61536	OFFICE ASSISTANT/SENIOR		1.40	47,106	13,576	14,703	75,385
1505	6012	61536	CLINIC MEDICAL ASSISTANT		(0.20)	(7,200)	(2,075)	(468)	(9,743)
1505	6303	61536	LICENSED COMM PRACTICAL NURSE		0.60	19,919	5,741	7,531	33,191
1505	6314	61536	NURSE PRACTITIONER		0.00	143	41	(1,030)	(846)
1505	6315	61536	COMMUNITY HEALTH NURSE		(5.40)	(308,047)	(88,778)	(64,924)	(461,749)
1505	6321	61536	HEALTH INFORMATION TECHNICIAN		0.20	6,822	1,966	2,106	10,894
1505	9615	61536	PROGRAM MANAGER 1		0.00	(73)	(21)	(5)	(99)
1505	6295	61537	SOCIAL WORKER		0.20	9,701	2,796	2,294	14,791
1505	6001	61538	OFFICE ASSISTANT 2		(0.50)	(14,001)	(4,035)	(5,068)	(23,104)
1505	6294	61538	HEALTH ASSISTANT 2		(1.00)	(28,619)	(8,248)	(10,176)	(47,043)
1505	6314	61538	NURSE PRACTITIONER		(0.70)	(42,512)	(12,252)	(8,999)	(63,763)
1505	6315	61538	COMMUNITY HEALTH NURSE		(0.50)	(25,504)	(7,350)	(5,123)	(37,977)
1505	9490	61538	PHYSICIAN		(0.20)	(22,296)	(6,426)	(3,114)	(31,836)

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

						ANNUALIZED			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1505	6012	63704	CLINIC MEDICAL ASSISTANT		(0.80)	(23,469)	(6,764)	(9,840)	(40,073)
1505	6303	63704	LICENSED COMM PRACTICAL NURSE		(0.50)	(21,653)	(6,240)	(5,565)	(33,458)
1505	6314	63704	NURSE PRACTITIONER		(0.80)	(52,355)	(15,088)	(10,679)	(78,122)
1505	6335	61551	LABORATORY SPECIALIST	705937	0.50	21,861	6,300	5,579	33,740
1505	6001	61552	OFFICE ASSISTANT 2	707397	0.50	14,668	4,227	5,111	24,006
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					1.72	111,875	32,240	25,865	169,980



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-8 DATE 11-18-04
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/18/04
Agenda Item #: R-8
Est. Start Time: 11:30 AM
Date Submitted: 10/19/04

BUDGET MODIFICATION: HD-05-02

Budget Modification HD-05-02 Authorizing \$1,000,000 Increase to the Health Department Revenue Budget as a Result of a Donation from Kaiser Permanente to Assist with Clinical Redesign and One-time-only Costs
Agenda Title: Associated with the Closure of Southeast Health Clinic

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

Date Requested:	<u>November 18, 2004</u>	Time Requested:	<u>5 minutes</u>
Department:	<u>Health Dept.</u>	Division:	<u>Integrated Clinical Services</u>
Contact(s):	<u>Wendy Lear, Finance Manager</u>		
Phone:	<u>503-988-3674</u>	Ext.	<u>27574</u>
Presenter(s):	<u>I/O Address: 160/8</u> <u>Vanetta Abdellatif, Director of Integrated Clinical Services</u>		

General Information

1. What action are you requesting from the Board?

Approval of budget modification to increase the Health Department revenue budget by \$1,000,000 as a result of a donation received from Kaiser Permanente

2. Please provide sufficient background information for the Board and the public to understand this issue.

Kaiser Permanente has widely praised the Multnomah County Health Department for the excellent service we provide to homeless & uninsured patients in Multnomah County. In September 2004, Kaiser Permanente presented the Multnomah County Health Department with a donation of \$1,000,000. The intent of these funds is to offset the total amount of budget cuts that were identified during the FY 05 budget preparation. The funds will give the health department the ability to keep nine translators on staff to assist our non-English speaking clients and implement a new appointment phone system to better serve the needs of all patients. These funds are expected to help approximately 3,000 uninsured citizens of Multnomah County which would have been otherwise

without services due to budget cuts.

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

This budget modification increases the Health Department's budget by \$1,000,000 in FY 05, to assist with the implementation of the Reconfiguration Plan presented to the Board in spring 2004.

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

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

ATTACHMENT A

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

- What revenue is being changed and why?
Increase fees & donation revenue by \$1,000,000 for FY 05. (OTO)
- What budgets are increased/decreased?
Increase in revenue and expenditures in 7 Health Clinics and our Call Center budget.
- What do the changes accomplish?
Enable the department to keep 9 employees who would have otherwise been laid off due to budget cuts. Also provide assistance needed to implement configuration changes throughout the primary care service area (Advanced Access).
- Do any personnel actions result from this budget modification? Explain.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
All indirect and fees are accounted for and will be covered by revenues
- Is the revenue one-time-only in nature?
Yes
- If a grant, what period does the grant cover?
- If a grant, when the grant expires, what are funding plans?

Contingency Request

If the request is a Contingency Request, please answer all of the following in detail:

- Why was the expenditure not included in the annual budget process?
- What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- Why are no other department/agency fund sources available?
- Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- Has this request been made before? When? What was the outcome?

