



**Multnomah County Oregon**

## **Board of Commissioners & Agenda**

*connecting citizens with information and services*

### **BOARD OF COMMISSIONERS**

**Diane Linn, Chair**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

Email: [mult.chair@co.multnomah.or.us](mailto:mult.chair@co.multnomah.or.us)

**Maria Rojo de Steffey, Commission Dist. 1**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

Email: [district1@co.multnomah.or.us](mailto:district1@co.multnomah.or.us)

**Serena Cruz Walsh, Commission Dist. 2**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

Email: [serena@co.multnomah.or.us](mailto:serena@co.multnomah.or.us)

**Lisa Naito, Commission Dist. 3**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

Email: [district3@co.multnomah.or.us](mailto:district3@co.multnomah.or.us)

**Lonnie Roberts, Commission Dist. 4**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

Email: [lonnie.j.roberts@co.multnomah.or.us](mailto:lonnie.j.roberts@co.multnomah.or.us)

**On-line Streaming Media, View Board Meetings**  
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### **MAY 9, 10 & 11, 2006 BOARD MEETINGS FASTLOOK AGENDA ITEMS OF INTEREST**

Pg 2	9:00 a.m. Tuesday Budget Work Session
Pg 2	6:00 p.m. Tuesday Budget Hearing
Pg 3	9:00 a.m. Wednesday Budget Work Session
Pg 3	1:00 p.m. Wednesday Budget Work Session
Pg 4	9:30 a.m. Thursday Public Comment
Pg 4	9:40 a.m. Thursday Proclaiming May 2006 as Older Americans Month in Multnomah County
Pg 4	9:50 a.m. Thursday Resolution Adopting the Toxics Reduction Strategy
Pg 5	10:20 a.m. Thursday Update on Multnomah County Sheriff's Office Operations and Policy Issues
Pg 5	10:35 a.m. Thursday Executive Session

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

Thursday, 9:30 AM, (LIVE) Channel 30

Friday, 11:00 PM, Channel 30

Saturday, 10:00 AM, Channel 30

Sunday, 11:00 AM, Channel 30

Produced through MetroEast Community Media  
(503) 667-8848, ext. 332 for further info  
or: <http://www.mctv.org>

Tuesday, May 9, 2006 - **9:00 AM**  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **BUDGET WORK SESSION**

WS-1 Multnomah County 2006-2007 Budget Work Session. This meeting is open to the public however no public testimony will be taken. 3 HOURS REQUESTED.

- Financial Overview Presentation
  - Central Citizen Budget Advisory Committee Presentation
  - **Work Session on Public Safety Department Budget Presentations with:**
  - Sheriff and Citizen Budget Advisory Committee
  - District Attorney and Citizen Budget Advisory Committee
  - Community Justice and Citizen Budget Advisory Committee
- 

Tuesday, May 9, 2006 - **6:00 PM**  
North Portland Library Conference Room  
512 N Killingsworth, Portland

## **BUDGET HEARING**

PH-1 Public Hearing on the 2006-2007 Multnomah County Budget. Testimony is limited to three minutes per person. Fill out a speaker form available in the conference room and turn it into the Board Clerk. The conference room will be open one hour prior to the hearing.

Wednesday, May 10, 2006 - 9:00 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **BUDGET WORK SESSION**

WS-2 Multnomah County 2006-2007 Budget Work Session. This meeting is open to the public however no public testimony will be taken. 3 HOURS REQUESTED.

- **Work Session on Health and Human Services Department Budget Presentations with:**
    - Health and Community Health Council Citizen Budget Advisory Committee
    - County Human Services and Citizen Budget Advisory Committee
    - School and Community Partnerships and Citizen Budget Advisory Committee
    - Commission on Children, Families and Community
- 

Wednesday, May 10, 2006 - 1:00 PM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **BUDGET WORK SESSION**

WS-3 Multnomah County 2006-2007 Budget Work Session. This meeting is open to the public however no public testimony will be taken. 2.5 HOURS REQUESTED.

- **Work Session on General Government Department Budget Presentations with:**
  - Non-Departmental and Citizen Budget Advisory Committee
  - Library and Citizen Budget Advisory Committee
  - County Management and Citizen Budget Advisory Committee
  - Community Services and Citizen Budget Advisory Committee

Thursday, May 11, 2006 - 9:30 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **REGULAR MEETING**

### **CONSENT CALENDAR - 9:30 AM**

### **DEPARTMENT OF COMMUNITY SERVICES - 9:30 AM**

- C-1 RESOLUTION Authorizing the Purchase and Sale Agreement of Tax Foreclosed Property to REACH Community Development, Inc. (REACH) and Upon Completion of the Obligations Described in the Attached Purchase and Sale Agreement, Execution of the Bargain and Sale Deed

### **REGULAR AGENDA - 9:30 AM**

### **PUBLIC COMMENT - 9:30 AM**

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

### **SCHOOL AND COMMUNITY PARTNERSHIPS - 9:30 AM**

- R-1 PUBLIC HEARING to Consider and Approve the 2006-2007 Consolidated Plan and Annual Action Plan for the Community Development Block Grant Program

### **NON-DEPARTMENTAL - 9:40 AM**

- R-2 PROCLAMATION Proclaiming May 2006 as Older Americans Month in Multnomah County, Oregon
- R-3 RESOLUTION Adopting the Toxics Reduction Strategy, a Plan for Minimizing Toxic Substances of Concern in Government Operations by Using the Precautionary Principle

### **DEPARTMENT OF COUNTY MANAGEMENT - 10:10 AM**

- R-4 Reallocation of Facilities Capital Project Funds FPM-08, Kelly Building Data Center Fire Suppression Project and Building System Emergency Repair Mini-Fund

**COMMISSION ON CHILDREN, FAMILIES AND COMMUNITY - 10:13 AM**

- R-5 Budget Modification NOND-05A Appropriating Revenues from the WK Kellogg Foundation for Staffing the Youth Innovation Fund Project

**DEPARTMENT OF COMMUNITY JUSTICE - 10:15 AM**

- R-6 Budget Modification DCJ-30 Reclassifying an Office Assistant 2 to an Office Assistant Senior in the Juvenile Services East Office, as Determined by the Class/Comp Unit of Central Human Resources
- R-7 Budget Modification DCJ-31 Reclassifying an Office Assistant Senior to an Administrative Secretary in Juvenile Services Management, as Determined by the Class/Comp Unit of Central Human Resources
- R-8 Budget Modification DCJ-32 Appropriating \$14,701 from the Oregon Department of Human Services for Treatment at DCJ's Juvenile Secure Residential Alcohol and Drug Treatment Unit (RAD)

**SHERIFF'S OFFICE - 10:20 AM**

- R-9 Update on Multnomah County Sheriff's Office Operations and Policy Issues. Presented by Sheriff Bernie Giusto and Christine Kirk. 15 MINUTES REQUESTED.

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Thursday, May 11, 2006 - 10:35 AM  
(OR IMMEDIATELY FOLLOWING BOARD MEETING)  
Multnomah Building, First Floor Commissioners Conference Room 112  
501 SE Hawthorne Boulevard, Portland

**IF NEEDED EXECUTIVE SESSION**

- E-1 The Multnomah County Board of Commissioners will meet in Executive Session Pursuant to ORS 192.660(2)(h). Only Representatives of the News Media and Designated Staff are allowed to attend. News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Session. No Final Decision will be made in the Session. Presented by Agnes Sowle. 15-30 MINUTES REQUESTED.

# MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC

Public testimony will be taken at the public hearings listed in red (*italic*) below. Unless otherwise noted, all sessions will be held in the Multnomah Building, First Floor Commissioners Boardroom 100, 501 SE Hawthorne, Portland. Contact Board Clerk Deb Bogstad 503 988-3277 for further information.

Cable coverage of the **May through June 2006** budget work sessions, hearings and Thursday Board meetings will be produced through MetroEast Community Media. **All plays will be on cable channel 29.** Check the weekly Board meeting agenda or call 503 667-8848, extension 332 for further info or log onto <http://www.mctv.org> for the cable channel program guide/playback schedule. The sessions, hearings and Board meetings will also be available for viewing via media streaming at <http://www.co.multnomah.or.us/cc/pastmeetings.shtml>. Contact Board Clerk Deb Bogstad 503 988-3277 for further information.

**Thu, May 4**

**9:30 a.m. to 12:00 p.m.**

***Chair's 2006-2007 Executive Budget Message  
Public Hearing and Consideration of Resolution  
Approving Executive Budget for Submission to  
Tax Supervising and Conservation Commission  
[followed by Regular Board Meeting]***

**Tue, May 9**

**9:00 a.m. to 12:00 p.m.**

**Financial Overview  
Central Citizen Budget Advisory Committee  
Work Session on Public Safety Department  
Budget Presentations:  
Sheriff & Citizen Budget Advisory Committee  
District Attorney & Citizen Budget Advisory Committee  
Community Justice & Citizen Budget Advisory Committee**

**Tue, May 9**

**6:00 p.m. to 8:00 p.m.**

***Public Hearing on the 2006-2007 Multnomah County  
Budget - North Portland Library Conference Room,  
512 N Killingsworth, Portland***

**Wed, May 10**

**9:00 a.m. to 12:00 p.m.**

**Work Session on Health and Human Services  
Department Budget Presentations:  
Health & Citizen Budget Advisory Committee  
County Human Services & Citizen Budget Advisory Committee  
School and Community Partnerships & Citizen Budget Advisory Committee  
Commission on Children, Families and Community**

# MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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**Wed, May 10**

**1:00 p.m. to 3:30 p.m.**

## **Work Session on General Government**

### **Department Budget Presentations**

Non-Departmental & Citizen Budget Advisory Committee  
Library & Citizen Budget Advisory Committee  
County Management & Citizen Budget Advisory Committee  
Community Services & Citizen Budget Advisory Committee

**Mon, May 22**

**6:00 p.m. to 8:00 p.m.**

***Public Hearing on the 2006-2007 Multnomah County Budget - Multnomah County East Building, Sharron Kelley Conference Room, 600 NE 8th, Gresham***

**Tue, May 23**

**9:00 a.m. to 12:00 p.m.**

**Budget Work Session**

**Tue, May 23**

**1:00 p.m. to 3:00 p.m.**

**Budget Work Session if needed**

**Tue, May 30**

**9:00 a.m. to 12:00 p.m.**

**Budget Work Session on Board Program Selection Round 1**

**Wed, May 31**

**6:00 p.m. to 8:00 p.m.**

***Public Hearing on the 2006-2007 Multnomah County Budget - Multnomah Building, Commissioners Boardroom 100, 501 SE Hawthorne, Portland***

# MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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**Tue, Jun 6**  
**9:00 a.m. to 12:00 p.m.**                      **Budget Work Session on Board Program Selection Round 2**

**Tue, Jun 13**  
**9:00 a.m. to 12:00 p.m.**                      **Budget Work Session on Board Program Selection Round 3**

**Wed, Jun 14**  
**9:00 a.m. to 12:00 p.m.**                      **Budget Work Session if needed**

**Wed, Jun 14**  
**3:30 p.m. to 4:30 p.m.**                      ***Tax Supervising and Conservation Commission Public Hearing on the Multnomah County 2006-2007 Budget***

**Thu, Jun 15**  
**9:30 a.m. to 12:00 p.m.**                      ***Public Hearing and Resolution Adopting the 2006-2007 Budget for Dunthorpe Riverdale Sanitary Service District No. 1 and Making Appropriations***  
***Public Hearing and Resolution Adopting the 2006-2007 Budget for Mid County Street Lighting Service District No. 14 and Making Appropriations***  
**[followed by Regular Board Meeting]**

**Thu, Jun 22**  
**9:30 a.m. to 12:00 p.m.**                      ***Public Hearing and Resolution Adopting the 2006-2007 Budget for Multnomah County Pursuant to ORS 294***  
**[followed by Regular Board Meeting]**

# REVISED MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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**Tue, May 9**

**6:00 p.m. to 8:00 p.m.**

***Public Hearing on the 2006-2007 Multnomah County Budget - North Portland Library Conference Room, 512 N Killingsworth, Portland***

## **CABLE PLAYBACK INFO:**

Saturday, May 13 - 3:00 PM Channel 29

Sunday, May 14 - 7:00 PM Channel 29

Wednesday, May 17 - 8:00 PM Channel 29

Thursday, May 18 - 8:00 PM Channel 29

**Mon, May 22**

**6:00 p.m. to 8:00 p.m.**

***Public Hearing on the 2006-2007 Multnomah County Budget - Multnomah County East Building, Sharron Kelley Conference Room, 600 NE 8th, Gresham***

## **CABLE PLAYBACK INFO:**

Monday, May 22 - 6:00 PM LIVE Channel 29

Thursday, May 25 - 8:00 PM Channel 29

Saturday, May 27 - 5:00 PM Channel 29

Sunday, May 28 - 1:00 PM Channel 29

# REVISED MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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**Tue, May 23**

**9:00 a.m. to 12:00 p.m.**

**Review of Calendar of Budget Events**

**Preview of Selection Tool; How Process Works**

**Central Citizen Budget Advisory Committee**

**Work Session on Public Safety Department**

**Budget Presentations:**

**Sheriff & Citizen Budget Advisory Committee**

**Community Justice & Citizen Budget Advisory  
Committee**

**District Attorney & Citizen Budget Advisory Committee**

## **CABLE PLAYBACK INFO:**

**Tuesday, May 23 - 9:00 AM LIVE Channel 29**

**Friday, May 26 - 8:00 PM Channel 29**

**Saturday, May 27 - 12:00 PM Channel 29**

**Sunday, May 28 - 4:00 PM Channel 29**

**Tue, May 23**

**1:00 p.m. to 3:30 p.m.**

**Work Session on General Government**

**Department Budget Presentations:**

**Non-Departmental & Citizen Budget Advisory Committee**

**Library & Citizen Budget Advisory Committee**

**County Management & Citizen Budget Advisory  
Committee**

**Community Services & Citizen Budget Advisory  
Committee**

# REVISED MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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Tuesday, May 23 - 1:00 PM LIVE Channel 29  
Friday, May 26 - 11:00 PM Channel 29  
Saturday, May 27 - 3:00 PM Channel 29  
Sunday, May 28 - 7:00 PM Channel 29

Tue, May 30  
9:00 a.m. to 12:00 p.m.

## **Work Session on Health and Human Services**

### **Department Budget Presentations:**

Health & Citizen Budget Advisory Committee  
County Human Services & Citizen Budget Advisory  
Committee  
School and Community Partnerships & Citizen Budget  
Advisory Committee  
Commission on Children, Families and Community

## **CABLE PLAYBACK INFO:**

Tuesday, May 30 - 9:00 AM LIVE Channel 29  
Friday, June 2 - 8:00 PM Channel 29  
Saturday, June 3 - 12:00 PM Channel 29  
Sunday, June 4 - 4:00 PM Channel 29

# REVISED MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC

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**Wed, May 31**

**6:00 p.m. to 8:00 p.m.**

***Public Hearing on the 2006-2007 Multnomah County Budget - Multnomah Building, Commissioners Boardroom 100, 501 SE Hawthorne, Portland***

## **CABLE PLAYBACK INFO:**

Wednesday, May 31 - 6:00 PM LIVE Channel 29  
Saturday, June 3 - 10:00 PM Channel 29  
Sunday, June 4 - 1:00 PM Channel 29  
Monday, June 5 - 11:30 PM Channel 29

**Tue, Jun 6**

**9:00 a.m. to 12:00 p.m.**

**Budget Work Session on Board Program Selection Round 1**

## **CABLE PLAYBACK INFO:**

Tuesday, June 6 - 9:00 AM LIVE Channel 29  
Friday, June 9 - 8:00 PM Channel 29  
Saturday, June 10 - 12:00 PM Channel 29  
Sunday, June 11 - 4:00 PM Channel 29

# REVISED MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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**Tue, Jun 13**

**9:00 a.m. to 12:00 p.m.**

**Budget Work Session on Board Program Selection  
Round 2**

## **CABLE PLAYBACK INFO:**

**Tuesday, June 13 - 9:00 AM LIVE Channel 29**

**Friday, June 16 - 8:00 PM Channel 29**

**Saturday, June 17 - 12:00 PM Channel 29**

**Sunday, June 18 - 4:00 PM Channel 29**

**~~Tue, June 13~~**

**~~6:00 p.m. to 8:00 p.m.~~**

**~~Public Hearing on the 2006-2007 Multnomah County  
Budget - Multnomah Building, Commissioners  
Boardroom 100, 501 SE Hawthorne, Portland~~**

## **CABLE PLAYBACK INFO:**

**~~Tuesday, June 13 - 6:00 PM LIVE Channel 29~~**

**Wed, Jun 14**

**9:00 a.m. to 12:00 p.m.**

**Budget Work Session if needed**

## **CABLE PLAYBACK INFO:**

**Wednesday, June 14 - 9:00 AM LIVE Channel 29**

**Saturday, June 17 - 7:00 PM Channel 29**

**Sunday, June 18 - 10:00 AM Channel 29**

**Monday, June 19 - 8:30 PM Channel 29**

# REVISED MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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**Wed, Jun 14**

**3:30 p.m. to 4:30 p.m.**

***Tax Supervising and Conservation Commission  
Public Hearing on the Multnomah County 2006-  
2007 Budget***

## **CABLE PLAYBACK INFO:**

Wednesday, June 14 - 3:30 PM LIVE Channel 29  
Saturday, June 17 - 10:00 PM Channel 29  
Sunday, June 18 - 1:00 PM Channel 29  
Monday, June 19 - 11:30 PM Channel 29

**Thu, Jun 15**

**9:30 a.m. to 12:00 p.m.**

***Public Hearing and Resolution Adopting the 2006-  
2007 Budget for Dunthorpe Riverdale Sanitary  
Service District No. 1 and Making Appropriations  
Public Hearing and Resolution Adopting the 2006-  
2007 Budget for Mid County Street Lighting  
Service District No. 14 and Making Appropriations  
[followed by Regular Board Meeting]***

## **CABLE PLAYBACK INFO:**

Thursday, June 15 - 9:30 AM LIVE Channel 30  
Friday, June 16 - 11:00 PM Channel 30  
Saturday, June 17 - 10:00 AM Channel 30  
Sunday, June 18 - 11:00 AM Channel 30

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**Thu, Jun 22**

**9:30 a.m. to 12:00 p.m.**

***Public Hearing and Resolution Adopting the 2006-2007 Budget for Multnomah County Pursuant to ORS 294 [followed by Regular Board Meeting]***

## **CABLE PLAYBACK INFO:**

**Thursday, June 22 - 9:30 AM LIVE Channel 30**

**Friday, June 23 - 11:00 PM Channel 30**

**Saturday, June 24 - 10:00 AM Channel 30**

**Sunday, June 25 - 11:00 AM Channel 30**



Commissioner Serena Cruz Walsh, District 2

**MULTNOMAH COUNTY OREGON**

501 SE Hawthorne, Suite 600

Portland, Oregon 97214

(503) 988-5219 phone

(503) 988-5440 fax

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[Serena@co.multnomah.or.us](mailto:Serena@co.multnomah.or.us)

## **MEMORANDUM**

TO: Chair Diane Linn  
Commissioner Maria Rojo de Steffey  
Commissioner Lisa Naito  
Commissioner Lonnie Roberts  
Clerk of the Board Deb Bogstad

FROM: Tara Bowen-Biggs  
Staff to Commissioner Serena Cruz Walsh

DATE: May 11, 2006

RE: May 11, 2006 Board Meeting

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Commissioner Cruz Walsh will not be attending the May 11, 2006 Board Meeting. She will be in Denver participating in a National Leadership Summit on Homelessness.