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Grant Application/Notice of Intent

If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- Who is the granting agency?
- Specify grant requirements and goals.
- Explain grant funding detail – is this a one time only or long term commitment?
- What are the estimated filing timelines?
- If a grant, what period does the grant cover?
- When the grant expires, what are funding plans?
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?

ATTACHMENT B

BUDGET MODIFICATION: HD-05-02

Required Signatures

**Department/
Agency Director:**

Carl M Ford

Date: 11/08/04

Budget Analyst:

Debra

Date: 10/19/04

Department HR:

Date:

Countywide HR:

Date:

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	40-80	32149			4CA63-8	50300	0	(46,525)	(46,525)		
2	40-70	32149			4CA63-1	50300	0	(47,649)	(47,649)		
3	40-70	32149			4CA63-2	50300	0	(141,083)	(141,083)		
4	40-70	32149			4CA63-3	50300	0	(47,086)	(47,086)		
5	40-70	32149			4CA63-4	50300	0	(53,925)	(53,925)		
6	40-70	32149			4CA63-5	50300	0	(566,063)	(566,063)		
7	40-70	32149			4CA63-6	50300	0	(49,489)	(49,489)		
8	40-70	32149			4CA63-7	50300	0	(48,180)	(48,180)	(1,000,000)	
9								0			
10	40-80	32149			4CA63-8	60000	0	26,852	26,852		
11	40-80	32149			4CA63-8	60130	0	7,739	7,739		
12	40-80	32149			4CA63-8	60140	0	10,060	10,060		
13	40-80	32149			4CA63-8	60120	0	1,074	1,074		
14	40-80	32149			4CA63-8	60365	0	800	800	46,525	
15											
16	40-70	32149			4CA63-1	60000	0	27,645	27,645		
17	40-70	32149			4CA63-1	60130	0	7,967	7,967		
18	40-70	32149			4CA63-1	60140	0	10,112	10,112		
19	40-70	32149			4CA63-1	60120	0	1,106	1,106		
20	40-70	32149			4CA63-1	60365	0	819	819	47,649	
21											
22	40-70	32149			4CA63-2	60000	0	81,619	81,619		
23	40-70	32149			4CA63-2	60130	0	23,523	23,523		
24	40-70	32149			4CA63-2	60140	0	30,250	30,250		
25	40-70	32149			4CA63-2	60120	0	3,265	3,265		
26	40-70	32149			4CA63-2	60365	0	2,426	2,426	141,083	
27											
28	40-70	32149			4CA63-3	60000	0	27,247	27,247		
29	40-70	32149			4CA63-3	60130	0	7,853	7,853		
30	40-70	32149			4CA63-3	60140	0	10,086	10,086		
31	40-70	32149			4CA63-3	60120	0	1,090	1,090		
32	40-70	32149			4CA63-3	60365	0	810	810	47,086	
33											
34	40-70	32149			4CA63-4	60000	0	32,072	32,072		
35	40-70	32149			4CA63-4	60130	0	9,243	9,243		
36	40-70	32149			4CA63-4	60140	0	10,400	10,400		
37	40-70	32149			4CA63-4	60120	0	1,283	1,283		
38	40-70	32149			4CA63-4	60365	0	927	927	53,925	
39											
40	40-70	32149			4CA63-5	60110	0	191,137	191,137		
41	40-70	32149			4CA63-5	60130	0	55,086	55,086		
42	40-70	32149			4CA63-5	60140	0	12,424	12,424		

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
43	40-70	32149			4CA63-5	60120	0	7,645	7,645		
44	40-70	32149			4CA63-5	60170	0	100,000	100,000		
45	40-70	32149			4CA63-5	60360	0	10,110	10,110		
46	40-70	32149			4CA63-5	60365	0	4,660	4,660		
47	40-70	32149			4CA63-5	60440	0	185,001	185,001	566,063	
48											
49	40-70	32149			4CA63-6	60000	0	28,943	28,943		
50	40-70	32149			4CA63-6	60130	0	8,341	8,341		
51	40-70	32149			4CA63-6	60140	0	10,196	10,196		
52	40-70	32149			4CA63-6	60120	0	1,158	1,158		
53	40-70	32149			4CA63-6	60365	0	851	851	49,489	
54											
55	40-70	32149			4CA63-7	60000	0	28,020	28,020		
56	40-70	32149			4CA63-7	60130	0	8,075	8,075		
57	40-70	32149			4CA63-7	60140	0	10,136	10,136		
58	40-70	32149			4CA63-7	60120	0	1,121	1,121		
59	40-70	32149			4CA63-7	60365	0	828	828	48,180	
60								0			
61	70-80	3500		708000		50310		(103,664)	(103,664)		Insurance (60140)
62	70-80	3500		708000		60330		103,664	103,664		Insurance (60140)
63								0			
64	71-10	3506		711100		50310		(10,110)	(10,110)		Finance (60360)
65	71-10	3506		711100		60240		10,110	10,110		Finance (60360)
66								0			
67	71-20	3506		712006		50310		(12,121)	(12,121)		HR (60365)
68	71-20	3506		712006		60240		12,121	12,121		HR (60365)
69								0			
70								0			
71								0			
72								0			
73								0			
74								0			
75								0			
								0		0	GRAND TOTAL