## BOGSTAD Deborah L

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**From:** BOWEN-BIGGS Tara C  
**Sent:** Thursday, May 11, 2006 10:28 AM  
**To:** LINN Diane M; ROJO DE STEFFEY Maria; CRUZ Serena M; NAITO Lisa H; ROBERTS Lonnie J; BOGSTAD Deborah L  
**Cc:** FARRELL Delma D; FERNANDES April; MARTINEZ David; CARROLL Mary P; NAITO Terri W; WESSINGER Carol M; WEST Kristen  
**Subject:** FW: Revised Excuse Memo for Commissioner Cruz Walsh

Sorry, forgot the attachment! TBB

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

**From:** BOWEN-BIGGS Tara C  
**Sent:** Thursday, May 11, 2006 8:46 AM  
**To:** LINN Diane M; ROJO DE STEFFEY Maria; CRUZ Serena M; NAITO Lisa H; ROBERTS Lonnie J; BOGSTAD Deborah L  
**Cc:** FARRELL Delma D; FERNANDES April; MARTINEZ David; CARROLL Mary P; NAITO Terri W; WESSINGER Carol M; WEST Kristen  
**Subject:** Revised Excuse Memo for Commissioner Cruz Walsh

Please see the revised excuse memo. Commissioner Cruz Walsh has been invited to attend a break-out work session with the *National Summit on Ending Homelessness's* keynote speaker, Jim Collins. She will be unable to participate in today's board meeting.

### Tara Bowen-Biggs

Office of Commissioner Serena Cruz Walsh  
501 SE Hawthorne Ste. 600  
Portland OR 97214  
Ph. (503)988.5219 Fax (503)988.5440  
[tara.c.bowen-biggs@co.multnomah.or.us](mailto:tara.c.bowen-biggs@co.multnomah.or.us)

5/11/2006



Commissioner Serena Cruz Walsh, District 2

**MULTNOMAH COUNTY OREGON**

501 SE Hawthorne, Suite 600

Portland, Oregon 97214

(503) 988-5219 phone

(503) 988-5440 fax

[www.co.multnomah.or.us/cc/ds2/](http://www.co.multnomah.or.us/cc/ds2/)

[Serena@co.multnomah.or.us](mailto:Serena@co.multnomah.or.us)

**MEMORANDUM**

TO: Chair Diane Linn  
Commissioner Maria Rojo de Steffey  
Commissioner Lisa Naito  
Commissioner Lonnie Roberts  
Clerk of the Board Deb Bogstad

FROM: Tara Bowen-Biggs  
Staff to Commissioner Serena Cruz Walsh

DATE: May 8, 2006

RE: May 11, 2006 Board Meeting

---

Commissioner Cruz Walsh will be in Denver during the May 11, 2006 Board Meeting and will participate by phone.



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

### Board Clerk Use Only

**Meeting Date:** 05/11/06  
**Agenda Item #:** C-1  
**Est. Start Time:** 9:30 AM  
**Date Submitted:** 05/02/06

**BUDGET MODIFICATION:** -

**Agenda Title:** **RESOLUTION Authorizing the Purchase and Sale Agreement of Tax Foreclosed Property to REACH Community Development, Inc. (REACH) and Upon Completion of the Obligations Described in the Attached Purchase and Sale Agreement, Execution of the Bargain and Sale Deed**

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

<b>Date Requested:</b>	<u>May 11, 2006</u>	<b>Time Requested:</b>	<u>Consent Item</u>
<b>Department:</b>	<u>Community Services</u>	<b>Division:</b>	<u>Tax Title</u>
<b>Contact(s):</b>	<u>Gary Thomas</u>		
<b>Phone:</b>	<u>503-988-3590</u>	<b>Ext.</b>	<u>22591</u>
<b>Presenter(s):</b>	<u>Gary Thomas</u>	<b>I/O Address:</b>	<u>503/4/TT</u>

### General Information

**1. What action are you requesting from the Board?**

The Tax Title Section is requesting the Board to approve the Purchase and Sale Agreement of a tax foreclosed property to REACH Community Development Inc. At the Completion of the Sales agreement the execution of the Bargain and Sale Deed.

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

This property was transferred to Multnomah County Tax Title through Tax foreclosure in 1996. A gas station was formerly located on the site. Having a regulatory history and known environmental contamination, three leaking Underground Storage Tanks (USTs) were removed along with the soils impacted with petroleum. This work was conducted under the guidance of the Oregon Department of Environmental Quality (DEQ).

Since that time, DEQ has required additional environmental investigation to identify potential

contamination in surrounding soils and groundwater. Responding to this need, the County partnered with the City of Portland Brownfield Program to provide such assessments and help manage the cleanup. This included the City's successful grant application to EPA for additional assessment funds and the County's successful application to EPA for a cleanup grant.

The additional environmental assessment has been completed and the cleanup plan is a continuing process. Results of the environmental assessment identified low levels of petroleum related contaminants in the groundwater. These contaminants were found below DEQ standards for residential land uses (the strictest DEQ standard).

Responding to these results, the draft remediation plan includes installation of monitoring wells along the northwest property line (adjacent to residential property) to ensure increased levels of the contaminant are not migrating under the adjacent lots. These wells will be monitored once a month for six months and will be completed in August 2006. If results of the monitoring confirm that the contamination concentration is not increasing, the wells will be decommissioned and the site will obtain a letter of No Further Action (NFA) from the DEQ. (If levels of contamination are found to be increasing, the County and DEQ will work to establish an appropriate response).

In 1999, Tax Title placed the property into its Affordable Housing Development Program and REACH Community Development was awarded the property. Upon receipt of the NFA, the County will transfer the property title to REACH Community Development, INC. At this time REACH is preparing to apply for a HUD Section 202 grant to construct 20-25 units of affordable special needs housing on the site and this process requires an amended Real Estate Purchase and Sale Agreement from Multnomah County Tax Title.

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

Under the County's Affordable Housing Development Program the program shall require a non refundable transfer fee of \$200 from REACH Community Development Inc per MCC Section 7.410(C) as stated in the Purchase and Sale Agreement.

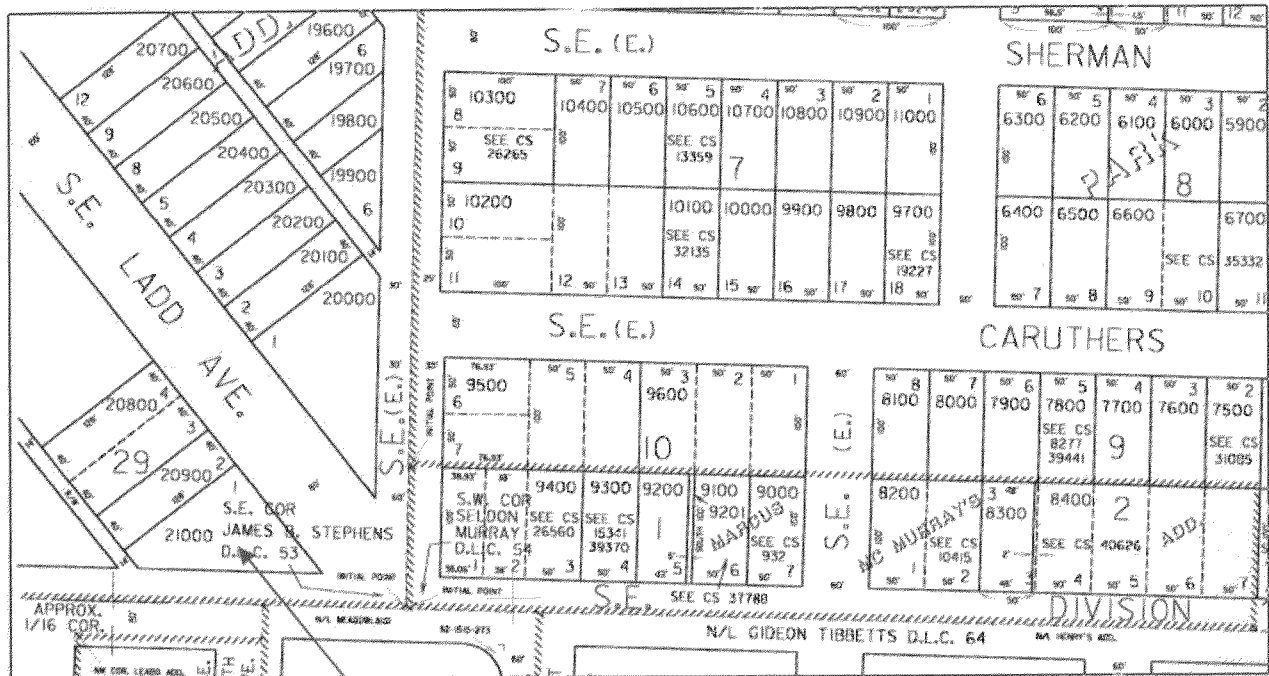
**4. Explain any legal and/or policy issues involved.**

No legal issues are expected..

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

Upon receipt of the NFA, the County will transfer property title to REACH Community Development Corporation. REACH Community Development will continue a dialog with the neighborhood, business association and Ladd Addition Conservation District through completion of the project.

# Exhibit A



1949 SE Division



## **EXHIBIT B**

### **PROPOSED PROPERTY FOR TRANSFER TO NON PROFIT**

#### **LEGAL DESCRIPTION:**

LOT 1 BLOCK 29, LADDS ADDITION, in the City of Portland, Multnomah County, Oregon

PROPERTY ADDRESS: 1949 SE Division Street

TAX ACCOUNT NUMBER: R200689

GREENSPACE DESIGNATION: No designation

SIZE OF PARCEL: Approximately 9,500 square feet

ASSESSED VALUE: \$150,100

#### **ITEMIZED EXPENSES**

BACK TAXES & INTEREST:

TAX TITLE MAINTENANCE COST & EXPENSES:

RECORDING FEE:

SUB-TOTAL

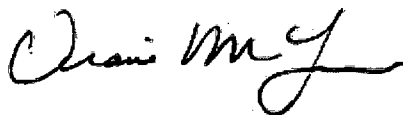
	\$10,270
	\$39,372
	\$26.00
	\$49,668

---

**Required Signatures**

---

**Department/  
Agency Director:**



**Date:** 05/03/06

**Budget Analyst:**

**Date:**

**Department HR:**

**Date:**

**Countywide HR:**

**Date:**

**BOGSTAD Deborah L**

---

**From:** GRACE Becky J

**Sent:** Tuesday, May 02, 2006 9:54 AM

**To:** BOGSTAD Deborah L

**Subject:** FYI Agenda Item for possibly May 11 or 18th Authorizing a Purchase and Sale Agreement with REACH

Good Morning Deb,

Attached for your review and approval are the agenda items for the approval of a purchase and sale agreement with REACH for tax foreclosed property located at 1949 SE Division. Gary is in the process of making an appointment with the board staff to try to get this put on either the May 11 board agenda or perhaps the 18 because REACH needs the P&S document for an application for funds from HUD asap. I just wanted to give you some type of notice. Chris Crean has approved the documents. Maybe you do not want to know this until it is for sure - but just in case here are the proposed documents.

Thanks Deb!

Becky Grace  
Multnomah County Tax Title  
PO Box 2716  
Portland OR 97208  
503-988-3590

5/3/2006

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Authorizing the Purchase and Sale Agreement of Tax Foreclosed Property to REACH Community Development, Inc. (REACH) and Upon Completion of the Obligations Described in the Attached Purchase and Sale Agreement, Execution of the Bargain and Sale Deed

**The Multnomah County Board of Commissioners Finds:**

- a. Multnomah County owns Property located at 1949 SE Division, more specifically described as Lot 1, Block 29, LADD'S ADDITION, in the City of Portland, Multnomah County, Oregon.
- b. The Property was approved for transfer to REACH for low-income housing purposes by Order of the Board of County Commissioners on October 9, 1999.
- c. Because of unanticipated delays due to environmental problems identified on the property, REACH and was not able to close on the property by the date specified in the original purchase and sale agreement or the amended agreement.
- d. The environmental activities on the property are nearing completion and REACH is prepared to acquire title to the property and develop it for low-income housing services.
- e. The County seeks to establish and REACH intends to provide low-income housing services as described in ORS 271.330 (2)(a).

**The Multnomah County Board of Commissioners Resolves:**

1. The Chair on behalf of Multnomah County, is authorized to execute the attached Purchase and Sale Agreement and upon Purchaser's performance of all obligations of the purchase and sale agreement, execute a Bargain and Sale deed conveying to REACH, the following described real property:

Lot 1, Block 29, LADD'S ADDITION, in the City of Portland, Multnomah County, Oregon

ADOPTED this 11th day of May, 2006.

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

## AGREEMENT OF PURCHASE AND SALE

**THIS AGREEMENT OF PURCHASE AND SALE** (the "Agreement") is made and entered into as of May 11, 2006, by and between Multnomah County, a political subdivision of the state of Oregon (the "Seller"), and REACH Community Development, Inc., (the "Buyer").

### **I. Recitals**

A. The Seller is the owner of undeveloped real property, commonly known as the "1949 SE Division St Property" and hereinafter referred to as the "Property," described as follows:

**Lot 1, Block 29, LADD'S ADDITION, in the City of Portland, Multnomah County, Oregon.**

B. Buyer desires to acquire from County the Property. County believes it is in best interest of the public to sell the Property to Buyer.

### **II. The Parties Agree As Follows:**

**1. Purchase and Sale.** The Seller agrees to sell to the Buyer, and the Buyer agrees to purchase from the Seller, the Property on the terms and conditions set forth in this Agreement.

**2. Purchase Price and Terms:** The purchase price for the Property shall be \$200.00 which amount shall be paid in full no later than July 1, 2007. The property was approved for transfer to Purchaser for low-income housing purposes by Order of the Board of County Commissioners on October 9, 1999. Purchaser shall, at the time of purchase of the property enter in the agreements required by the Multnomah County Affordable Housing Development Program.

**3. Closing Date.** The Parties agree to make best efforts to close the transaction not later than July 1, 2007. The date on which the transaction closes is referred to herein as the "Closing Date".

**4. Deed.** On the Closing Date, Seller shall deliver to Buyer a fully executed bargain and sale deed, with no warranties of title, conveying the Property to Buyer.

**5. Taxes.** Real property taxes for the Property are not currently applicable.

**6. Possession.** Buyer shall be entitled to possession immediately upon execution of this Agreement.

**7. Property Sold "AS IS"** Buyer represents that it or its agents are familiar with the Property and that Buyer has accepted and executed this Agreement on the basis of its own examination and personal knowledge of the Property; that Seller and Seller's agents have made no representations, warranties, or other agreements concerning matters relating to the Property; that Seller and Seller's agents have made no agreement or promise to alter, repair, or improve the Property; and that Buyer takes the Property in the condition, known or unknown, existing at the time of this Agreement, "AS IS."

**8. Binding Effect/Assignment Restricted.** This Agreement is binding on and will inure to the benefit of Seller, Buyer, and their respective heirs, legal representatives, successors, and assigns. Nevertheless, Buyer will not assign its rights under this Agreement without Seller's prior written consent.

**9. Remedies.** If the transaction does not close, through no fault of Seller, before the close of business on the Closing Date or if Seller fails to deliver the deed described in Section 4 above on the Closing Date, neither party shall have a claim against the other and this Agreement shall be terminated and shall have no further force or effect.

**10. Notices.** All notices or other communications required or permitted under this Agreement must be in writing and must be (1) personally delivered (including by means of a professional messenger service), which notices and communications will be deemed received on receipt at the office of the addressee; (2) sent by registered or certified mail, postage prepaid, return receipt requested, which notices and communications will be deemed received three days after deposit in the United States mail, postage prepaid; or (3) sent by overnight delivery using a nationally recognized overnight courier service, which notices and communications will be deemed received one business day after deposit with the courier.

**To Buyer: REACH Community Development, Inc**  
**1135 SE Salmon Street**  
**Portland, OR 97214**

**To Seller: Multnomah County Tax Title**  
**501 SE Hawthorne Blvd**  
**Portland, Oregon 97214**

Either party by written notice designate a different address or contact person for purposes of this Agreement. Notice given in any manner other than the manner set forth above shall be effective when received by the party for whom it is intended.