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

Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1505	6019	61519	INFORMATION & REFERRAL SPECIALIST		1.00	26,852	7,739	10,060	44,651
1505	6293	61527	HEALTH ASSISTANT 1		1.00	27,645	7,967	10,112	45,724
1505	6293	61528	HEALTH ASSISTANT 1		1.00	27,429	7,905	10,098	45,432
1505	6293	61528	HEALTH ASSISTANT 1		1.00	27,247	7,853	10,086	45,186
1505	6293	61528	HEALTH ASSISTANT 1		1.00	26,943	7,765	10,066	44,774
1505	6293	61529	HEALTH ASSISTANT 1		1.00	27,247	7,853	10,086	45,186
1505	6293	61530	HEALTH ASSISTANT 1		1.00	32,072	9,243	10,400	51,715
1505	6294	61532	HEALTH ASSISTANT 2		1.00	28,943	8,341	10,196	47,480
1505	6293	61536	HEALTH ASSISTANT 1		1.00	28,020	8,075	10,136	46,231
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					9.00	252,398	72,741	91,240	416,379

6. CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1505	6019	61519	INFORMATION & REFERRAL SPEC		1.00	26,852	7,739	10,060	44,651
1505	6293	61527	HEALTH ASSISTANT 1		1.00	27,645	7,967	10,112	45,724
1505	6293	61528	HEALTH ASSISTANT 1		1.00	27,429	7,905	10,098	45,432
1505	6293	61528	HEALTH ASSISTANT 1		1.00	27,247	7,853	10,086	45,186
1505	6293	61528	HEALTH ASSISTANT 1		1.00	26,943	7,765	10,066	44,774
1505	6293	61529	HEALTH ASSISTANT 1		1.00	27,247	7,853	10,086	45,186
1505	6293	61530	HEALTH ASSISTANT 1		1.00	32,072	9,243	10,400	51,715
1505	6294	61532	HEALTH ASSISTANT 2		1.00	28,943	8,341	10,196	47,480
1505	6293	61536	HEALTH ASSISTANT 1		1.00	28,020	8,075	10,136	46,231
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					9.00	252,398	72,741	91,240	416,379

AGENDA PLACEMENT REQUEST

BUD MOD #:

APPROVED: MULTNOMAH COUNTY
BY: COMMISSIONERS
AGENDA: R-9 DATE 11-18-04
DEBORAH: BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-9

Est. Start Time: 11:35 AM

Date Submitted: 10/22/04

Requested Date: 11/18/04

Time Requested: 5 minutes

Department: Health

Division: Director's Office

Contact/s: Vanetta Abdellatif

Phone: 503-988-3674

Ext.: 26210

I/O Address: 160/8

Presenters: Vanetta Abdellatif

Agenda Title: Notice of Intent to Apply for Grant Funding from CareOregon to Expand the Capacity, Quality and Range of Services Offered to Medicaid Patients

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

1. What action are you requesting from the Board? What is the department/agency recommendation?

Authorize the Director of the Health Department to apply for grant funding through CareOregon's "Care Support System Innovation Program" to expand the capacity, quality and range of services offered to Medicaid patients served at the Health Department.

2. Please provide sufficient background information for the Board and the public to understand this issue.

CareOregon, a Medicaid health plan serving more than 97,000 Oregon Health Plan clients statewide, was founded in 1993 through a partnership of safety-net providers including the Multnomah County Health Department, Oregon Primary Care Association and Oregon Health and Sciences University. The Multnomah County Health Department is the largest provider of CareOregon clients in the state.

CareOregon has announced the availability of grant funding through its Care Support and System Innovation Program, a new initiative that supports the goal of improving the health of CareOregon members. The new program responds to the Institute of Medicine's (IOM) call to action to improve the American health care delivery system (*Crossing the Quality Chasm: A New Health System for the 21st Century*). Following the

IOM report, the CareOregon grant program will focus on improvements that make health care more safe, patient centered, effective, efficient, timely, and equitable.

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

The first year project costs are estimated at \$1 million. All project costs will be covered by the CareOregon grant.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**
CareOregon
- ❖ **Specify grant requirements and goals.**
The program will fund innovative provider-based projects that meet specific criteria, including those projects that incorporate:

- Complex Care Management
- Provide Chronic Care Management
- Reduce Health Disparities
- Improve Access to Care and Office Efficiency
- Increase Patient Safety

The Health Department's initiative in response to this funding opportunity includes implementing three separate initiatives, including

- Enhancing Implementation of Advanced Access
- Improved pharmacy utilization for clients
- Establishing a "convenience care" model at the Mid-County Health Center

Project costs will include staffing, training, building renovation, equipment, medical supplies, pharmaceuticals, and transportation for clients.

- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**

Funds will be awarded on an ongoing basis depending on the ability to achieve stated outcomes.

- ❖ **What are the estimated filing timelines?**

Applications are being accepted through February 28, 2005.

- ❖ **If a grant, what period does the grant cover?**

Funding for this effort will be provided on an annual basis.

- ❖ **When the grant expires, what are funding plans?**

If the project's objectives are achieved, funding for this effort may be considered for later years.

- ❖ **How will the county indirect and departmental overhead costs be covered?**

Indirect can be charged as a grant expense.

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

No unusual legal issues related to the project have been identified. Providing health services for the underserved is consistent with County policy.

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

This application for funding will be prepared with input and approval from the Multnomah County Community Health Council (the Council's membership includes individual consumers of the Department's health care services, health care providers, and government representatives).

Required Signatures:

Department/Agency Director:



Date: 10/21/04

Budget Analyst



By: _____

Date: 10/22/04

Dept/Countywide HR

By: _____

NA

Date: _____

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-10

Est. Start Time: 11:40 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: 2 minutes

Department: Health

Division: Environmental Health

Contact/s: Lila Wickham

Phone: 503 988-3400

Ext.: 22404

I/O Address: 245

Presenters: Lila Wickham

Agenda Title: Second Reading and Possible Adoption of an Ordinance Establishing a Vector Control and Enforcement Advisory Committee

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

-
1. **What action are you requesting from the Board? What is the department/agency recommendation?**
Approval of Second Reading and Adoption of an Ordinance establishing the Vector Control and Enforcement Advisory Committee.
 2. **Please provide sufficient background information for the Board and the public to understand this issue.**
The Vector and Nuisance Control Program within the Multnomah County Health Department is seeking a formal mechanism to acquire diverse community perspectives and recommendations on desired services that address vector borne disease issues and community livability issues.

Multnomah County Code Chapter 3, Board of County Commissioners, provides a mechanism for provision of advice to the Multnomah Board of County Commissioners and the Health Department related to potential policy or ordinance revisions.
 3. **Explain the fiscal impact (current year and ongoing).**
None anticipated.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. N/A

If a budget modification, explain: N/A

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: N/A

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain: N/A

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

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

Complies with Multnomah County Code Chapter 3.

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

Citizens may comment at the Board meeting. Desired membership of the Vector Control and Enforcement Advisory Committee should consist of nine members representing diverse perspectives, geographic areas and occupations.

Required Signatures:

Department/Agency Director:



Date: 10/26/04

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. _____

Establishing a Vector Control and Enforcement Advisory Committee

Multnomah County Ordains as follows:

MCC Chapter 3, Board of Commissioners, is amended to add the following:

§ 3.360* *VECTOR CONTROL AND ENFORCEMENT ADVISORY COMMITTEE*

§ 3.360- *Duties.*

(A) The Vector Control and Enforcement Advisory Committee (the Committee) advises the Board and the Environmental Health Section or Director of Health on matters involving the county vector control program. The Committee assists in evaluating current and future plans and practices of vector control services, including strategic direction related to public health prevention, surveillance, intervention, education and enforcement.

(B) The Committee provides information regarding the environmental health needs and wants of the community.

(C) The Committee adopts bylaws consistent with this code and all state and federal laws for its operation.

§ 3.361 *Membership.*

(A) The Committee is composed of nine members appointed by the Chair upon the approval of the Board.

(B) The Committee represents citizens of Multnomah County interested in vector control issues from diverse geographical and occupational interests.

(C) Each member is appointed for a term of two years, except the Chair retains discretion to stagger terms of appointment as necessary to ensure rotating terms.

(D) Members receive no compensation.

§ 3.362 Conflict of Interest.

Any member of the Committee who has a monetary or investment interest in any matter before the Committee must inform the membership of the Committee.

§ 3.363 Staff.

The Environmental Health Section provides clerical support for the Committee.

FIRST READING:

November 4, 2004

SECOND READING AND ADOPTION:

November 18, 2004

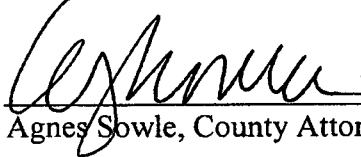
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By



Agnes Sowle, County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 1052

Establishing a Vector Control and Enforcement Advisory Committee

Multnomah County Ordains as follows:

MCC Chapter 3, Board of Commissioners, is amended to add the following:

§ 3.360* *VECTOR CONTROL AND ENFORCEMENT ADVISORY COMMITTEE*

§ 3.360- *Duties.*

(A) The Vector Control and Enforcement Advisory Committee (the Committee) advises the Board and the Environmental Health Section or Director of Health on matters involving the county vector control program. The Committee assists in evaluating current and future plans and practices of vector control services, including strategic direction related to public health prevention, surveillance, intervention, education and enforcement.

(B) The Committee provides information regarding the environmental health needs and wants of the community.

(C) The Committee adopts bylaws consistent with this code and all state and federal laws for its operation.

§ 3.361 *Membership.*

(A) The Committee is composed of nine members appointed by the Chair upon the approval of the Board.

(B) The Committee represents citizens of Multnomah County interested in vector control issues from diverse geographical and occupational interests.

(C) Each member is appointed for a term of two years, except the Chair retains discretion to stagger terms of appointment as necessary to ensure rotating terms.

(D) Members receive no compensation.

§ 3.362 Conflict of Interest.

Any member of the Committee who has a monetary or investment interest in any matter before the Committee must inform the membership of the Committee.

§ 3.363 Staff.

The Environmental Health Section provides clerical support for the Committee.