**11. Broker.** The Seller represents and warrants to the Buyer, and the Buyer represents and warrants to the Seller, that no broker or finder has been engaged by it, respectively, in connection with any of the transactions contemplated by this Agreement, or to its knowledge is in any way connected with any of such transactions.

**12. Required Actions of Buyer and Seller.** The Buyer and the Seller agree to execute all such instruments and documents and to take all actions pursuant to the provisions of this Agreement in order to consummate the purchase and sale contemplated and shall use their best efforts to accomplish the close of escrow in accordance with the provisions here.

**13. Miscellaneous**

**13.1 Partial Invalidity.** If any term or provision of this Agreement or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

**13.2 Waivers.** No waiver of any breach of any covenant or provision contained here shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision here contained. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

**13.3 Successors and Assigns.** This Agreement shall be binding on and shall inure to the benefit of the permitted successors and assigns of the parties to it.

**13.4 Entire Agreement.** This Agreement is the final expression of, and contains the entire agreement between, the parties with respect to the subject matter of the Agreement and supersedes all prior understandings with respect to it, including but not limited to, the Sale Agreement and all addenda thereto and/or modifications thereof. This Agreement may not be modified, changed, supplemented, or terminated, nor may any obligations under it be waived, except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted here. The parties do not intend to confer any benefit on any person, firm, or corporation other than the parties hereto.

**13.5 Time of Essence.** The Seller and the Buyer hereby acknowledge and agree that time is strictly of the essence with respect to each and every term, condition, obligation, and provision.

**13.6 Construction.** Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the parties and are not a part of this Agreement. Whenever required by the context of this Agreement, the singular shall include the plural, and the masculine shall include the feminine, and vice versa. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared it. Unless otherwise indicated, all references to paragraphs and subparagraphs are to this Agreement. If the date on which the Buyer or the Seller is required to take any action under the terms of this Agreement is not a business day, the action shall be taken on the next succeeding business day.

**13.7 Governing Law.** The parties acknowledge that this Agreement has been negotiated and entered into in the state of Oregon. The parties expressly agree that this Agreement shall be governed by, interpreted under, and construed and enforced in accordance with the laws of the state of Oregon.

**13.8 No Attorney Fees.** If a party to this Agreement brings any action or suit against another party to this Agreement by reason of any breach of any of the covenants, terms, conditions, agreements on the part of the other party arising out of this Agreement, there shall be no right to the prevailing party to attorney fees.

#### **14. Statutory Disclaimer.**

THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS, THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER CHAPTER 1, OREGON LAWS 2005 (BALLOT MEASURE 37 (2004)). 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, THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER CHAPTER 1, OREGON LAWS 2005 (BALLOT MEASURE 37 (2004)).

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year written above.**

**BUYER:**

REACH C. D. I.

**SELLER:**

MULTNOMAH COUNTY

By: \_\_\_\_\_  
Dee Walsh, Executive Director

By: \_\_\_\_\_  
Diane M. Linn, County Chair

Date of Execution: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

**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. 06-071**

Authorizing the Purchase and Sale Agreement of Tax Foreclosed Property to REACH Community Development, Inc. (REACH) and Upon Completion of the Obligations Described in the Attached Purchase and Sale Agreement, Execution of the Bargain and Sale Deed

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- a. Multnomah County owns Property located at 1949 SE Division, more specifically described as Lot 1, Block 29, LADD'S ADDITION, in the City of Portland, Multnomah County, Oregon.
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- e. The County seeks to establish and REACH intends to provide low-income housing services as described in ORS 271.330 (2)(a).

**The Multnomah County Board of Commissioners Resolves:**

1. The Chair on behalf of Multnomah County, is authorized to execute the attached Purchase and Sale Agreement and upon Purchaser's performance of all obligations of the purchase and sale agreement, execute a Bargain and Sale deed conveying to REACH, the following described real property:

Lot 1, Block 29, LADD'S ADDITION, in the City of Portland, Multnomah County, Oregon

ADOPTED this 11th day of May, 2006.



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

## **AGREEMENT OF PURCHASE AND SALE**

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- 3. Closing Date.** The Parties agree to make best efforts to close the transaction not later than July 1, 2007. The date on which the transaction closes is referred to herein as the "Closing Date".
- 4. Deed.** On the Closing Date, Seller shall deliver to Buyer a fully executed bargain and sale deed, with no warranties of title, conveying the Property to Buyer.
- 5. Taxes.** Real property taxes for the Property are not currently applicable.
- 6. Possession.** Buyer shall be entitled to possession immediately upon execution of this Agreement.
- 7. Property Sold "AS IS"** Buyer represents that it or its agents are familiar with the Property and that Buyer has accepted and executed this Agreement on the basis of its own examination and personal knowledge of the Property; that Seller and Seller's agents have made no representations, warranties, or other agreements concerning matters relating to the Property; that Seller and Seller's agents have made no agreement or promise to alter, repair, or improve the Property; and that Buyer takes the Property in the condition, known or unknown, existing at the time of this Agreement, "AS IS."
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**Portland, OR 97214**

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**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year written above.**

**BUYER:**

REACH C. D. I.

**SELLER:**

MULTNOMAH COUNTY

By: \_\_\_\_\_  
Dee Walsh, Executive Director

By: \_\_\_\_\_  
Diane M. Linn, County Chair

Date of Execution: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

**REVIEWED:**

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By:  \_\_\_\_\_  
Christopher Crean, Assistant County Attorney



**Carol Cade**

Housing Development Specialist

Department of School  
and Community Partnerships

**MULTNOMAH COUNTY OREGON**

421 SW Oak Street, Suite 200  
Portland, Oregon 97204

**(503) 988-6295 x26598**

(503) 988-3332 fax

[carol.j.cade@co.multnomah.or.us](mailto:carol.j.cade@co.multnomah.or.us)



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-1  
Est. Start Time: 9:30 AM  
Date Submitted: 04/17/06

### BUDGET MODIFICATION:

**Agenda Title:** PUBLIC HEARING to Consider and Approve the 2006-2007 Consolidated Plan and Annual Action Plan for the Community Development Block Grant Program

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

Date Requested: May 11, 2006 Time Requested: 10 min.  
Department: Dept. of School & Community Partnerships Division:  
Contact(s): Mary T. Li, DSCP Manager  
Carol Cade  
Phone: 503-988-6295 Ext. 26598 I/O Address: 167/200  
Presenter(s): Mary Li

### General Information

**1. What action are you requesting from the Board?**

Approval of the 2006-07 Consolidated Plan and Annual Action Plan.

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

Multnomah County is entitled to annually receive U.S. Department of Housing and Urban Development (HUD) funds through the Community Development Block Grant program. For program year 2006-07 the grant amount is \$304,069.

HUD program requirements include the development of a Consolidated Plan that provides principles and priorities for allocation of these federal funds and includes a market analysis, demographics, and descriptions of resources for the low and moderate income persons. A program consortium comprised of the cities of Portland and Gresham and Multnomah County has worked to produce the annual update of this Plan. A required part of the Consolidated Plan Update is the inclusion of the Annual Action Plan, which provides the list of specific annual projects that will be funded via

CDBG within the County.

The County's Policy Advisory Board rated and ranked the list of activities of the Annual Action Plan draft on April 6, 2006 and public testimony was solicited on April 13, 2006.

Citizen participation for the Consolidated Plan has taken place through a series of public hearings held by the City of Portland through the Housing and Community Development Commission.

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

The 2006-07 CDBG Grant award is \$304,069 beginning July 1, 2006.

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

None are anticipated.

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

Policy Advisory Board recommendations: Public testimony solicited at the public hearing on April 13, 2006.

Housing and Community Development Commission review: Public testimony solicited at public hearing April 5 and May 3, 2006.

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## ATTACHMENT A

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### Grant Application/Notice of Intent

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If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- **Who is the granting agency?**  
Department of Housing and Urban Development (HUD)
- **Specify grant (matching, reporting and other) requirements and goals.**  
The Community Development Block Grant must meet the national objective of benefit to low and moderate-income persons/households residing in the Urban County Area as defined by HUD and the CDBG Consortium jurisdictions of Multnomah County, Fairview, Maywood Park, Troutdale, Wood Village, and Lake Oswego. These jurisdictions have partnered to form the program's Policy Advisory Board.
- **Explain grant-funding detail – is this a one-time only or long-term commitment?**  
The CDBG grant is annually renewed because Multnomah County is an urban county entitlement. As long as Congress reauthorizes the CDBG program, Multnomah County will receive funding.
- **What are the estimated filing timelines?**  
May 15, 2006
- **If a grant, what period does the grant cover?**  
July 1, 2006 through June 30, 2007.
- **When the grant expires, what are funding plans?**  
The CDBG grant is annually renewed as an urban county entitlement.
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**  
The CDBG grant may allocate up to 20% for administrative costs including personnel, materials and services, and planning functions. The administrative total at 20% is \$64,814 (\$59,594 for DSCP general admin. and \$5,200 to the City of Portland for HCDC). The administrative amount is capped by grant regulations and each jurisdiction in the Consortium takes the same percentage.

## ATTACHMENT B

### Required Signatures

Department/  
Agency Director:

*Jalanzo T. Pae Jr.*

Date: 04/14/06

/kt/

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

**MULTNOMAH COUNTY**  
**2006-07 CDBG Annual Action Plan**

**DRAFT**

CDBG Grant:       \$304,069  
Program Income: \$ 20,000  
Carryover           14,000

**COMMUNITY DEVELOPMENT BLOCK GRANT:**

**NEIGHBORHOOD REVITALIZATION (\$99,220 + \$5,000 Carryover)**

235 <sup>th</sup> Ave. & NE Village Ct. Stormwater Drainage Improvement City of Wood Village	\$93,220
Community Center Upgrades City of Fairview	\$11,000

**PUBLIC SERVICES (\$45,610) 15% cap**

Fair Housing Enforcement Fair Housing Council of Oregon	\$ 8,122
Transitional Housing Program Human Solutions, Inc.	\$31,488
Community Energy Projects Self-Help WX & Energy Ed Workshops	\$ 6,000

**Housing Rehab (\$114,425 + \$8,075 Carryover)**

Adapt-a-Home Unlimited Choices	\$65,000
Mend-a-Home Unlimited Choices	\$50,000
Community Energy Projects WX for Seniors & Disabled Persons	\$ 7,500

**CDBG ADMINISTRATION (\$64,814)**

General Administration	\$59,614
Housing and Community Development Commission	\$ 5,200
Reserve	\$ 925

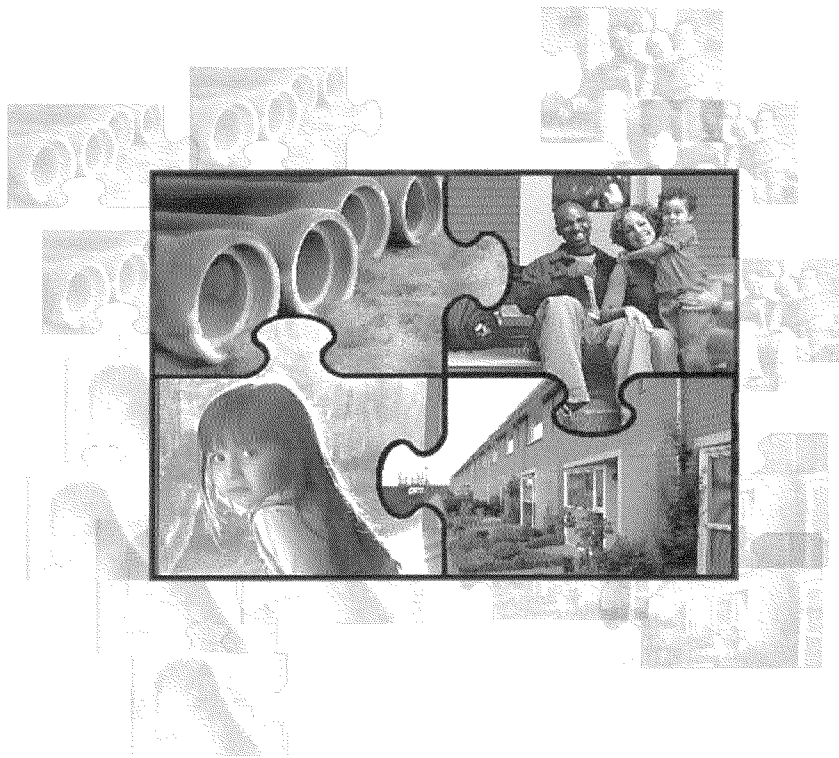
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Cities of Portland and Gresham  
Multnomah County, Oregon

# Consolidated Plan

DRAFT

## Action Plans



2006  
2007

Funded by HUD



## ACKNOWLEDGEMENTS

Mayor Tom Potter, City of Portland

Mayor Charles Becker, City of Gresham

Diane Linn, Chair, Board of County Commissioners, Multnomah County

## HOUSING AND COMMUNITY DEVELOPMENT COMMISSION

Tony Jones and Jim McConnell, Co-Chairs

Robert Bole

Robin Boyce

Janet Byrd

Rey Espana

Linda Kaeser

John Miller

Pat Mobley

Susan Stoltenberg

Irma Valdez

Bruce Whiting

Joe Wykowski

## STAFF

Beth Kaye, HCDC Program Manager

Rachael Duke, Housing Authority of Portland

Barbara Sack, City of Portland, Bureau of Planning

Elaine Fultz, City of Gresham, Community Development Department

Carol Cade, Multnomah County, Department of School and Community Partnerships

HC Tupper, Multnomah County, Department of School and Community Partnerships

Diane Luther, Multnomah County Housing Director

## SUPPORT STAFF

A. Ruth Benson, City of Portland, Bureau of Housing and Community Development

Jenny Melius, City of Portland, Bureau of Housing and Community Development

Antoinette Pietka, City of Portland, Bureau of Housing and Community Development

Elaine Fultz, City of Gresham, Community Development Department

## WITH SPECIAL THANKS TO:

Erik Sten, Commissioner of Public Works, City of Portland

Serena Cruz, Commissioner/HCDC Liaison, Multnomah County

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# Section One

## Introduction & Overview

## Introduction & Overview

The Consolidated Plan 2005-2010 (Plan) is both a combined housing and community development plan and an application to the U.S. Department of Housing and Urban Development (HUD) for funds available to cities and counties under four formula grant programs. HUD allows these funds to be used to benefit low- and moderate-income people and neighborhoods, within specific priorities established by the local jurisdictions.

This Plan for 2006-07 represents the second Action Plan in the 2005-2010 five-year cycle of coordinated planning by the Portland Consortium. The members of the Portland Consortium are the City of Portland, the City of Gresham, and Multnomah County (representing the unincorporated portions and smaller cities within its boundaries).

HUD requires that the Portland Consortium establish three priorities for the allocation of federal resources. The priorities are in descending order. Overall, the jurisdictions of the Consortium will allocate the greatest amount of federal resources to Priority 1, and the least to Priority 3. Within each priority, the Portland Consortium has decided that programs should focus on populations with the greatest barriers.

### PRIORITY ONE

Programs to increase the range of housing opportunities affordable to households with incomes at or below 50% of the area's Median Family Income<sup>1</sup> (MFI). This priority includes programs that:

- a. provide stable, decent, affordable housing for households with the greatest housing needs;
- b. develop permanent supportive housing for very low-income (0-30% MFI) households with disabilities;
- c. assist low-income individuals and families (0-50% MFI) to locate, obtain, and maintain housing;
- d. develop, acquire, maintain, repair, rehabilitate, preserve, and address any lead-based paint or other severe environmental hazards in housing stock for low- and moderate-income people (up to 80% MFI);
- e. revitalize severely distressed public housing;
- f. manage publicly-funded housing assets wisely for the long term;
- g. increase the number of units with three or more bedrooms affordable to low-income (0-50% MFI) households.

## Introduction

## Introduction & Overview

### PRIORITY TWO

PROGRAMS FOCUSED ON PREVENTING AND ENDING HOMELESSNESS THAT:

- a. provide immediate housing for chronically homeless individuals and families, linked to the services they need to succeed;
- b. mitigate the barriers that make it difficult for households experiencing homelessness to re-establish housing stability;
- c. streamline access to existing services to prevent and reduce homelessness;
- d. concentrate resources on programs that offer measurable results;
- e. provide, or partner with other entities that provide, supportive services, such as case management, home care and personal care, job training, child care, education, etc., for adult and child members of low-income (up to 50% MFI) households.

### PRIORITY THREE

Programs to assist adults and youth to improve their economic condition:

- a. by increasing their incomes from below 50% MFI to a living wage through comprehensive, evidence-based programs;
- b. by increasing their assets through comprehensive, evidence-based programs;
- c. by wealth-building strategies for households with incomes up to 80% MFI, including land-trusts and first-time homeownership programs for populations that have traditionally faced barriers to homeownership;
- d. by investing in and stabilizing low-income communities.

### Community Development Block Grant (CDBG)

The cities of Portland, Gresham, and urban Multnomah County (the area of the County outside the city limits of Portland and Gresham) each receive CDBG funds which can be used for activities such as housing, public services, community facilities, public improvements, economic development, and community revitalization.

## **Introduction & Overview**

### **HOME Investment Partnership**

The HOME program is authorized under Title II of the National Affordable Housing Act for the purposes of:

1. expanding the supply of affordable housing for low and very low-income families with an emphasis on rental housing;
2. building state and local nonprofit capacity to carry out affordable housing programs; and
3. providing coordinated assistance to participants in the development of affordable low-income housing.

The cities of Portland and Gresham and Multnomah County are partners in the HOME consortium, with Portland designated as the lead jurisdiction. The jurisdictions work together to implement the Consolidated Plan. Some HOME funds have been allocated as part of the American Dream Downpayment Initiative (ADDI), and are reserved for efforts to promote first-time homeownership.