FIRST READING:

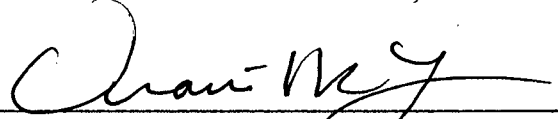
November 4, 2004

SECOND READING AND ADOPTION:

November 18, 2004



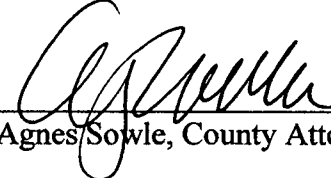
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON



Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Agnes Sowle, County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-11

Est. Start Time: 11:42 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: 8 minutes

Department: Health

Division: Environmental Health

Contact/s: Lila Wickham

Phone: 988-3400

Ext.: 22404

I/O Address: 245

Presenters: Lila Wickham, Judy Craine

Agenda Title: Second Reading and Possible Adoption of an Ordinance Amending MCC § 21.612 Relating to Food Service License and Other Fees

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

1. What action are you requesting from the Board? What is the department/agency recommendation?

Approve second reading and adopt Ordinance Amending MCC § 21.612 Relating to Food Service License and Other Fees.

An exception to the agenda submission process is requested so that operators can be notified when renewal notices are sent out. The new fees would not be effective until January 1, 2005.

The new fees would be effective January 1, 2005. The revisions to ORS 624 and the Division 12 rules have only been recently finalized.

2. Please provide sufficient background information for the Board and the public to understand this issue.

Chapter 309 of Oregon laws created new provisions and amended state laws relating to food service facilities. 1) The number of different categories of license fees for Multnomah County need to be reduced to be consistent with the statewide license fee categories. This results in the elimination of subcategories that were designed to reflect

differences in the cost of inspections based upon efficiencies. Example: Each restaurant in a large hotel must be inspected but can be inspected during the same visit to the location. 2) The inclusion of an administrative fee for review of benevolent operations to assure food safety principals are practiced is included to allow for cost recovery of all activities.

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

None anticipated. Will allow for recovery of costs associated with the provision of inspections, monitoring and licensing of food, pool, tourist and traveler facilities in Multnomah County.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. N/A

If a budget modification, explain: N/A

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: N/A

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain: N/A

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

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

Complies with ORS Chapter 624 and Division 12 rules.

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

Citizens may comment at the Board meeting. Notice of any fee changes will be given with renewal notices in mid-September.

Required Signatures:

Department/Agency Director: Carl M Ford Date: 10/26/04

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. _____

Amending MCC § 21.612 Relating to Food Service License and Other Fees

(Language ~~stricken~~ is deleted; double- underlined language is new.)

The Multnomah County Board of Commissioners Finds:

- a. Chapter 309 Oregon Laws 2003 created new provisions and amended state laws relating to food service facilities.
- b. It is necessary to amend MCC Chapter 21, Health, to update license and other fee provisions and conform with state law.

Multnomah County Ordains as follows:

Section 1. MCC § 21.612 is amended as follows:

**§ 21.612 Payment Of License Fees and Other Fees and Penalties, Reinspection Fees;
Delinquency.**

(A) Licenses issued under this subchapter expire annually on December 31. The annual license fee imposed under this subchapter must be paid in advance or postmarked to the department on or before midnight December 31 of the preceding license year.

(B) Except as provided in subsection (C), to any fee not paid as required in subsections (A), (D) and (H), there will be added a reinstatement or late fee as set by Board resolution.

(C) If the department determines that the delinquency was due to reasonable cause and without any intent to avoid compliance, the reinstatement ~~or late fee~~ provided by subsections (B) and (H) will be waived.

(D) When a license fee is due at any time other than December 31, the license fee is payable to the department within 30 days of application. If the license fee is not paid as provided in this subsection, then subsection (B) applies.

(E) The license fee for a seasonal facility, which operates six or fewer consecutive months, is payable within 30 days of the first day of operation for the current year. If the fee is not paid as provided in this subsection, then subsection (B) applies.

(F) The license fee for a temporary restaurant operating on an intermittent basis at the same specific location will be as set by Board resolution.

(G) The application and license fee for any temporary restaurant must be received in the environmental health office by noon two working days before the event begins.

~~(H) Except as provided in subsection (C) and for benevolent organizations as defined in ORS 624.015, for any temporary restaurant license not applied and paid for as required in subsection (G), a late fee will be added in an amount set by Board resolution.~~

~~(H)~~ Benevolent organizations are exempt from any temporary restaurant license or inspection related fees. An administrative processing fee will be set by Board resolution.

(J) For the services of the department in providing an increased frequency inspection as mandated under ORS 624.085 and OAR 333-157-0027, the department will collect a fee for each additional inspection in an amount set by Board resolution. Reinspections for the sole purpose of checking the number of food handler cards are not be subject to this fee.

~~(K) The department may charge a relocation fee in lieu of a full fee under certain circumstances such as, but not limited to, no change in business name, ownership, menu served or type of equipment used. The relocation fee will be in an amount set by Board resolution. Plan review fees may apply.~~

(L) The department will charge an inspection fee for a mobile unit licensed in another jurisdiction providing services in Multnomah County in an amount set by Board resolution.

FIRST READING:

November 4, 2004

SECOND READING AND ADOPTION:

November 18, 2004

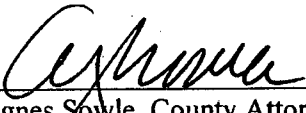
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By



Agnes Sowle, County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 1053

Amending MCC § 21.612 Relating to Food Service License and Other Fees

(Language ~~stricken~~ is deleted; double- underlined language is new.)

The Multnomah County Board of Commissioners Finds:

- a. Chapter 309 Oregon Laws 2003 created new provisions and amended state laws relating to food service facilities.
- b. It is necessary to amend MCC Chapter 21, Health, to update license and other fee provisions and conform with state law.

Multnomah County Ordains as follows:

Section 1. MCC § 21.612 is amended as follows:

**§ 21.612 Payment Of License Fees and Other Fees and Penalties, ~~Reinspection Fees;~~
~~Delinquency.~~**

(A) Licenses issued under this subchapter expire annually on December 31. The annual license fee imposed under this subchapter must be paid in advance or postmarked to the department on or before midnight December 31 of the preceding license year.

(B) Except as provided in subsection (C), to any fee not paid as required in subsections (A), (D) and ~~(H)~~, there will be added a reinstatement or late fee as set by Board resolution.

(C) If the department determines that the delinquency was due to reasonable cause and without any intent to avoid compliance, the reinstatement ~~or late fee~~ provided by subsections (B) and ~~(H)~~ will be waived.

(D) When a license fee is due at any time other than December 31, the license fee is payable to the department within 30 days of application. If the license fee is not paid as provided in this subsection, then subsection (B) applies.

(E) The license fee for a seasonal facility, which operates six or fewer consecutive months, is payable within 30 days of the first day of operation for the current year. If the fee is not paid as provided in this subsection, then subsection (B) applies.

(F) The license fee for a temporary restaurant operating on an intermittent basis at the same specific location will be as set by Board resolution.

(G) The application and license fee for any temporary restaurant must be received in the environmental health office by noon two working days before the event begins.

~~(H) Except as provided in subsection (C) and for benevolent organizations as defined in ORS 624.015, for any temporary restaurant license not applied and paid for as required in subsection (G), a late fee will be added in an amount set by Board resolution.~~

(IH) Benevolent organizations are exempt from any temporary restaurant license or inspection related fees. An administrative processing fee will be set by Board resolution.

(JI) For the services of the department in providing an increased frequency inspection as mandated under ORS 624.085 and OAR 333-157-0027, the department will collect a fee for each additional inspection in an amount set by Board resolution. Reinspections for the sole purpose of checking the number of food handler cards are not be subject to this fee.

~~(K) The department may charge a relocation fee in lieu of a full fee under certain circumstances such as, but not limited to, no change in business name, ownership, menu served or type of equipment used. The relocation fee will be in an amount set by Board resolution. Plan review fees may apply.~~

(LJ) The department will charge an inspection fee for a mobile unit licensed in another jurisdiction providing services in Multnomah County in an amount set by Board resolution.

FIRST READING:

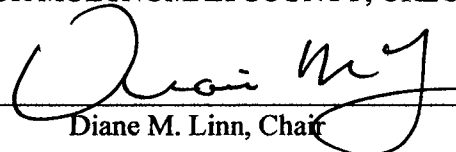
November 4, 2004

SECOND READING AND ADOPTION:

November 18, 2004



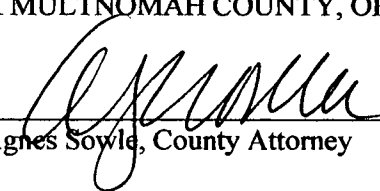
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


Agnes Sowle, County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: November 18, 2004

Agenda Item #: R-12

Est. Start Time: 11:50 AM

Date Submitted: 10/25/04

Requested Date: November 18, 2004

Time Requested: 5 minutes

Department: Health

Division: Environmental Health

Contact/s: Lila Wickham

Phone: 503 988-3400

Ext.: 22404

I/O Address: 245

Presenters: Lila Wickham and/or Wendy Lear

Agenda Title: RESOLUTION Establishing Fees and Charges for Chapter 21, Health, of the Multnomah County Code, and Repealing Resolution No. 03-167

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Approve Resolution Establishing Fees and Charges for Chapter 21, Health, of the Multnomah County Code, and Repealing Resolution No. 03-167. The new fees would be effective January 1, 2005. The revisions to ORS 624 and the Division 12 rules have only been recently finalized.
2. **Please provide sufficient background information for the Board and the public to understand this issue.** Chapter 309 of Oregon laws created new provisions and amended state laws relating to food service facilities. 1) The number of different categories of license fees for Multnomah County need to be reduced to be consistent with the statewide license fee categories. This results in the elimination of subcategories that were designed to reflect differences in the cost of inspections based upon efficiencies. Example: Each restaurant in a large hotel must be inspected but can be inspected during the same visit to the location. 2) The inclusion of an administrative fee for review of benevolent operations to assure food safety principals are practiced is included to allow for cost recovery of all activities.
3. **Explain the fiscal impact (current year and ongoing).**

None anticipated. Will allow for recovery of costs associated with the provision of inspections, monitoring and licensing of food, pool, tourist and traveler facilities in Multnomah County.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. N/A

If a budget modification, explain: N/A

- ❖ What revenue is being changed and why?
- ❖ What budgets are increased/decreased?
- ❖ What do the changes accomplish?
- ❖ Do any personnel actions result from this budget modification? Explain.
- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: N/A

- ❖ Why was the expenditure not included in the annual budget process?
- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

If grant application/notice of intent, explain: N/A

- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. **Explain any legal and/or policy issues involved.**
Complies with ORS Chapter 624 and Division 12 rules.
5. **Explain any citizen and/or other government participation that has or will take place.**
Citizens may comment at the Board meeting. Notice of any fee changes will be given with renewal notices after passage of the fees by the Board of County Commissioners.