### **Emergency Shelter Grant (ESG)**

ESG funds can be used for the rehabilitation or conversion of buildings into homeless shelters. This program also may fund certain related social services, operating expenses, homeless prevention activities, and administrative costs. HUD allocates ESG funds annually based on the formula used for the Community Development Block Grant (CDBG). The City of Portland is the only jurisdiction in the County that receives a direct award of ESG funds.

### **Housing Opportunities for Persons with AIDS (HOPWA)**

HOPWA is an entitlement program administered by the City of Portland for a seven-county area including Multnomah, Washington, Clackamas, Yamhill, and Columbia Counties in Oregon, and Clark and Skamania Counties in Washington. Portland works closely with the other jurisdictions in planning and allocating HOPWA resources. HOPWA funds are targeted to low-income individuals with HIV/AIDS or related diseases, and their families. HOPWA funds may be used to support a wide range of services and housing activities. Supportive services must be provided as part of any housing funded by HOPWA.

The Action Plan also describes how other sources of federal, state, local, and private funds contribute to the overall strategies adopted in the Plan.

## Introduction & Overview

The City of Portland is the lead agency in the HOME consortium. Portland's Bureau of Housing and Community Development administers the HOME funds and as such is designated as the lead agency for the Plan. The Bureau of Housing and Community Development has delegated much of the coordination of the Plan process and county-wide plan development to the Housing and Community Development Commission (HCDC).

### INTER-AGENCY AND JURISDICTIONAL CONSULTATION THROUGH HCDC

The Action Plans development process for Fiscal Year 2006-07 carries out the inter-jurisdictional, cooperative venture begun during the initial stages of the CHAS planning process. The consortium established during the CHAS and first Five Year Plan is committed to an ongoing planning effort overseen by HCDC. The county-wide Commission recommends housing and community development policy by advising the three jurisdictions on budget decisions affecting housing programs, ensuring the linkage of associated social services with these programs, and guiding and monitoring the updates of the Plan. HCDC is the primary public forum focused on affordable housing and economic opportunity matters and advocates for very-low and low-income residents of the County.

### THE POLICY AND PLANNING FUNCTION OF HCDC

HCDC consists of fifteen members, nine appointed by the City of Portland and three each by the City of Gresham and Multnomah County. This inter-jurisdictional citizens' commission makes policy recommendations to the jurisdictions regarding housing and community development matters, including plans required by HUD. The principles, priorities, and strategies incorporated in the Plan form the basis for the final budget recommendations made to the three jurisdictions.

The staff for HCDC consists of an interagency team representing Portland's Bureau of Housing and Community Development, the Bureau of Planning, the Housing Authority of Portland, Multnomah County's Department of School and Community Partnerships, and Gresham's Community Development Department. In addition, extensive consultation was undertaken with the Oregon Department of Housing and Community Services, Metro regional government, the surrounding counties (Clark, Clackamas and Washington), social service agencies in Multnomah County, nonprofit developers, and service organizations.

## Introduction & Overview

### REQUIRED CONSULTATION FOR THE ANNUAL ACTION PLANS

In preparing the Action Plan, the Portland Consortium consulted with other public and private agencies that provide assisted housing, health services and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons). These consultations occurred in the course of regularly-occurring meetings of the HCDC Special Needs Committee, the Special Needs Families Work Group, and the Coordinating Committee of the local Ten-Year Plan to End Homelessness. Membership in those groups include both housing and service providers, the Housing Authority of Portland, homeless persons, people with disabilities, and organizations that provide services to homeless families, people with alcohol or drug addictions, people with developmental disabilities, HIV affected families, the elderly, homeless adults, children and families, and people with mental illness. Many provided additional testimony at the public hearings. (Please see Appendix B.)

The Consortium has also consulted with neighboring counties about its plans in a variety of forums, including the Regional Housing Managers Work Group.

### INSTITUTIONAL STRUCTURE

The responsibility for implementing the Plan will rest with Portland's Bureau of Housing and Community Development, Gresham's Community Development Department, Multnomah County's Department of Schools and Community Partnerships, and the Housing Authority of Portland. However, implementation cannot proceed without the involvement and support of several public and private agencies. The following list describes briefly the various institutions, businesses, and agencies responsible for the delivery of housing and economic opportunity services in the region. Each description of a product and market segment is not intended to be a complete account of activities for each entity.

## Introduction & Overview

### PARTNER ORGANIZATIONS AND AGENCIES

Organization/ Agency	Product	Market Segment
US Dept of Housing & Urban Development	Program funds, loan guarantees	Low- and moderate-income housing and community development activities
Community Development Network	Affordable housing policy, technical assistance, advocacy for new resources	Low- and moderate-income housing and community development activities
Conventional Lenders	Private and public/private partnership housing	All
Corporation for Supportive Housing	Policy recommendations, best practices, funding for system change	Chronically homeless persons
Ecumenical Ministries of Oregon	Shared housing, advocacy, and a key partner in the 10-Year Plan to End Homelessness	Low-income households
Enterprise Foundation	Technical assistance for neighborhood and non-profit developers, predevelopment loans	80% MFI or below
Equity Investors	Equity participation as owner or joint venture partner for housing developments, tax credit investments	Low-income people for tax-credit investment
Federal Interagency Council on Homelessness	Program funds for efforts to end chronic homelessness	Chronically homeless persons
Federal Home Loan Bank	Wholesale source of long-term credit for housing	All
Federal Home Loan Mortgage Corporation (FHLMC) / Government National Mortgage Association (GNMA)	Conduit for single family and multi-family loans	Low- and moderate-income households

## Introduction & Overview

### PARTNER ORGANIZATIONS AND AGENCIES

Organization/ Agency	Product	Market Segment
Federal National Mortgage Association (FNMA)	Conduit for single family and multi-family loans	Low- and moderate-income households
For-Profit Developers	Most single- and multi-family housing developments	All, but primarily households at or above 80% MFI
Gresham Community Development Department	Federal funds administrator for loans and grants	Very low- to moderate-income neighborhoods and individuals
Gresham Community Development Department	Federal funds administrator for loans and grants	Very low- to moderate-income neighborhoods and individuals
Gresham Community Development and Housing Committee (CDHC)	Policy recommendations	Very low-, low- and moderate-income households
Government National Mortgage Association	Conduit for single family and multi-family loans	Low- and moderate-income households.
Housing Alliance	State-wide advocacy for new resources to increase housing affordability	Primarily below 60% MFI, with an emphasis on 0-30% MFI
Housing and Community Development Commission	Policy recommendations	Very low-, low- and moderate-income households
Housing Authority of Portland (HAP)	Affordable housing in Multnomah County, Public Housing, HOPE VI, Section 8 programs, bonding capacity	Very low- and low-income rental housing, limited low-income homeownership
Housing Development Center (HDC)	Technical assistance with affordable housing development	Low- and moderate-income housing

## Introduction & Overview

### PARTNER ORGANIZATIONS AND AGENCIES (CONTINUED)

Organization/ Agency	Product	Market Segment
JOIN	Non-profit agency linking private landlords with chronically homeless individuals and families	Homeless individuals and families
Metropolitan District (METRO)	Technical assistance for housing policy and planning	All incomes, with a special focus on affordable housing to households with income of 80% MFI and below, and housing located in town centers along mass transit
Multnomah County Commission on Children, Families & Community	Anti-Poverty Framework, School-Age Policy Framework and the Early Childhood Framework	Very low-income (30% MFI and below) families
Multnomah County Department of County Human Services (DCHS)	Administration of federal, state and local service funds, direct social service delivery, contact for social service delivery	Supportive housing for low-income elderly, physically disabled, mentally ill, alcohol or drug addicted, and developmentally disabled
Multnomah County Housing Program	Policy recommendations, coordination of County housing programs, housing development grants (Strategic Investment Program), and sale/lease of surplus county properties for special needs and supportive special needs housing in Multnomah County	Very low-income (30% MFI and below) individuals and families with special needs
Multnomah County Department of School and Community Partnerships (DSCP)	Administration of community development funds, donation of tax-foreclosed properties, social service delivery grants	Low-income and special needs rental housing; homeless family shelters and transitional housing
Neighborhood Partnership Fund	Technical assistance to local non-profit CDCs	80% MFI and below

## Introduction & Overview

### PARTNER ORGANIZATIONS AND AGENCIES (CONTINUED)

Organization/ Agency	Product	Market Segment
Network for Oregon Affordable Housing (NOAH)	Line of credit for working capital, bridge and construction loans.	Primarily below 80% MFI
Non-Profit Developers (CDCs)	Single- and multi-family housing, both homeownership and rental	Primarily below 80% MFI
Oregon Corporation for Affordable Housing (OCAH)	Housing production support and technical assistance, capital general for tax-credit purchase	Low-income
Portland Bureau of Development Services (BDS)	Regulatory oversight of building, housing and zoning codes	All
Portland Bureau of Housing and Community Development (BHCD)	Contract administrator for federal loan and grant programs, operating support to community non-profit developers	Low-income rental and homeownership, economic development activities, community development, homeless persons
Portland Bureau of Planning (BOP)	Long range policy and Comprehensive Plan, neighborhood and community planning, administration of tax abatement programs	All
Portland Development Commission (PDC)	Housing rehabilitation loans, housing equity grants, tax increment financing, urban renewal agency	Housing at all income levels, uses federal funds primarily to serve households below 80% MFI
Portland Housing Center (PHC)	Information, education, and counseling for prospective homeowners and renters, financial services products	Low- and moderate-income people
Portland Proposal Review and Project Advisory Committee	Economic Opportunity Initiative project selection and policy recommendations	Low-income people
State of Oregon Housing and Community Services (HCS)	Permanent financing via bonds, gap funding via the Housing Trust Fund, Oregon and Federal Low-Income Tax Credits	Very low- and low-income rental and homeownership

## Introduction & Overview

### CITIZEN PARTICIPATION

As required by federal regulations, a Citizen Participation Plan describing the overall framework for public involvement was adopted by the participating jurisdictions in May 2005. The Citizen Participation Plan is appended to the 2005-2010 Consolidated Plan in Appendix B, Citizen Participation Plan. This Appendix describes the scope of public participation activities conducted for this Plan.

The Portland Consortium held public hearings that Multnomah County residents participated in. Comments were accepted at six public hearings as well as by mail, phone and e-mail. Translation services were provided. Separate focus groups were held with members of the Native American and Asian American communities.

### THE ROLE OF ADVISORY BOARDS

HCDC, a volunteer citizens' commission appointed by the elected officials of the participating jurisdictions is the primary body charged with developing the Plan. In addition to HCDC, Gresham has the Community Development and Housing Committee (CDHC), and Multnomah County has the Policy Advisory Board, consisting of representatives of the unincorporated County and its small cities.

The staff of HCDC engages in an ongoing process of coordination and consultation so that it can provide HCDC with historical information, policy options, and well-thought-out recommendations. HCDC also has subcommittees that provide policy development and program evaluation. HCDC's Housing Evaluation Group (HEG) monitors the allocation of local resources on local housing and service policy goals. HCDC's Home Ownership Advisory Committee (HOAC) reviews and recommends policy for the City of Portland's homeownership assistance programs and monitors the outcomes of these programs. HCDC's Special Needs Committee (SNC) recommends policy to meet the housing and service needs of individuals and families with special needs.<sup>2</sup> The SNC, HOAC, and HEG all include representatives of system stakeholders as well as HCDC members. In addition to its subcommittees, HCDC coordinates with other committees and commissions. For example, HCDC members sit on the Coordinating Committee to End Homelessness, the group charged with overseeing Home Again, the Ten Year Plan to End Homelessness in Portland and Multnomah County, and making funding recommendations for the McKinney Homeless Assistance grant.

## Introduction & Overview

### THE PUBLIC PROCESS FOR THIS PLANNING CYCLE

Date	Event
January 4, 2006	The public needs hearing for the FY 2006-07 Action Plans.
February 1, 2006	The public hearing review of the Principles and Priorities to guide the Plan. HCDC voted to keep the current Principles and Priorities.
March 30, 2006	The first draft of the FY 2006-07 Action Plans is released to the public for a 30-day public comment period.
April 5, 2006	The first hearing of the draft FY 2006-07 Action Plans for comment at the regularly scheduled HCDC meeting.
May 3, 2006	The second hearing of the FY 2006-07 Action Plans. HCDC voted to adopt the Action Plans.
April - May 2006	The City Councils of Portland and Gresham and the Multnomah County Board of Commissioners held hearings to consider the adoption of each jurisdiction's FY 2006-07 Action Plan.

### MINORITY BUSINESS OUTREACH

Property owners/borrowers carry out the bulk of contracting opportunities rather than the City. Borrowers of amounts under \$100,000 receive information about opportunities and are encouraged to solicit quotes from minority and women-owned business enterprises.

When Portland Development Commission (PDC) loans exceed \$100,000, borrowers are required to comply with PDC's Emerging Small Business (ESB)/Good Faith Effort Program for all prime construction contracts of \$200,000 or greater and subcontracts of \$100,000 or more. By the program requirements, borrowers through their prime contractors are required to either meet a 20% ESB goal or to make good faith efforts to contract with ESB firms for each division of work to be performed by a subcontractor. The ESB/Good Faith Effort Program further requires that they submit monthly reports on subcontractor utilization. Contractors are strongly encouraged to use formal advertising and bid procedures,

## Introduction & Overview

publish requests for bids in at least two media, and seek solicitation assistance through minority and women community organizations.

For the same PDC construction loans exceeding \$100,000, borrowers are also required to comply with the Workforce Training and Hiring Program for prime construction contracts of \$1,000,000 or greater and subcontracts of \$100,000 or more. The Program seeks to ensure a contractor's workforce reflects the diversity of the regional construction workforce. The Program also maximizes apprenticeship and employment opportunities for minorities, women, and economically disadvantaged workers in the construction trades.

### MONITORING

Some projects are funded by more than one jurisdiction. To reduce administration and monitoring, interagency agreements state that only one jurisdiction will manage a project and management responsibilities will alternate between jurisdictions.

### CITY OF PORTLAND: CDBG, ESG, HOME AND HOPWA

The BHCD provides monitoring for CDBG, ESG, HOME and HOWPA-funded projects. Monitoring activities may include program performance, fiscal accountability and regulatory compliance and may involve internal file review and/or on-site reviews. An objective of all internal file reviews and on-site reviews is to ensure that the City will meet the goals and objectives set forth in the Consolidated Plan. Program Managers select the projects to be site monitored for program performance and regulatory compliance based on completion of internal file reviews. Program Managers work with fiscal staff to determine which projects will also receive a fiscal review. Generally, projects which receive large amounts of City funding, projects which are administered by unsophisticated or inexperienced organizations, projects which appear to be having difficulties in meeting contract or program requirements, and projects which require more intensive technical assistance receive priority in establishing a monitoring schedule. Additionally, BHCD has created a staff position of Compliance Officer to oversee development and administration of compliance systems, including monitoring, and providing technical assistance to contract managers as needed.

Internal file review consists of completion of the Risk Assessment and Desk Monitoring checklists, as well as reviews of invoices and progress reports submitted, external audits, and other materials submitted by the contracting agency to determine that the project is on schedule, fiscally accountable, and complying with contractual requirements and

## Introduction & Overview

regulations. On-site reviews can include any or all of the following: program file and systems review at the contractor facility (e.g. income verification forms and process for collecting information); visiting sites where the activity is being carried out (e.g. a house under construction or the operation of a public service activity) or has been completed (in the case of property improvements); interviewing participants and clients as well as agency staff; fiscal file and systems review.

Additionally, all HOME projects are monitored by the City's subrecipients for compliance with all HOME requirements, e.g. long-term compliance with housing codes and affordability requirements. Monitoring is performed on a regular schedule at the intervals required by HOME regulations.

### HOME

All HOME projects are monitored by the City's subrecipients for compliance with all HOME requirements, e.g. long-term compliance with housing codes and affordability requirements. Monitoring is performed on a regular schedule at the intervals required by HOME regulations.

### MULTNOMAH COUNTY

Multnomah County provides monitoring for CDBG and HOME-funded projects and may involve internal file review and on-site reviews to ensure that subrecipients comply with regulations governing their administrative, financial and programmatic operation and to ensure that the County achieves the goals and objectives of the Consolidated Plan.

The County strives to provide up-front assistance and information about requirements through the application process, contract preparation, ongoing communication, and technical assistance.

The County performs on-site monitoring of active CDBG-funded projects annually. Monitoring activities may include program performance, fiscal accountability and regulatory compliance. Effort is made to perform on-site reviews in conjunction with other funding agencies to avoid duplication and reduce burden on project sponsors. A letter is sent to project manager summarizing the results of the review and any follow-up action necessary.

Public contracts for CDBG funds require that sub-recipients submit monthly activity reports and semi-annual reports on progress toward achieving contractual compliance.

## Introduction & Overview

Multnomah County monitors HOME-funded projects on an ongoing basis to assure compliance of HOME requirements. When possible, reviews are done in coordination with other funding agencies to avoid duplication and reduce the burden on project sponsors.

### CITY OF GRESHAM

Monitoring is an ongoing part of project management for the City of Gresham. The elements of Gresham's project management system include the following:

- City provides a significant amount of information about relevant regulations in the funding application materials. While this information would not be sufficient for an applicant unfamiliar with the regulations, it does serve as a reminder to those who have some familiarity with CDBG and HOME of the program and other requirements that they will have to meet if funded.
- The City also conducts an application workshop for all prospective applicants at the beginning of the application period to familiarize the applicants with the regulations and requirements associated with the CDBG and HOME programs.
- Applicants are encouraged to meet with City staff to review the federal regulations and to answer any questions the applicants may have concerning the application process. This is an opportunity to assist applicants in shaping their projects in a manner that conforms to HUD guidelines.
- City staff reviews written applications to ensure general compliance with federal regulations at this initial stage in the application process.
- After extensive review by City staff, Citizen Advisory Committee members, and a Technical Advisory Group, if an application is approved, Gresham staff informally assesses the background of the applicant and the complexity of the project and determines how best to proceed with formalizing a contractual agreement. If the applicant is receiving funds for a service or project that they have completed successfully in a previous year, staff may simply send out a renewal contract with instructions on how to process it. If it is a new project of some complexity with a new partner, then staff may prepare checklists and have multiple meetings to

## Introduction & Overview

ensure that the project is developed appropriately. Gresham staff provides considerable "up front" guidance on Davis Bacon, Uniform Relocation Act, Lead Paint and other related compliance issues.