Required Signatures:

Department/Agency Director:



Date: 10/26/04

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Establishing Fees and Charges for Chapter 21, Health, of the Multnomah County Code, and Repealing Resolution No. 03-167

The Multnomah County Board of Commissioners Finds:

- a. Chapter 21, Health, of the Multnomah County Code provides that the Board shall establish certain fees and charges by resolution.
- b. The Board adopted Resolution 03-167 establishing fees for MCC Chapter 21, Health, on December 18, 2003.
- c. Chapter 309 Oregon Laws 2003 created new provisions and amended state laws relating to food service facilities. Division 12 administrative rules implementing Chapter 309 allows only a single license fee per establishment or facility type. An administrative processing fee is needed to cover costs of issuing licenses for benevolent restaurants.
- d. It is necessary to delete disallowed subcategory fees, increase and add fees to cover administrative costs and repeal Resolution 03-167.

The Multnomah County Board of Commissioners Resolves:

1. The fees and charges for Chapter 21, Health, of the Multnomah County Code are set as follows:

Section 21.150. SWIMMING POOL LICENSE FEE.

First two pools, each:	\$ 285
Each additional pool:	\$ 140

Section 21.151. SWIMMING POOL AND SPA PLAN REVIEW FEES.

Minor Plan Review	\$ 180
Plan review, New Construction or Complete Replacement >=2,000 square feet	\$1,175
Plan review, New Construction or Complete Replacement <2,000 square feet	\$ 885
Renewal of construction permit pool or spa	\$ 70

The definition of minor plan review, new construction or complete replacement shall be established by department administrative policy.

Section 21.152 INCREASED FREQUENCY INSPECTION, REINSTATEMENT AND LATE FEES

(A) Increased Frequency Inspection \$120

		Effective Period	
		1/1/2005- 1/31/2005	1/1/2006- 1/31/2006
(B)	Reinstatement or Late Fee	50% of fee (imposed 3/1/2005)	50% of fee (imposed 2/1/2006)

Section 21.408. APPLICATION FOR LICENSE (EMS)

Each ambulance: \$250

Section 21.605. CERTIFICATE FEES

- (A) All food handlers trained under MCC 21.603 shall pay the health department a \$5 fee for the issuance of an original food handler's certificate.
- (B) All other food handlers shall pay the health department a program participation fee at \$5.00 for certification and \$5.00 for each test or retest.
- (C) All food handlers shall pay the health department a \$5 fee for the issuance of a replacement certificate.

Section 21.610. FOOD SERVICE LICENSE FEE.

For the services of the department of health in connection with issuance of food service licenses, the department shall collect a fee from every applicant, at the time of application.

The following fee structure shall apply for full-service restaurants, limited-service restaurants, or commissary licenses issued or applied for between January 1 and September 30:

Seating capacity 0 – 15	\$325
Seating capacity 16 – 50	\$445
Seating capacity 51 – 150	\$530
Seating capacity over 150	\$625
Limited-service restaurants	\$200
Commissaries	\$325

The following fee structure shall apply for full-service restaurants, limited-service restaurants, or commissary licenses issued or applied for between October 1 and December 31:

Seating capacity 0 – 15	\$165
Seating capacity 16 – 50	\$225
Seating capacity 51 – 150	\$265
Seating capacity over 150	\$315
Limited-service restaurants	\$100
Commissaries	\$165

For the following special food service facilities, the following fees shall be charged for licenses issued or applied for:

Temporary restaurants:	
1 day	\$100
2 or more days	\$160
Warehouses	
	\$180
Mobile units as defined by OAR 333-162-0020	
	\$245

Vending Machines:		
	1-10 units	\$90
	11-20 units	\$175
	21-30 units	\$265
	31-40 units	\$355
	41-50 units	\$440
	51-75 units	\$530
	76-100 units	\$705
	101-250 units	\$1235
	251-500 units	\$1940
	501-750 units	\$2650
	751-1,000 units	\$3355
	1,001-1500	\$4590
	> 1500	\$5825

The following fee structure shall apply for limited service, combined facilities limited service, mobile units, warehouses or vending machines issued or applied for between October 1 and December 31:

Warehouses		\$90
Mobile units as defined by OAR 333-162-0020		\$120
Vending Machines:		
	1-10 units	\$45
	11-20 units	\$90
	21-30 units	\$135
	31-40 units	\$180
	41-50 units	\$220
	51-75 units	\$265
	76-100 units	\$355
	101-250 units	\$620
	251-500 units	\$970
	501-750 units	\$1325
	751-1,000 units	\$1680
	1,001-1,500	\$2295
	>1,500	\$2915

Section 21.611. FOOD SERVICE PLAN REVIEW

Mobile unit plan review	\$240
Remodel Plan Review	\$270
New construction Plan Review	\$490

Benevolent organizations are subject to food service plan review fees.