- All contracts include provisions for providing written reports to the City on a regular basis. The City reviews these reports as they arrive. If they are not arriving on the prescribed basis, the City will contact the partner and request that the reports be provided. Significant delays in reporting may result the City delaying payment of invoices until the required reports are provided.

At least once during the year, the City sponsors an informal meeting for all public service and housing service providers to better coordinate services among agencies and to provide an informal forum for discussing any mutual interests or concerns. Typically, part of the meeting is spent discussing contractual requirements, such as potential revisions to the reporting forms. For all housing projects for which the City provides funding for construction, the City assigns a building inspector to monitor the progress of the project in the field and to review all invoices for payment. Community Revitalization staff continue to monitor progress as well. This provides an additional level of project oversight by an individual with construction knowledge.

The City of Gresham undertakes on-site monitoring of a sample of projects completed in a particular year. There are four parts to the review:

- Program compliance
- Project achievements
- Financial and grant management systems (by the City's financial staff - this staff chooses the sample that they want to monitor)
- Regulatory compliance

A letter summarizing the results of the review and additional follow-up action, if any, is sent to the project manager.

The following guidelines shall determine which projects shall be reviewed each year:

- Public facilities and housing: Each public facility or housing project must be selected for an on-site monitoring visit

## Introduction & Overview

during the year it is completed.

- Ongoing public services: Successful ongoing public service projects that submit current reports should have at least one on-site monitoring visit every two years if they receive more than \$25,000 in CDBG funding, or at least one on-site monitoring visit every three years if they receive \$25,000 or less in funding.
- Innovative (one-time-only funding) public services: Each innovative public service project should have an on-site monitoring visit as it receives one-time-only funding.
- Ongoing housing programs: Successful ongoing housing rehab programs with budgets in excess of \$20,000 that submit current reports should have at least one on-site monitoring visit every two years.
- Homeownership: As the City of Gresham carefully reviews every file that comes in for a loan under this program, additional monitoring is not required, as it is provided on a loan-by-loan basis.

The City of Gresham has also initiated a process of monitoring HOME-funded projects on an ongoing basis. The City attempts to coordinate its review with other funding agencies so as to avoid duplication of effort and to reduce the burden on the project sponsor.

### (FOOTNOTES)

<sup>1</sup> In 2006, the area median family income (MFI) for a four-person household in the Portland Metropolitan Statistical Area is \$66,900. The income of a four-person household at 80% MFI is \$54,300. The income of a four-person household at 50% MFI is \$33,950. HUD held 30%, 50%, and 80% MFI's harmless and did not reduce them from the 2005 value, as they did with the 100% MFI.

<sup>2</sup> Developmental disabilities is used in a broad sense to include a wide range of cognitive disabilities.

## Priorities and Principles Action Plan FY 2006-07

### PRIORITY ONE

Programs to increase the range of housing opportunities affordable to households with incomes at or below 50% of the area's Median Family Income\*. This priority includes programs that:

- a. provide stable, decent, affordable housing for households with the greatest housing needs;
- b. develop permanent supportive housing for very low income (0-30% MFI) households with disabilities.
- c. assist low-income individuals and families (0-50% MFI) to locate, obtain, and maintain housing ;
- d. develop, acquire, maintain, repair, rehabilitate, preserve, and address any lead-based paint or other severe environmental hazards in housing stock for low- and moderate-income people (up to 80% MFI);
- e. revitalize severely distressed public housing;
- f. manage publicly-funded housing assets wisely for the long term;
- g. increase the number of units with three or more bedrooms affordable to low-income (0-50% MFI) households.

### PRIORITY TWO

Programs focused on preventing and ending homelessness that:

- a. provide immediate housing for chronically homeless individuals and families, linked to the services they need to succeed;
- b. mitigate the barriers that make it difficult for households experiencing homelessness to re-establish housing stability;
- c. streamline access to existing services to prevent and reduce homelessness;
- d. concentrate resources on programs that offer measurable results;
- e. provide, or partner with other entities that provide, supportive services, such as case management, home care and personal care, job training, child care, education, etc., for adult and child members of low-income (up to 50% MFI) households.

### The Priorities

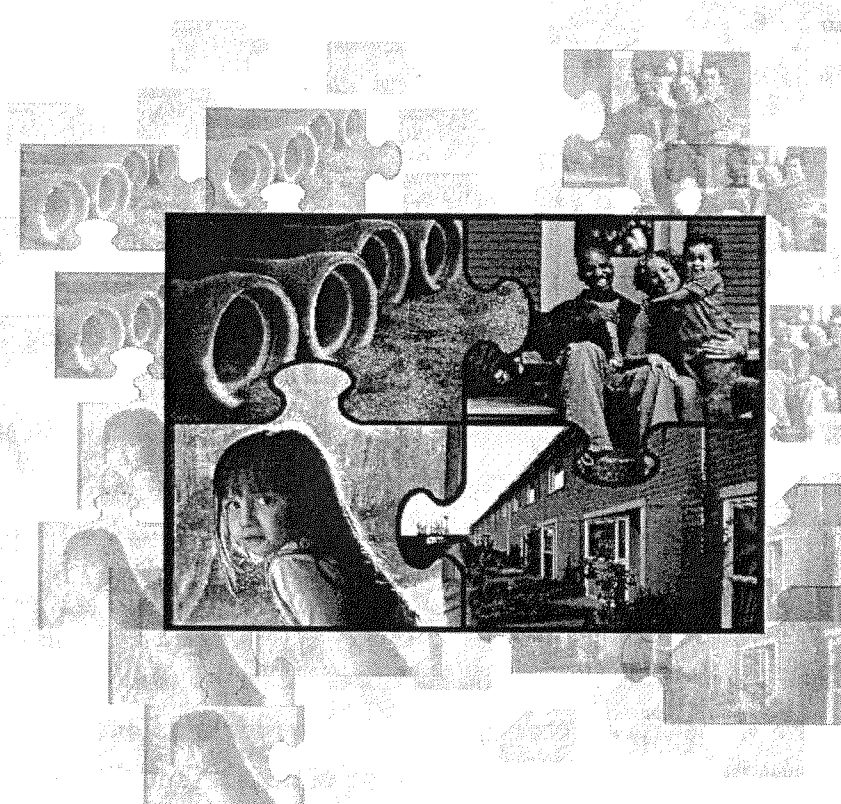
**HUD requires that the Portland Consortium establish three priorities for the allocation of federal resources. The priorities are in descending order. Overall, the jurisdictions of the Consortium will allocate the greatest amount of federal resources to Priority One, and the least to Priority Three. Within each priority, programs shall focus on populations with the greatest barriers.**

**\*In 2005, the area media family income for a four-person household in the Portland Metropolitan Statistical Area is \$67,900. The income of a four-person household at 80% MFI is \$54,300. The income of a four-person household at 50% MFI is \$33,950.**

Cities of Portland and Gresham  
Multnomah County, Oregon

# Consolidated Plan **DRAFT**

## Action Plans



2006  
2007

Funded by HUD



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Mayor Tom Potter, City of Portland

Mayor Charles Becker, City of Gresham

Diane Linn, Chair, Board of County Commissioners, Multnomah County

## HOUSING AND COMMUNITY DEVELOPMENT COMMISSION

Tony Jones and Jim McConnell, Co-Chairs

Robert Bole

Robin Boyce

Janet Byrd

Rey Espana

Linda Kaeser

John Miller

Pat Mobley

Susan Stoltenberg

Irma Valdez

Bruce Whiting

Joe Wykowski

## STAFF

Beth Kaye, HCDC Program Manager

Rachael Duke, Housing Authority of Portland

Barbara Sack, City of Portland, Bureau of Planning

Elaine Fultz, City of Gresham, Community Development Department

Carol Cade, Multnomah County, Department of School and Community Partnerships

HC Tupper, Multnomah County, Department of School and Community Partnerships

Diane Luther, Multnomah County Housing Director

## SUPPORT STAFF

A. Ruth Benson, City of Portland, Bureau of Housing and Community Development

Jenny Melius, City of Portland, Bureau of Housing and Community Development

Antoinette Pietka, City of Portland, Bureau of Housing and Community Development

Elaine Fultz, City of Gresham, Community Development Department

## WITH SPECIAL THANKS TO:

Erik Sten, Commissioner of Public Works, City of Portland

Serena Cruz, Commissioner/HCDC Liaison, Multnomah County

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# Section One

## Introduction & Overview

## Introduction & Overview

The Consolidated Plan 2005-2010 (Plan) is both a combined housing and community development plan and an application to the U.S. Department of Housing and Urban Development (HUD) for funds available to cities and counties under four formula grant programs. HUD allows these funds to be used to benefit low- and moderate-income people and neighborhoods, within specific priorities established by the local jurisdictions.

This Plan for 2006-07 represents the second Action Plan in the 2005-2010 five-year cycle of coordinated planning by the Portland Consortium. The members of the Portland Consortium are the City of Portland, the City of Gresham, and Multnomah County (representing the unincorporated portions and smaller cities within its boundaries).

HUD requires that the Portland Consortium establish three priorities for the allocation of federal resources. The priorities are in descending order. Overall, the jurisdictions of the Consortium will allocate the greatest amount of federal resources to Priority 1, and the least to Priority 3. Within each priority, the Portland Consortium has decided that programs should focus on populations with the greatest barriers.

### PRIORITY ONE

Programs to increase the range of housing opportunities affordable to households with incomes at or below 50% of the area's Median Family Income<sup>1</sup> (MFI). This priority includes programs that:

- a. provide stable, decent, affordable housing for households with the greatest housing needs;
- b. develop permanent supportive housing for very low-income (0-30% MFI) households with disabilities;
- c. assist low-income individuals and families (0-50% MFI) to locate, obtain, and maintain housing;
- d. develop, acquire, maintain, repair, rehabilitate, preserve, and address any lead-based paint or other severe environmental hazards in housing stock for low- and moderate-income people (up to 80% MFI);
- e. revitalize severely distressed public housing;
- f. manage publicly-funded housing assets wisely for the long term;
- g. increase the number of units with three or more bedrooms affordable to low-income (0-50% MFI) households.

## Introduction

## Introduction & Overview

### PRIORITY TWO

PROGRAMS FOCUSED ON PREVENTING AND ENDING HOMELESSNESS THAT:

- a. provide immediate housing for chronically homeless individuals and families, linked to the services they need to succeed;
- b. mitigate the barriers that make it difficult for households experiencing homelessness to re-establish housing stability;
- c. streamline access to existing services to prevent and reduce homelessness;
- d. concentrate resources on programs that offer measurable results;
- e. provide, or partner with other entities that provide, supportive services, such as case management, home care and personal care, job training, child care, education, etc., for adult and child members of low-income (up to 50% MFI) households.

### PRIORITY THREE

Programs to assist adults and youth to improve their economic condition:

- a. by increasing their incomes from below 50% MFI to a living wage through comprehensive, evidence-based programs;
- b. by increasing their assets through comprehensive, evidence-based programs;
- c. by wealth-building strategies for households with incomes up to 80% MFI, including land-trusts and first-time homeownership programs for populations that have traditionally faced barriers to homeownership;
- d. by investing in and stabilizing low-income communities.

### Community Development Block Grant (CDBG)

The cities of Portland, Gresham, and urban Multnomah County (the area of the County outside the city limits of Portland and Gresham) each receive CDBG funds which can be used for activities such as housing, public services, community facilities, public improvements, economic development, and community revitalization.

## Introduction & Overview

### HOME Investment Partnership

The HOME program is authorized under Title II of the National Affordable Housing Act for the purposes of:

1. expanding the supply of affordable housing for low and very low-income families with an emphasis on rental housing;
2. building state and local nonprofit capacity to carry out affordable housing programs; and
3. providing coordinated assistance to participants in the development of affordable low-income housing.

The cities of Portland and Gresham and Multnomah County are partners in the HOME consortium, with Portland designated as the lead jurisdiction. The jurisdictions work together to implement the Consolidated Plan. Some HOME funds have been allocated as part of the American Dream Downpayment Initiative (ADDI), and are reserved for efforts to promote first-time homeownership.

### Emergency Shelter Grant (ESG)

ESG funds can be used for the rehabilitation or conversion of buildings into homeless shelters. This program also may fund certain related social services, operating expenses, homeless prevention activities, and administrative costs. HUD allocates ESG funds annually based on the formula used for the Community Development Block Grant (CDBG). The City of Portland is the only jurisdiction in the County that receives a direct award of ESG funds.

### Housing Opportunities for Persons with AIDS (HOPWA)

HOPWA is an entitlement program administered by the City of Portland for a seven-county area including Multnomah, Washington, Clackamas, Yamhill, and Columbia Counties in Oregon, and Clark and Skamania Counties in Washington. Portland works closely with the other jurisdictions in planning and allocating HOPWA resources. HOPWA funds are targeted to low-income individuals with HIV/AIDS or related diseases, and their families. HOPWA funds may be used to support a wide range of services and housing activities. Supportive services must be provided as part of any housing funded by HOPWA.

The Action Plan also describes how other sources of federal, state, local, and private funds contribute to the overall strategies adopted in the Plan.

## Introduction & Overview

The City of Portland is the lead agency in the HOME consortium. Portland's Bureau of Housing and Community Development administers the HOME funds and as such is designated as the lead agency for the Plan. The Bureau of Housing and Community Development has delegated much of the coordination of the Plan process and county-wide plan development to the Housing and Community Development Commission (HCDC).

### INTER-AGENCY AND JURISDICTIONAL CONSULTATION THROUGH HCDC

The Action Plans development process for Fiscal Year 2006-07 carries out the inter-jurisdictional, cooperative venture begun during the initial stages of the CHAS planning process. The consortium established during the CHAS and first Five Year Plan is committed to an ongoing planning effort overseen by HCDC. The county-wide Commission recommends housing and community development policy by advising the three jurisdictions on budget decisions affecting housing programs, ensuring the linkage of associated social services with these programs, and guiding and monitoring the updates of the Plan. HCDC is the primary public forum focused on affordable housing and economic opportunity matters and advocates for very-low and low-income residents of the County.

### THE POLICY AND PLANNING FUNCTION OF HCDC

HCDC consists of fifteen members, nine appointed by the City of Portland and three each by the City of Gresham and Multnomah County. This inter-jurisdictional citizens' commission makes policy recommendations to the jurisdictions regarding housing and community development matters, including plans required by HUD. The principles, priorities, and strategies incorporated in the Plan form the basis for the final budget recommendations made to the three jurisdictions.

The staff for HCDC consists of an interagency team representing Portland's Bureau of Housing and Community Development, the Bureau of Planning, the Housing Authority of Portland, Multnomah County's Department of School and Community Partnerships, and Gresham's Community Development Department. In addition, extensive consultation was undertaken with the Oregon Department of Housing and Community Services, Metro regional government, the surrounding counties (Clark, Clackamas and Washington), social service agencies in Multnomah County, nonprofit developers, and service organizations.

## Introduction & Overview

### REQUIRED CONSULTATION FOR THE ANNUAL ACTION PLANS

In preparing the Action Plan, the Portland Consortium consulted with other public and private agencies that provide assisted housing, health services and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons). These consultations occurred in the course of regularly-occurring meetings of the HCDC Special Needs Committee, the Special Needs Families Work Group, and the Coordinating Committee of the local Ten-Year Plan to End Homelessness. Membership in those groups include both housing and service providers, the Housing Authority of Portland, homeless persons, people with disabilities, and organizations that provide services to homeless families, people with alcohol or drug addictions, people with developmental disabilities, HIV affected families, the elderly, homeless adults, children and families, and people with mental illness. Many provided additional testimony at the public hearings. (Please see Appendix B.)

The Consortium has also consulted with neighboring counties about its plans in a variety of forums, including the Regional Housing Managers Work Group.

### INSTITUTIONAL STRUCTURE

The responsibility for implementing the Plan will rest with Portland's Bureau of Housing and Community Development, Gresham's Community Development Department, Multnomah County's Department of Schools and Community Partnerships, and the Housing Authority of Portland. However, implementation cannot proceed without the involvement and support of several public and private agencies. The following list describes briefly the various institutions, businesses, and agencies responsible for the delivery of housing and economic opportunity services in the region. Each description of a product and market segment is not intended to be a complete account of activities for each entity.

## Introduction & Overview

### PARTNER ORGANIZATIONS AND AGENCIES

Organization/ Agency	Product	Market Segment
US Dept of Housing & Urban Development	Program funds, loan guarantees	Low- and moderate-income housing and community development activities
Community Development Network	Affordable housing policy, technical assistance, advocacy for new resources	Low- and moderate-income housing and community development activities
Conventional Lenders	Private and public/private partnership housing	All
Corporation for Supportive Housing	Policy recommendations, best practices, funding for system change	Chronically homeless persons
Ecumenical Ministries of Oregon	Shared housing, advocacy, and a key partner in the 10-Year Plan to End Homelessness	Low-income households
Enterprise Foundation	Technical assistance for neighborhood and non-profit developers, predevelopment loans	80% MFI or below
Equity Investors	Equity participation as owner or joint venture partner for housing developments, tax credit investments	Low-income people for tax-credit investment
Federal Interagency Council on Homelessness	Program funds for efforts to end chronic homelessness	Chronically homeless persons
Federal Home Loan Bank	Wholesale source of long-term credit for housing	All
Federal Home Loan Mortgage Corporation (FHLMC) / Government National Mortgage Association (GNMA)	Conduit for single family and multi-family loans	Low- and moderate-income households

## Introduction & Overview

### PARTNER ORGANIZATIONS AND AGENCIES

Organization/ Agency	Product	Market Segment
Federal National Mortgage Association (FNMA)	Conduit for single family and multi-family loans	Low- and moderate-income households
For-Profit Developers	Most single- and multi-family housing developments	All, but primarily households at or above 80% MFI
Gresham Community Development Department	Federal funds administrator for loans and grants	Very low- to moderate-income neighborhoods and individuals
Gresham Community Development Department	Federal funds administrator for loans and grants	Very low- to moderate-income neighborhoods and individuals
Gresham Community Development and Housing Committee (CDHC)	Policy recommendations	Very low-, low- and moderate-income households
Government National Mortgage Association	Conduit for single family and multi-family loans	Low- and moderate-income households.
Housing Alliance	State-wide advocacy for new resources to increase housing affordability	Primarily below 60% MFI, with an emphasis on 0-30% MFI
Housing and Community Development Commission	Policy recommendations	Very low-, low- and moderate-income households
Housing Authority of Portland (HAP)	Affordable housing in Multnomah County, Public Housing, HOPE VI, Section 8 programs, bonding capacity	Very low- and low-income rental housing, limited low-income homeownership
Housing Development Center (HDC)	Technical assistance with affordable housing development	Low- and moderate-income housing

## Introduction & Overview

### PARTNER ORGANIZATIONS AND AGENCIES (CONTINUED)

Organization/ Agency	Product	Market Segment
JOIN	Non-profit agency linking private landlords with chronically homeless individuals and families	Homeless individuals and families
Metropolitan District (METRO)	Technical assistance for housing policy and planning	All incomes, with a special focus on affordable housing to households with income of 80% MFI and below, and housing located in town centers along mass transit
Multnomah County Commission on Children, Families & Community	Anti-Poverty Framework, School-Age Policy Framework and the Early Childhood Framework	Very low-income (30% MFI and below) families
Multnomah County Department of County Human Services (DCHS)	Administration of federal, state and local service funds, direct social service delivery, contact for social service delivery	Supportive housing for low-income elderly, physically disabled, mentally ill, alcohol or drug addicted, and developmentally disabled
Multnomah County Housing Program	Policy recommendations, coordination of County housing programs, housing development grants (Strategic Investment Program), and sale/lease of surplus county properties for special needs and supportive special needs housing in Multnomah County	Very low-income (30% MFI and below) individuals and families with special needs
Multnomah County Department of School and Community Partnerships (DSCP)	Administration of community development funds, donation of tax-foreclosed properties, social service delivery grants	Low-income and special needs rental housing; homeless family shelters and transitional housing
Neighborhood Partnership Fund	Technical assistance to local non-profit CDCs	80% MFI and below

## Introduction & Overview

### PARTNER ORGANIZATIONS AND AGENCIES (CONTINUED)

Organization/ Agency	Product	Market Segment
Network for Oregon Affordable Housing (NOAH)	Line of credit for working capital, bridge and construction loans.	Primarily below 80% MFI
Non-Profit Developers (CDCs)	Single- and multi-family housing, both homeownership and rental	Primarily below 80% MFI
Oregon Corporation for Affordable Housing (OCAH)	Housing production support and technical assistance, capital general for tax-credit purchase	Low-income
Portland Bureau of Development Services (BDS)	Regulatory oversight of building, housing and zoning codes	All
Portland Bureau of Housing and Community Development (BHCD)	Contract administrator for federal loan and grant programs, operating support to community non-profit developers	Low-income rental and homeownership, economic development activities, community development, homeless persons
Portland Bureau of Planning (BOP)	Long range policy and Comprehensive Plan, neighborhood and community planning, administration of tax abatement programs	All
Portland Development Commission (PDC)	Housing rehabilitation loans, housing equity grants, tax increment financing, urban renewal agency	Housing at all income levels, uses federal funds primarily to serve households below 80% MFI
Portland Housing Center (PHC)	Information, education, and counseling for prospective homeowners and renters, financial services products	Low- and moderate-income people
Portland Proposal Review and Project Advisory Committee	Economic Opportunity Initiative project selection and policy recommendations	Low-income people
State of Oregon Housing and Community Services (HCS)	Permanent financing via bonds, gap funding via the Housing Trust Fund, Oregon and Federal Low-Income Tax Credits	Very low- and low-income rental and homeownership

## Introduction & Overview

### CITIZEN PARTICIPATION

As required by federal regulations, a Citizen Participation Plan describing the overall framework for public involvement was adopted by the participating jurisdictions in May 2005. The Citizen Participation Plan is appended to the 2005-2010 Consolidated Plan in Appendix B, Citizen Participation Plan. This Appendix describes the scope of public participation activities conducted for this Plan.

The Portland Consortium held public hearings that Multnomah County residents participated in. Comments were accepted at six public hearings as well as by mail, phone and e-mail. Translation services were provided. Separate focus groups were held with members of the Native American and Asian American communities.

### THE ROLE OF ADVISORY BOARDS

HCDC, a volunteer citizens' commission appointed by the elected officials of the participating jurisdictions is the primary body charged with developing the Plan. In addition to HCDC, Gresham has the Community Development and Housing Committee (CDHC), and Multnomah County has the Policy Advisory Board, consisting of representatives of the unincorporated County and its small cities.

The staff of HCDC engages in an ongoing process of coordination and consultation so that it can provide HCDC with historical information, policy options, and well-thought-out recommendations. HCDC also has subcommittees that provide policy development and program evaluation. HCDC's Housing Evaluation Group (HEG) monitors the allocation of local resources on local housing and service policy goals. HCDC's Home Ownership Advisory Committee (HOAC) reviews and recommends policy for the City of Portland's homeownership assistance programs and monitors the outcomes of these programs. HCDC's Special Needs Committee (SNC) recommends policy to meet the housing and service needs of individuals and families with special needs.<sup>2</sup> The SNC, HOAC, and HEG all include representatives of system stakeholders as well as HCDC members. In addition to its subcommittees, HCDC coordinates with other committees and commissions. For example, HCDC members sit on the Coordinating Committee to End Homelessness, the group charged with overseeing Home Again, the Ten Year Plan to End Homelessness in Portland and Multnomah County, and making funding recommendations for the McKinney Homeless Assistance grant.

## Introduction & Overview

### THE PUBLIC PROCESS FOR THIS PLANNING CYCLE

Date	Event
January 4, 2006	The public needs hearing for the FY 2006-07 Action Plans.
February 1, 2006	The public hearing review of the Principles and Priorities to guide the Plan. HCDC voted to keep the current Principles and Priorities.
March 30, 2006	The first draft of the FY 2006-07 Action Plans is released to the public for a 30-day public comment period.
April 5, 2006	The first hearing of the draft FY 2006-07 Action Plans for comment at the regularly scheduled HCDC meeting.
May 3, 2006	The second hearing of the FY 2006-07 Action Plans. HCDC voted to adopt the Action Plans.
April - May 2006	The City Councils of Portland and Gresham and the Multnomah County Board of Commissioners held hearings to consider the adoption of each jurisdiction's FY 2006-07 Action Plan.

### MINORITY BUSINESS OUTREACH

Property owners/borrowers carry out the bulk of contracting opportunities rather than the City. Borrowers of amounts under \$100,000 receive information about opportunities and are encouraged to solicit quotes from minority and women-owned business enterprises.

When Portland Development Commission (PDC) loans exceed \$100,000, borrowers are required to comply with PDC's Emerging Small Business (ESB)/Good Faith Effort Program for all prime construction contracts of \$200,000 or greater and subcontracts of \$100,000 or more. By the program requirements, borrowers through their prime contractors are required to either meet a 20% ESB goal or to make good faith efforts to contract with ESB firms for each division of work to be performed by a subcontractor. The ESB/Good Faith Effort Program further requires that they submit monthly reports on subcontractor utilization. Contractors are strongly encouraged to use formal advertising and bid procedures,

## Introduction & Overview

publish requests for bids in at least two media, and seek solicitation assistance through minority and women community organizations.

For the same PDC construction loans exceeding \$100,000, borrowers are also required to comply with the Workforce Training and Hiring Program for prime construction contracts of \$1,000,000 or greater and subcontracts of \$100,000 or more. The Program seeks to ensure a contractor's workforce reflects the diversity of the regional construction workforce. The Program also maximizes apprenticeship and employment opportunities for minorities, women, and economically disadvantaged workers in the construction trades.

### MONITORING

Some projects are funded by more than one jurisdiction. To reduce administration and monitoring, interagency agreements state that only one jurisdiction will manage a project and management responsibilities will alternate between jurisdictions.

### CITY OF PORTLAND: CDBG, ESG, HOME AND HOPWA

The BHCD provides monitoring for CDBG, ESG, HOME and HOWPA-funded projects. Monitoring activities may include program performance, fiscal accountability and regulatory compliance and may involve internal file review and/or on-site reviews. An objective of all internal file reviews and on-site reviews is to ensure that the City will meet the goals and objectives set forth in the Consolidated Plan. Program Managers select the projects to be site monitored for program performance and regulatory compliance based on completion of internal file reviews. Program Managers work with fiscal staff to determine which projects will also receive a fiscal review. Generally, projects which receive large amounts of City funding, projects which are administered by unsophisticated or inexperienced organizations, projects which appear to be having difficulties in meeting contract or program requirements, and projects which require more intensive technical assistance receive priority in establishing a monitoring schedule. Additionally, BHCD has created a staff position of Compliance Officer to oversee development and administration of compliance systems, including monitoring, and providing technical assistance to contract managers as needed.

Internal file review consists of completion of the Risk Assessment and Desk Monitoring checklists, as well as reviews of invoices and progress reports submitted, external audits, and other materials submitted by the contracting agency to determine that the project is on schedule, fiscally accountable, and complying with contractual requirements and

## Introduction & Overview

regulations. On-site reviews can include any or all of the following: program file and systems review at the contractor facility (e.g. income verification forms and process for collecting information); visiting sites where the activity is being carried out (e.g. a house under construction or the operation of a public service activity) or has been completed (in the case of property improvements); interviewing participants and clients as well as agency staff; fiscal file and systems review.

Additionally, all HOME projects are monitored by the City's subrecipients for compliance with all HOME requirements, e.g. long-term compliance with housing codes and affordability requirements. Monitoring is performed on a regular schedule at the intervals required by HOME regulations.

### HOME

All HOME projects are monitored by the City's subrecipients for compliance with all HOME requirements, e.g. long-term compliance with housing codes and affordability requirements. Monitoring is performed on a regular schedule at the intervals required by HOME regulations.

### MULTNOMAH COUNTY

Multnomah County provides monitoring for CDBG and HOME-funded projects and may involve internal file review and on-site reviews to ensure that subrecipients comply with regulations governing their administrative, financial and programmatic operation and to ensure that the County achieves the goals and objectives of the Consolidated Plan.

The County strives to provide up-front assistance and information about requirements through the application process, contract preparation, ongoing communication, and technical assistance.

The County performs on-site monitoring of active CDBG-funded projects annually. Monitoring activities may include program performance, fiscal accountability and regulatory compliance. Effort is made to perform on-site reviews in conjunction with other funding agencies to avoid duplication and reduce burden on project sponsors. A letter is sent to project manager summarizing the results of the review and any follow-up action necessary.

Public contracts for CDBG funds require that sub-recipients submit monthly activity reports and semi-annual reports on progress toward achieving contractual compliance.

## Introduction & Overview

Multnomah County monitors HOME-funded projects on an ongoing basis to assure compliance of HOME requirements. When possible, reviews are done in coordination with other funding agencies to avoid duplication and reduce the burden on project sponsors.

### CITY OF GRESHAM

Monitoring is an ongoing part of project management for the City of Gresham. The elements of Gresham's project management system include the following:

- City provides a significant amount of information about relevant regulations in the funding application materials. While this information would not be sufficient for an applicant unfamiliar with the regulations, it does serve as a reminder to those who have some familiarity with CDBG and HOME of the program and other requirements that they will have to meet if funded.
- The City also conducts an application workshop for all prospective applicants at the beginning of the application period to familiarize the applicants with the regulations and requirements associated with the CDBG and HOME programs.
- Applicants are encouraged to meet with City staff to review the federal regulations and to answer any questions the applicants may have concerning the application process. This is an opportunity to assist applicants in shaping their projects in a manner that conforms to HUD guidelines.
- City staff reviews written applications to ensure general compliance with federal regulations at this initial stage in the application process.
- After extensive review by City staff, Citizen Advisory Committee members, and a Technical Advisory Group, if an application is approved, Gresham staff informally assesses the background of the applicant and the complexity of the project and determines how best to proceed with formalizing a contractual agreement. If the applicant is receiving funds for a service or project that they have completed successfully in a previous year, staff may simply send out a renewal contract with instructions on how to process it. If it is a new project of some complexity with a new partner, then staff may prepare checklists and have multiple meetings to

## Introduction & Overview

ensure that the project is developed appropriately. Gresham staff provides considerable "up front" guidance on Davis Bacon, Uniform Relocation Act, Lead Paint and other related compliance issues.

- All contracts include provisions for providing written reports to the City on a regular basis. The City reviews these reports as they arrive. If they are not arriving on the prescribed basis, the City will contact the partner and request that the reports be provided. Significant delays in reporting may result the City delaying payment of invoices until the required reports are provided.

At least once during the year, the City sponsors an informal meeting for all public service and housing service providers to better coordinate services among agencies and to provide an informal forum for discussing any mutual interests or concerns. Typically, part of the meeting is spent discussing contractual requirements, such as potential revisions to the reporting forms. For all housing projects for which the City provides funding for construction, the City assigns a building inspector to monitor the progress of the project in the field and to review all invoices for payment. Community Revitalization staff continue to monitor progress as well. This provides an additional level of project oversight by an individual with construction knowledge.

The City of Gresham undertakes on-site monitoring of a sample of projects completed in a particular year. There are four parts to the review:

- Program compliance
- Project achievements
- Financial and grant management systems (by the City's financial staff - this staff chooses the sample that they want to monitor)
- Regulatory compliance

A letter summarizing the results of the review and additional follow-up action, if any, is sent to the project manager.

The following guidelines shall determine which projects shall be reviewed each year:

- Public facilities and housing: Each public facility or housing project must be selected for an on-site monitoring visit

## Introduction & Overview

during the year it is completed.

- Ongoing public services: Successful ongoing public service projects that submit current reports should have at least one on-site monitoring visit every two years if they receive more than \$25,000 in CDBG funding, or at least one on-site monitoring visit every three years if they receive \$25,000 or less in funding.
- Innovative (one-time-only funding) public services: Each innovative public service project should have an on-site monitoring visit as it receives one-time-only funding.
- Ongoing housing programs: Successful ongoing housing rehab programs with budgets in excess of \$20,000 that submit current reports should have at least one on-site monitoring visit every two years.
- Homeownership: As the City of Gresham carefully reviews every file that comes in for a loan under this program, additional monitoring is not required, as it is provided on a loan-by-loan basis.

The City of Gresham has also initiated a process of monitoring HOME-funded projects on an ongoing basis. The City attempts to coordinate its review with other funding agencies so as to avoid duplication of effort and to reduce the burden on the project sponsor.

### (FOOTNOTES)

<sup>1</sup> In 2006, the area media family income (MFI) for a four-person household in the Portland Metropolitan Statistical Area is \$66,900. The income of a four-person household at 80% MFI is \$54,300. The income of a four-person household at 50% MFI is \$33,950. HUD held 30%, 50%, and 80% MFI's harmless and did not reduce them from the 2005 value, as they did with the 100% MFI.

<sup>2</sup> Developmental disabilities is used in a broad sense to include a wide range of cognitive disabilities.

## Priorities and Principles Action Plan FY 2006-07

### PRIORITY ONE

Programs to increase the range of housing opportunities affordable to households with incomes at or below 50% of the area's Median Family Income\*. This priority includes programs that:

- a. provide stable, decent, affordable housing for households with the greatest housing needs;
- b. develop permanent supportive housing for very low income (0-30% MFI) households with disabilities.
- c. assist low-income individuals and families (0-50% MFI) to locate, obtain, and maintain housing;
- d. develop, acquire, maintain, repair, rehabilitate, preserve, and address any lead-based paint or other severe environmental hazards in housing stock for low- and moderate-income people (up to 80% MFI);
- e. revitalize severely distressed public housing;
- f. manage publicly-funded housing assets wisely for the long term;
- g. increase the number of units with three or more bedrooms affordable to low-income (0-50% MFI) households.

### PRIORITY TWO

Programs focused on preventing and ending homelessness that:

- a. provide immediate housing for chronically homeless individuals and families, linked to the services they need to succeed;
- b. mitigate the barriers that make it difficult for households experiencing homelessness to re-establish housing stability;
- c. streamline access to existing services to prevent and reduce homelessness;
- d. concentrate resources on programs that offer measurable results;
- e. provide, or partner with other entities that provide, supportive services, such as case management, home care and personal care, job training, child care, education, etc., for adult and child members of low-income (up to 50% MFI) households.

### The Priorities

**HUD requires that the Portland Consortium establish three priorities for the allocation of federal resources. The priorities are in descending order. Overall, the jurisdictions of the Consortium will allocate the greatest amount of federal resources to Priority One, and the least to Priority Three. Within each priority, programs shall focus on populations with the greatest barriers.**

\*In 2005, the area media family income for a four-person household in the Portland Metropolitan Statistical Area is \$67,900. The income of a four-person household at 80% MFI is \$54,300. The income of a four-person household at 50% MFI is \$33,950.