Section 21.612. PAYMENT OF LICENSE FEES, REINSPECTION FEES;
DELINQUENCY.

		Effective Period	
		1/1/2005- 1/31/2005	1/1/2006- 1/31/2006
(B)	Reinstatement or Late Fee	50% of fee (imposed 3/1/2005)	50% of fee (imposed 2/1/2006)

(F)

Temporary license on intermittent basis with less than six retail vendors	\$160 per month
Temporary license on Intermittent basis with six or more retail vendors	\$160 per month for first three months of operation within a calendar year, \$145 for the fourth month of operation within a calendar year, not to exceed the maximum full service restaurant fee

(H) Food Service Benevolent Administrative Processing Fee

For the administrative services of the department of health \$50
in connection with Benevolent organization" defined in
ORS 624.028 and 624.067

(I) Increased frequency inspection \$120 for each
additional inspection

(J) Inspection of mobile unit licensed
In another jurisdiction \$25

Section 21.613. BED AND BREAKFAST FACILITIES; FOOD SERVICE LICENSE
FEES.

Annual license fee \$170

Section 21.650. TOURIST AND TRAVELERS FACILITIES LICENSE FEES.

Tourist and travelers facilities and recreation parks:		
	1-25 units:	\$220
	26-50 units:	\$255
	51-75 units:	\$315
	76-100 units	\$330
	101 units and over:	\$330 plus \$1 per unit over 100 units
	Picnic parks:	\$85
	Organizational camps:	\$165
	Day camps	\$100

Section 21.651. BED AND BREAKFAST FACILITIES; TOURIST ACCOMMODATIONS LICENSE FEE.

Annual license fee \$85

Section 21.652 REINSTATEMENT AND LATE FEES

		Effective Period	
		1/1/2005-1/31/2005	1/1/2006-1/31/2006
(B)	Reinstatement or Late Fee	50% of fee (imposed 3/1/2005)	50% of fee (imposed 2/1/2006)

Section 21.708. HEARING.

Deposit for each witness subpoenaed for hearing \$15

2. This resolution takes effect and Resolution No. 03-167 is repealed on January 1, 2005.

ADOPTED this 18th day of November 2004.

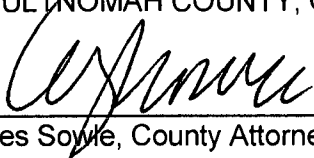
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


Agnes Sowle, County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-170

Establishing Fees and Charges for Chapter 21, Health, of the Multnomah County Code, and Repealing Resolution No. 03-167

The Multnomah County Board of Commissioners Finds:

- a. Chapter 21, Health, of the Multnomah County Code provides that the Board shall establish certain fees and charges by resolution.
- b. The Board adopted Resolution 03-167 establishing fees for MCC Chapter 21, Health, on December 18, 2003.
- c. Chapter 309 Oregon Laws 2003 created new provisions and amended state laws relating to food service facilities. Division 12 administrative rules implementing Chapter 309 allows only a single license fee per establishment or facility type. An administrative processing fee is needed to cover costs of issuing licenses for benevolent restaurants.
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Section 21.612. PAYMENT OF LICENSE FEES, REINSPECTION FEES;
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		Effective Period	
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- (J) Inspection of mobile unit licensed
In another jurisdiction \$25

Section 21.613. BED AND BREAKFAST FACILITIES; FOOD SERVICE LICENSE
FEES.

Annual license fee \$170

Section 21.650.

TOURIST AND TRAVELERS FACILITIES LICENSE FEES.

Tourist and travelers facilities and recreation parks:		
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	76-100 units	\$330
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	Picnic parks:	\$85
	Organizational camps:	\$165
	Day camps	\$100

Section 21.651. BED AND BREAKFAST FACILITIES; TOURIST ACCOMMODATIONS LICENSE FEE.

Annual license fee

\$85

Section 21.652

REINSTATEMENT AND LATE FEES

		Effective Period	
		1/1/2005-1/31/2005	1/1/2006-1/31/2006
(B)	Reinstatement or Late Fee	50% of fee (imposed 3/1/2005)	50% of fee (imposed 2/1/2006)

Section 21.708.

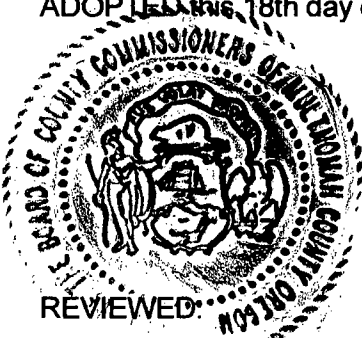
HEARING.

Deposit for each witness
subpoenaed for hearing

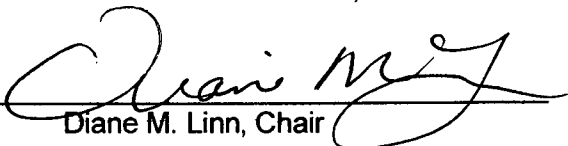
\$15

2. This resolution takes effect and Resolution No. 03-167 is repealed on January 1, 2005.

ADOPTED this 18th day of November 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Agnes Sowle, County Attorney