## **Priorities and Principles Action Plan FY 2006-07**

### **PRIORITY THREE**

Programs to assist adults and youth to improve their economic condition:

- a. by increasing their incomes from below 50% MFI to a living wage through comprehensive, evidence-based programs;
- b. by increasing their assets through comprehensive, evidence-based programs;
- c. by wealth-building strategies for households with incomes up to 80% MFI, including land-trusts and first-time homeownership programs for populations that have traditionally faced barriers to homeownership;
- d. by investing in and stabilizing low-income communities.

## Priorities and Principles Action Plan FY 2006-07

### PRINCIPLE 1

All resources should be invested to promote long-term systems change. Investments should favor integrated systems that give eligible low-income households\* access to an array of tools to create sustainable improvements in their housing, economic condition, and general well-being. Evidence-based practices are preferred.

### PRINCIPLE 2

Services must be made available fairly to eligible low-income people, including those who have experienced barriers to accessing services due to race, color, religion, gender, ethnicity, culture, or sexual orientation.

- a. All programs should employ culturally competent service delivery models that provide reasonable access to all eligible low-income people. Programs should use culturally specific service providers when necessary to reach members of racial and/or ethnic communities who would not otherwise be well-served.
- b. Programs funded by the jurisdictions should serve households that include people of color in at least the proportion that those households exist in the low-income population, or at a greater rate.

### PRINCIPLE 3

Programs should strike a balance between addressing immediate needs and preparing to meet future needs. Jurisdictions are encouraged to fund programs that are flexible and can respond to changes in market conditions. Jurisdictions should strive for continuous program improvement by incorporating new research and best practices.

### PRINCIPLE 4

Housing programs should focus on housing those with the greatest needs in decent, stable housing. The category of people with the greatest needs includes individuals and families who belong to one or more of these groups:

- a. Individuals and families who are homeless;
- b. People who have special needs (severe mental illness, serious physical disabilities, developmental disabilities\*\*, addiction disorders or more than one of these disabilities);

## The Principles

These Principles are intended to guide the jurisdictions in the Portland Consortium as they devise and implement their long-term strategies and prepare their annual action plans.

The order of the Principles does not reflect their relative importance.

**\*\*Developmental disabilities** is used in a broad sense to include a wide range of cognitive disabilities.

## Priorities and Principles Action Plan FY 2006-07

- c. People who are experiencing domestic violence;
- d. People who are living in substandard housing that violates safety codes;
- e. Low-income households\* paying more than 50 percent of their income for housing;
- f. People who have historically had limited access to housing opportunities, including members of racial/ethnic/cultural minorities, refugees, immigrants, and farm workers;
- g. People who are particularly vulnerable to housing loss, placing them at great risk of homelessness, including households with incomes under 30% of the area Median Family Income, single parents, youth leaving foster care, and the elderly;
- h. People who face barriers to housing due to poor rental history, poor credit history, and/or criminal history;

### PRINCIPLE 5

Both public and private resources are required to meet the community's housing needs.

- a. Public resources should be directed to housing for those with the greatest need.
- b. Public moneys may also be used to stimulate private investment and fill affordability gaps.
- c. Participation of the philanthropic sector in public-private partnerships should be encouraged.
- d. Market-driven private financing should be the primary source for meeting moderate- and middle-income housing needs.

### PRINCIPLE 6

There should be a direct relationship between the amount of public investment and the number of units affordable for a minimum of sixty (60) years.

- a. Maximizing the number of unit years of affordability is an important use of public investment.

\*Low-income households  
is a HUD term referring to  
households with incomes below  
50% MFI.

## Priorities and Principles Action Plan FY 2006-07

- b. As a condition of receiving public investment, designated affordable units should remain affordable for a minimum of 60 years.
- c. The number of rental units designated to remain affordable should be balanced with the subsidy to the project, so that programs are marketable to private for-profit and nonprofit developers.
- d. Preference should go to programs that increase or preserve the affordable housing inventory, and programs that subsidize ongoing costs.
- e. Sufficient public resources should be invested to assure that affordable housing is designed, constructed, managed, and maintained so that it will be an asset to the community over the long term.

### PRINCIPLE 7

To promote economic opportunity, the goal of public investment in community development activities other than housing should be to increase the incomes and/or assets of low-income households and neighborhoods.

- a. Public investment in community development should focus on projects that can demonstrate the capability to increase the income and/or assets of low-income (<50% MFI) households and neighborhoods.
- b. Public investment in community development should focus on removing barriers to employment, retaining jobs in the community, and providing adults and youth with access to opportunities to earn, at a minimum, a living wage.
- c. Public investment in community development should focus on low-income households that have not shared in past economic expansions, and low-income neighborhoods.
- d. Public investment in community development should assist households with incomes below 80% MFI\* that face barriers to building wealth to increase their assets using ownership models that give residents equity holdings in their residences or businesses, e.g. micro-enterprise development, land trusts, homeownership programs and cooperative ownership arrangements.

*\*Low- and moderate-income household is a HUD term referring to households with incomes below 80% MFI.*

## **Priorities and Principles Action Plan FY 2006-07**

- e. Homeownership programs should include a mechanism for recapture and/or retention of the public investment.

### **PRINCIPLE 8**

To promote long-term housing stability and reduce the risk of homelessness, a continuum of services must be available to assist individuals and families in locating, obtaining, and maintaining decent affordable housing.

- a. Persons with the greatest need should receive supportive services that will enable them to succeed in housing.
- b. Supportive services should be designed to promote the greatest degree of economic independence and self-sufficiency appropriate for the individual.
- c. Services for locating, obtaining, and maintaining decent, stable, affordable housing should be readily available.
- d. Information and support should be available to enable tenants to pursue a habitable living environment without fear of retaliation.
- e. For people with special needs, medical and behavioral health care services are essential to maintain housing. To the maximum extent feasible, housing and community development funds should be used to leverage funds for these health services.
- f. Fair housing services to address illegal barriers to housing should be widely available.

### **PRINCIPLE 9**

Public investment in neighborhoods should benefit existing residents as well as further other policy goals.

- a. When significant public investment is contemplated, measures should be taken to protect low- and moderate-income residents, including established small businesses, from involuntary displacement.

For more information about BHCD's Priorities & Principles, please visit our website: [www.portlandonline.com/bhcd](http://www.portlandonline.com/bhcd)

# Section Two Needs Assessments

*update to come ...*

## Housing

The goal of the program is to provide affordable housing to People Living with HIV/AIDS (PLWH/A), including housing linked to services for those who require it. Recent studies confirm that persons living with HIV/AIDS must have stable housing to access comprehensive healthcare and adhere to complex HIV/AIDS drug therapies.

### HOPWA NEEDS

The Portland Eligible Metropolitan Statistical Area (EMSA) has received direct allocations of HOPWA funds annually from HUD since 1994, when the cumulative number of AIDS cases diagnosed within its boundaries first exceeded 1,500. HUD has expanded the boundaries of the Portland EMSA over the years, to include seven adjoining counties in Northwest Oregon and Southwest Washington.

HOPWA funds are intended to address the housing and housing-related service needs of PLWH/A. The National AIDS Housing Coalition has recently released a groundbreaking study, *Housing is the Foundation of HIV Prevention and Treatment*, concluding that housing helps reduce the risk of HIV/AIDS and increases access to needed medical care. For further detail, see <http://www.nationalaidshousing.org>.

The study supports the development and implementation of a new HIV prevention and care strategy in the United States, based upon the proven effectiveness of and primary importance of housing as a structural HIV prevention and treatment intervention. Among its many findings, the study confirmed that homelessness places people at heightened risk of HIV infection.

AIDS advocates have long held that stable housing is the cornerstone of HIV/AIDS treatment, because it is a necessary pre-condition for good self-care. In the HIV world, elaborate medication regimens require that PLWH/A refrigerate medications and administer them in accordance with a strict schedule. Moreover, stable housing contributes to sobriety or a decrease in substance abuse.

Some PLWH/A find that, once they have permanent housing, they are able to return to productive work and social activities.

The Multnomah County Health Department's Health Assessment and Evaluation group report as of December 31, 2004, an estimated 3,665 individuals with HIV/AIDS lived in the Portland EMSA. This number

## HOPWA

## Housing

included 2,083 people living with a diagnosis of AIDS (PLWA) and 1,652 people living with HIV, who are HIV positive but whose disease does not meet the diagnostic criteria for AIDS (PLWH). 383 new AIDS cases were reported during 2003 and 2004, a 2.1% increase over the previous two-year reporting period.

Because the CDC estimates that 25% of people infected with HIV are unaware of their HIV status, the true number of PLWH in the EMSA is probably closer to 4,618.

**Over half the people  
living with HIV/AIDS  
in Portland live  
below the federal  
poverty level of  
17% MFI.**

HIV appears to be increasingly affecting communities of color within parts of the Portland EMSA. The increase is particularly marked among African Americans and Hispanics. In Clark County, for example, the proportion of cases diagnosed in persons of color increased from 17.1% in 1990 to 39.6% in 2004. Minority PLWH/A tend to be lower income, are more likely to be part of a larger household, and face greater discrimination when seeking housing.

African Americans account for 8.1% of all reported living AIDS cases (through 12/31/04), but make up 9.7% of new AIDS cases, and 9.5% of persons living with HIV that has not progressed to AIDS. Hispanics account for 8.8% of all reported living AIDS cases, but make up 11.5% of new AIDS cases and 7.4% of those living with HIV. This demographic change means that it is increasingly important to ensure that all service providers are culturally competent. In some cases, using culturally specific providers may be preferable.

HIV also appears to be increasingly affecting women. For example, in Clark County, women made up 6% of cases in 1990 and 16.2% in 2004. As a consequence, more households with children are affected. This presents unique challenges to HIV/AIDS service providers. The household income for women with HIV is lower than that of men with HIV, and women have larger households than men do, on average. Although there is a shortage of affordable units of any size, affordable units large enough to accommodate a family are even harder to come by. In addition to handling the standard issues of mental illness and drug & alcohol problems, families must also arrange childcare, transportation, schools, etc. As many of the families are African or Latino, they face additional language and cultural barriers.

Conversely, the proportion of men diagnosed with HIV/AIDS who are at risk as a result of sexual contact with men dropped from 84.4% in 1990 to 61.1% in 2004. This reduces the number of PLWH/A whose housing needs may be met by single occupancy units.

## Housing

Text description of table here ...

<i>Race/ethnicity for Census Comparison</i>	Clackamas HIV/AIDS		Clark HIV/AIDS		Columbia HIV/AIDS		Multnomah HIV/AIDS		Washington HIV/AIDS		Yamhill HIV/AIDS		Skamania HIV/AIDS		EMSA HIV/AIDS	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Hispanic	17	7.7	22	6.0	2	8.7	187	7.0	55	17.2	11	24.4			294	8
American Indian/Alaskan Native	5	2.3	3	0.8	0	0.0	29	1.1	0	0.0	0	0.0			37	1
Asian	1	0.5	8	2.2	0	0.0	30	1.1	5	1.6	0	0.0			44	1.2
Black/African American	12	5.4	34	9.3	0	0.0	247	9.2	22	6.9	2	4.4			317	8.7
Native Hawaiian/Pacific Islander	1	0.5	0	0.0	0	0.0	6	0.2	1	0.3	0	0.0			8	0.2
White	185	83.3	294	80.3	21	91.3	2,173	81.1	235	73.7	32	71.1	2		2,940	80.4
Multiracial	0	0.0	1	0.3	0	0.0	6	0.2	0	0.0	0	0.0			7	0.2
Unknown	0	0.0	4	1.1	0	0.0	3	0.1	0	0.0	0	0.0			7	0.2
Total	222	100.0	366	100.0	23	100.0	2,681	100.0	319	100.0	45	100.0	2	100.0	3,656	100
<i>Sex</i>	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Male	184	82.9	291	79.5	20	87.0	2,421	90.3	264	82.8	38	84.4	2		3,218	88
Female	37	16.7	76	20.8	3	13.0	259	9.7	54	16.9	7	15.6			436	11.9
Total	222	100.0	366	100.0	23	100.0	2,681	100.0	319	100.0	45	100.0	2	100.0	3,656	100

Summary: Estimates of People Living with HIV and AIDS Aware of their Status as of 12/31/2004

Source: HIV/AIDS Reporting System (HARS), data extract 7/1/2005 Capizzi

Data was not adjusted for reporting delay. Data was adjusted by the estimated proportion of cases not reported to HIV/AIDS Surveillance based on a comparison of HARS and the CAREAssist database (Oregon ADAP). Data in this summary represents HIV/AIDS statistics which have been adjusted to estimate the number of aware (tested confidentially) PLWHA

A larger percentage of the people accessing HIV/AIDS services and housing have histories of homelessness, mental illness, and chemical dependency. Experience has shown that, to achieve and maintain housing stability, they will need services that address their issues comprehensively and holistically.

People Living with HIV/AIDS (PLWH/A) suffer from a number of co-occurring disorders at a much higher rate than the general population in the EMSA. 25% of PLWH/A have Hepatitis C, compared to 1.8% of the general population. 18.9% of PLWH are injection drug users, a rate ten times higher than the rate for the general population. 18.4% of PLWH/A suffer from severe chronic mental illness, an incidence rate three times greater than the general population. 58.5% of PLWH/A are affected with some mental illness, a troubling statistic because mental illness can affect a person's adherence to HIV treatment regimens. 16.7% of PLWH/A experience homelessness at least once during a 12-month period, a rate ten times that of the general population.

## Housing

Illicit drug use and a shortage of treatment are huge issues in Oregon, where 90% of the PLWH/A in the Consortium reside. Oregon has been consistently among the top quartile of states in rates of illicit drug use within the past month in the National Surveys on Drug Use and Health. During 2002-2003, Oregon ranked 13th highest among 50 states and the District of Columbia in rate of persons needing but unable to find treatment for illicit drug abuse.

**A person with AIDS  
qualifies for social  
security disability  
benefits, however  
the process takes  
approximately  
3 years to be  
approved.**

PLWH/A and their households tend to have very low incomes. PLWH/A may not be healthy enough to work full-time or to work steadily. In addition, PLWH/A may face discrimination in obtaining or maintaining employment. Having HIV does not automatically qualify a person for social security disability benefits, so PLWH frequently have no income. In contrast, a person with AIDS is eligible to receive social security disability benefits. However, an application process can take up to 3 years to be approved. 75.7% PLWH/A in the Portland EMSA have household incomes below the federal poverty level (roughly equivalent to 17% MFI).

PLWH/A also typically have high medical expenses. As a group, they are less likely to have private health insurance to meet these expenses. Unless they have secured long-term rent assistance (e.g. a Section 8 voucher), a public housing unit, or a HOPWA unit, PLWH/A are not going to be well equipped to compete in the housing market.

Although demand by PLWH/A for affordable housing is strong, the supply is very limited. This Consolidated Plan documents a shortfall of more than 13,000 units between the number of household with incomes below 30% MFI, and the number of units affordable to them. Units at fair market rent are too expensive for the average PLWH/A to afford, using the HUD guideline on affordability that no more than 30% of a household's income should go to rent and utilities. The purpose of this guideline is to ensure that a household has enough money after rent to pay for food, health care, and other necessities.

HOUSEHOLD INCOME FOR SSI RECIPIENT	AMOUNT AVAILABLE MONTHLY FOR RENT AND UTILITIES	MONTHLY FAIR MARKET RENT FOR STUDIO	GAP	MONTHLY FAIR MARKET RENT FOR ONE- BEDROOM UNIT	GAP
\$563	\$169	\$539	\$370	\$625	\$456

## Housing

A comparison between what an SSI recipient can afford to pay and current fair market rents.

As this chart shows, a PLWH/A on SSI would have to spend almost 100% of his/her income on housing to afford even a studio at Fair Market Rent. Even if the PLWH/A has found below-market housing, these numbers suggest that the PLWH/A must spend up to 60% of monthly income on rent, an intolerable rent burden that creates a significant risk of homelessness. A rent-burdened PLWH/A must routinely choose between paying rent and purchasing food, health care, and other necessities.

Beyond considerations of affordability, there is a general lack of medically appropriate housing units and a severe lack of permanent supportive housing units dedicated to people with HIV/AIDS.

As a consequence of household poverty and limited housing resources available to PLWH/A, an estimated one-third to one-half of PLWA are either homeless or so rent-burdened that they are at risk of losing their homes.

Need text about table here.

LOCATION	# OF PROJECTS	# OF UNITS	NUMBER OF BEDROOMS					ADDITIONAL INFORMATION
			STUDIO	1	2	3	4	
NE Portland, OR	5	46	30	8	2	5	1	Alcohol and drug free, PB Section 8
N & NE Portland, OR	9 scattered site	9		1	8			Houses
SE Portland, OR	3	28		12		2	1	Family units, sub-acute care
SW Portland, OR	3	20	6	8	4	2		PB Section 8, Mental Health
Gresham & Troutdale, OR	2	17		6	3			
Clackamas County, OR	1	5		5				Adult foster care
Washington County, OR	2	20		13	4	3		Shelter + Care
Clark County, WA	2	6		2			1	Floating Units
TOTAL	27	149	36	55	21	12	3	

## Housing

The next Table shows the estimated number of PLWH/A at each level of household income, and provides information about the size of their households, the amount of rent they can afford, and the amount of subsidy they would need to afford a one-bedroom unit at the 2006 Fair Market Rent. The MFI percentages corresponding to each income category are shown.

	Estimated Total PLWH/A*	Estimated # of Adults with HIV AIDS			Maximum Monthly Income ‡	Maximum Affordable Rent at 30% of Gross Household Income ‡	Minimum Annual Subsidy Needed for One-Bedroom Apartment at FMR of \$625^
		Estimated Total	NOT Living Alone***	Living Alone***			
Portland EMA Total	4,618	4,572	1,372	3,200			
Income < \$25,000 <52% MFI 272% FPL	3,325	3,292	988	2,304	\$2,083	\$625	\$0
Income \$10,000 to \$25,000 21%-52% MFI 109%-272% FPL	1,201	1,189	357	832	\$1,458	\$438	\$2,244
Income < \$10,000 below 21% MFI Below 109% FPL	2,124	2,103	631	1,472	\$833	\$250	\$4,500

\*Mathematica Policy Research, Inc., Personal Correspondence with AIDS Housing of Washington, February 5, 2005.

\*\*It is estimated that 99 percent of all people living with HIV/AIDS are adults over the age of 19.

\*\*\*It is estimated that 70 percent of people living with HIV/AIDS live alone, while 30 percent live with other people.

‡Calculations for those with incomes "<\$25,000" and "<\$10,000" are based on the highest income level within that category. For those with incomes "between \$10,000 and \$25,000" annually a midpoint income of \$17,500 annually is used.

‡‡HUD has established the guideline that housing is affordable if the household spends no more than 30 percent of its adjusted gross household income on rent and utilities combined.

^Subsidies needed are calculated as the difference between affordable rent and HUD established Fair Market Rent (FMR). FMRs for FY 2004 are as follows: Studio: \$539, One-bedroom: \$625, Two-bedroom: \$723, Three-bedroom: \$1,053, Four-bedroom: \$1,265. Source: <http://www.portlandonline.com/shared/cfm/image.cfm?id=76483>.

Accessed 10-26-05. MFI and FPL percentages listed are for a single person household.

The next table compares the need for housing assistance with the HIV/AIDS-dedicated resources currently available in the community. These resources include both units/beds financed by HOPWA, and HOPWA formula funding available for rent assistance or rent buy-down. (See the previous table for additional data about estimated need.)

## Housing

### HOPWA PROGRAM DESCRIPTION

HOPWA grant funds allow EMSAs to design and implement long-term, comprehensive strategies for meeting the housing needs of people living with HIV/AIDS and their families. HOPWA gives participating jurisdictions the flexibility to provide a range of housing assistance,

Estimated Number of Adults Living with HIV/AIDS Who Need Housing Assistance	Estimated Households Needing Subsidy	Household Subsidy Required at FMR of \$625 for a One-bedroom Apartment	Total Minimum Annual Rental Subsidy Needed
If 100% of adults with HIV/AIDS living alone on incomes of \$10,000 or less (n=1,472) need financial assistance to rent a one-bedroom unit...	1,472	\$4,500	\$6,624,000
If 70% of adults with HIV/AIDS who are living on incomes less than \$10,000 but are not living alone need financial assistance to rent a one-bedroom unit...	442	\$4,500	\$1,989,000
If 30% of adults with HIV/AIDS living alone on incomes between \$10,000 and \$25,000 need financial assistance to rent a one-bedroom unit...	250	\$2,244	\$561,000
If 40% of adults with HIV/AIDS who are living on incomes between \$10,000 and \$25,000 but are not living alone need financial assistance to rent a one-bedroom unit...	143	\$2,244	\$320,892
<b>Total Estimated Housing Need/Subsidy Required</b>	<b>2,307</b>		<b>\$9,494,892</b>
<b>Less HIV/AIDS-funds dedicated to permanent housing (HOPWA &amp; Shelter + Care)</b>	<b>(149)</b>		<b>(\$670,500)</b>
<b>Estimated gap in housing/Housing Assistance</b>	<b>2,143</b>		<b>\$8,466,392</b>

including:

- Support services
- Project- or tenant-based rental assistance
- Housing development
- Resource identification and technical assistance

### PROGRAM TOOLS

## Housing

### PROJECT SELECTION

The Portland EMSA currently allocates approximately 25% of its HOPWA funds to rent assistance, 30% to support services, 38% to housing development, 4% to resource identification, and 3% to program administration. This allocation formula is reviewed annually.

- Facility-based transitional housing
- Project based rent assistance
- Tenant based rent assistance
- Housing placement assistance
- Housing case-management
- Grants for new housing development
- Grants for rehab of existing housing that will be reprogrammed to serve PLWH/A

Development projects are selected through biannual competitive Requests for Proposals for development projects. The AIDS Housing Advisory Committee advises BHCD on program and funding priorities. Selection criteria are described in the RFP. Organizations submit project descriptions. A selection committee comprised of developers, PLWH/A, service providers, and public employees makes a recommendation to the BHCD Director and the Commissioner-in-Charge, who have the final decision.

Service providers are not selected through an RFP process. The City has contracts with several organizations to provide HOPWA services. If the organizations meet performance measures, the City will enter into negotiations with them for contract renewals. Failure to meet performance standards can result in contract reduction, cancellation, or non-renewal.

### PROGRAM ELIGIBILITY

Individuals with HIV or AIDS and their families who reside in the seven-county HOPWA EMSA and have incomes up to 80% MFI are eligible to participate in HOPWA programs. Priority is given to households with incomes below 50% MFI. The EMSA includes Clackamas, Columbia,

## Housing

Multnomah, Washington, and Yamhill counties in Oregon and Clark and Skamania Counties in Washington.

### POTENTIAL BARRIERS

Although the number of HIV cases has continued to climb, HUD cut the Portland EMSA's allocation by 6% in 2005, the first cut in funding since the Portland EMA became eligible for HOPWA in 1994. The HOPWA allocation for 2006 was reduced by \$2,000, or 0.2%. Cuts in funding translate directly into cuts in program. Further cuts would be devastating.

Although HOPWA is a primary source of funding for housing and service for PLWH/A, the Portland EMSA routinely leverages HOPWA funds with other housing development and service resources to create units of permanent supportive housing suitable for PLWH/A. Cuts to these resources, and changes that limit how the resources may be used, could dramatically impact the HOPWA program's ability to assist PLWH/A.

Most of the jurisdictions in the EMSA have seen reductions in their CDBG and HOME entitlement grants. HUD has proposed changes to the CDBG distribution formula that, if adopted by Congress, would result in a significant net loss of federal resources to the Northwest, including the EMSA.

The HOPWA program would lose an important resource if the Ryan White Title I Planning Council is barred from funding housing assistance and other services that fall outside of a narrowly-defined set of "core services." The new draft Health Resources and Services Administration (HRSA) guidelines for Ryan White funds require that the funds be used exclusively for "core services," and housing is not deemed a core service.

Changes in Oregon's Medicaid program, the Oregon Health Plan (OHP), will also have a deleterious impact. Until 2002, OHP provided a single comprehensive package of health services to Oregonians with incomes below 100% of the federal poverty level (approx. 17% MFI). Since 2002, OHP client eligibility and scope of services have been reduced several times in response to state budget shortfalls. OHP was divided into two levels of service - OHP Plus for traditional Medicaid-eligible populations and OHP Standard for people who did not meet traditional Medicaid criteria but qualified for OHP because of their low incomes. Many PLWH/A were only eligible for OHP Standard. In July 2004, as a result of another wave of budget cuts, Oregon closed OHP Standard to new enrollment, and imposed a monthly premium of between \$6 and \$20 per month for continuation of coverage. Missed premiums result in termination of coverage. Many PLWH/A have difficulty paying their

## Housing

bills on time and have consequently lost their OHP Standard insurance coverage. Although Oregon initially allowed people terminated from OHP for non-payment to reapply after a six month "penalty period," there is now no means to re-enroll.

Clark County PLWH/A also face complex insurance challenges. Those with verified disability qualify for the state's Medicaid program, but many PLWH/A who live in poverty are disqualified from this program because they do not have a certified disability. This group of PLWH/A qualifies for services from the Washington Early Intervention Program (the state's ADAP), which is the safety net program. This program covers only basic medical care for PLWH/A, although it has a generous formulary. The Washington legislature introduced "cost-sharing" for participants in the Early Intervention Program in 2004. Those covered by the program must pay a portion of their costs, which reduces their already limited incomes. Other low-income PLWH/A may qualify for the Washington Basic Health Plan, or a program that helps pay premiums for personal insurance plans. As with the Oregon Health Plan, a missed premium payment leads to loss of coverage. In addition to the financial difficulty of paying the premium, PLWH/A also struggle with processing their bills in a timely manner, since BHP invoices are not sent to participants until the 25th of one month, and payment must be received by BHP by the fifth of the following month for coverage to be maintained. Once lost, reapplication cannot be made for six months, and enrollment in the program has been capped by the legislature. Most PLWH/A require regular assistance from a case manager to enroll in and to maintain their health insurance.

Because the health systems in each State are complicated and the cost of losing coverage is so high, case managers spend as much as 50% of their time helping clients to obtain and maintain health coverage. This is time that could be better spent helping a higher number of people find housing, access mental health, or help clients stabilize in other ways.

With changes to Medicare Part D, PLWH/A throughout the EMSA may encounter additional expense and regulatory chaos.

The participation of PLWH/A in the OHP dropped from 41.3% in 2002 to 30.8% in 2004. Among clients in the Ryan White funded system of care, the percentage that are uninsured has increased nearly five-fold, from 3.7% in 2002 to 15.2% in 2004. Since the new restrictions on the use of Ryan White Title I funds will force providers to depend more on Medicaid to fund services that support housing stability for PLWH/A, this is very bad news.

## Housing

Moreover, Ryan White dollars have decreased over the last three years. The 2005 (\$3,445,252) Ryan White Title I funding is lower than the 2002 (\$3,649,120) allocation.

Other cuts to service budgets at the federal, state, and local levels also threaten the HOPWA program. For example, Multnomah County is in the final year of a local income tax (the I-tax) that paid for many services to people with disabilities, and has announced that it will not seek an extension of the tax. No substitute funding source has been identified to date. Clark County PLWH/A are facing service cuts for mental health and substance abuse services, as well as increased costs for public transportation and more limited service. Rising prices for fuel have led to higher prices for a number of essential products during 2005, disproportionately affecting low-income PLWH/A in Clark County.

System-wide coordination of the mental health, drug and alcohol, criminal justice, and HIV/AIDS service systems continues to be a challenge in the Portland EMA. The development of a continuum of housing and housing-related services is essential for these populations.

Because HOPWA housing development projects are funded with a mix of resources, the projected cuts to the CDBG and HOME entitlements will reduce the number of units for PLWH/A that the Portland EMSA can build. The rising cost of developing affordable housing, resulting from higher materials cost, higher interest rates, and higher land prices, may result in the development of fewer units.

The HOPWA tenant-based rent assistance program, a time-limited program that allows a PLWH/A to rent an apartment of his/her own choosing, was designed on the assumption that the tenant would qualify for a Section 8 voucher before the rent assistance was exhausted. That has not been true for several years. The federal government is not funding Section 8 at a level that keeps pace with increased program costs and, indeed, has sought repeatedly to cut the program's budget and reorient it towards serving moderate-income households. Some local housing authorities have waitlists of almost 4,000 households, and waiting time for a voucher is in excess of 3 years. Accordingly, the tenant-based rent assistance program no longer depends on transitioning clients to a Section 8 voucher. Instead, the hope is that clients will secure income through employment or social security. As discussed earlier, most SSI recipients are extraordinarily rent burdened and PLWH/A can not always maintain consistent, full-time employment because of changes in their health.

## PARTNER AGENCIES AND ORGANIZATIONS

## Housing

Cascade AIDS Project (CAP) provides case management to most of the permanent supportive housing units built with HOPWA investment in Oregon. CAP also operates a transitional housing program that uses a transition in place model so that frail tenants do not have to relocate. CAP manages and disburses a rent assistance fund to meet the HOPWA rent standard on all HOPWA units. CAP also has a Warehouse Program to aid people that require furniture and/or moving assistance.

Clark County Health Department has a program similar to CAP's that operates in Clark County, Washington. Clark County Health Department (CCHD) provides housing case management on the three permanent supportive housing units built with HOPWA investment and is prepared to provide housing case management to future developments. CCHD operates a transition in place housing program. In FY 2005-06 CCHD began to disburse project-based rent assistance as a means of adding permanent units in Clark County.

Outside In provides long term transitional housing and case management to HIV+ youth. They have an on site housing facility.

Our House of Portland provides the only housing with on-site sub-acute care for people living with advanced AIDS in Oregon and Clark County. This facility provides meals, support services, and specialized care through funding from various governmental and private funders. The program has approximately 160 volunteers who provide daily meals and support. In 2004, Our House of Portland became the first agency in the EMSA to receive a competitive HOPWA grant. Our House was awarded \$1.3 million dollars to reconstruct its building and to start the Neighborhood Housing Program to assist clients who are well enough to move back into the community. Our House provides a continuum of care for people with HIV/AIDS through the following programs:

Our House of Portland – this facility is located in Portland and is a specialized residential care facility where 24-hour nursing services are provided to those with advanced HIV/AIDS. Residents from this facility come from all over the state of Oregon.

Swan House is an adult foster care facility located in Clackamas County where care in a group setting is

## Housing

provided for those with HIV/AIDS that are not quite able to live independently and need assistance with many of the daily tasks of medication management, money management, etc.

NHCP – The Neighborhood Housing and Care Program is a new program where rental assistance, nursing, social work, and Occupational Therapy services are provided to those with HIV/AIDS that want to maintain living independently. Services are provided on a regular basis (frequency depends on client acuity) and is custom tailored to the needs of each client.

### COMPLEMENTARY LOCAL, REGIONAL AND NATIONAL EFFORTS

This program complements other local efforts to meet the needs described above by partnering with Ryan White Title I Planning Council efforts to provide a continuum of care and services.

In 2000, the AIDS Housing Advisory Committee, in conjunction with the Bureau of Housing and Community Development and AIDS Housing of Washington, produced the first Portland EMA HIV/AIDS Housing Plan. The plan was updated in 2003. The AIDS Housing Advisory Committee voted to incorporate the AIDS Housing Plan into the Consolidated Plan for several reasons: 1) to take advantage of a planning tool that has an established structure for community involvement; 2) to use the in-house expertise of staff; 3) to give broader exposure to a plan that might otherwise not receive much attention; and 4) to provide for an annual action plan and an annual review of accomplishments.

The AIDS Housing Advisory Committee (AHAC) is an advisory body to HOPWA program staff. AHAC's role is to advise, coordinate, and advocate.

AHAC determined that the following action steps would guide their 2005-2006 work plan. The steps have been organized into four broad categories: coordination, housing development, employment, and evaluation.

#### Coordination

1. Support agencies and community leaders who are advocating for increased services funding in response to health care and services funding cuts.

## Housing

2. Participate in and support upcoming systems integration trainings and planning sessions working for clear, structural linkages between housing and services systems.
3. Advocate for the representation of HIV/AIDS housing providers and consumers on housing and homelessness planning entities.
4. Review Homeless Management Information Strategies (HMIS) policy and procedures and advocate for appropriate and adequate confidentiality protection measures for people living with HIV/AIDS.
5. Work with Ryan White Title I Planning Council to establish linkage among housing and services as an expectation, and to consider housing as a function of case management.

### Housing Development

1. Seek to increase housing opportunities for people living with HIV/AIDS.
2. Advise and support efforts among BHCD and the Portland Development Commission to increase coordination of the application process for the HOPWA program with other housing development funding sources and to improve asset management of HOPWA-funded properties.
3. Seek set-asides for people living with HIV/AIDS in projects funded by City of Portland housing bond for chronically homeless.

### Employment

1. Increase employment opportunities for people living with HIV/AIDS.

### Evaluation

1. Use performance measurements for setting priorities and allocating funds.
2. Expand participation in AIDS Housing Advisory Committee.

### **GEOGRAPHIC SERVICE AREAS (INCLUDING AREAS OF LOW-INCOME FAMILIES AND/OR RACIAL/MINORITY CONCENTRATION)**

The Portland Eligible Metropolitan Statistical Area includes Clackamas, Washington, Multnomah, Yamhill, and Columbia Counties in Oregon, and Clark and Skamania Counties in Washington.

### **MONITORING**

## **Housing**

A description of BHCD's Monitoring program is in Section One.

For more information about BHCD Housing, please visit our website:  
[www.portlandonline.com/bhcd](http://www.portlandonline.com/bhcd)

## Housing

These charts are for FY 2005-06. Updates for FY 2006-07 will be included in future drafts.

HOPWA Performance Chart 1				Needs	Current	Gap	Year 1						
							Outputs Households				Funding		
							HOPWA Assistance		Non-HOPWA				
							Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual	Leveraged Non-HOPWA
Tenant-based Rental Assistance	118	41	77	47				144,740					
Short-term Rent, Mortgage and Utility payments	327	259	68			259							
Facility-based Programs	0	0	0										
Units in facilities supported with operating costs	700	96	604	37		64							
Units in facilities developed with capital funds and placed in service during the program year	181	0	181	2									
Units in facilities being developed with capital funding but not yet opened (show units of housing planned)	13	13	0	13									
Stewardship (developed with HOPWA but no current operation or other costs) Units of housing subject to three- or ten-year use agreements		57	-57	57									
Adjustment for duplication of households (i.e., moving between types of housing)													
Subtotal unduplicated number of households/units of housing assisted													
Supportive Services				Outputs Individuals									
Supportive Services in conjunction with housing activities (for households above in HOPWA or leveraged other units)													
	0	466	-466	156		323							
Housing Placement Assistance													
Housing Information Services			0										
Permanent Housing Placement Services			0										
Housing Development, Administration, and Management Services													
Resource Identification to establish, coordinate and develop housing assistance resources													
Project Outcomes/Program Evaluation (if approved)													
Grantee Administration (maximum 3% of total) (i.e., costs for general management, oversight, coordination, evaluation, and reporting)													
Project Sponsor Administration (maximum 7% of total) (i.e., costs for general management, oversight, coordination, evaluation, and reporting)													
Other Activity (if approved in grant agreement) Specify:													
1		0	0	0									
2		0	0	0									
3		0	0	0									
4		0	0	0									
Totals													

## Housing

[illegible]

## Housing

[illegible]

## Housing

<b>HOPWA Performance Chart 3</b>			
Type of Housing Assistance	Total Number of Households	Average Length of Stay [in weeks]	Number Remaining in Project
Short-term Rent, Mortgage, and Utility Assistance	233	PY1	PY1
	233	PY2	PY2
	233	PY3	PY3
	233	PY4	PY4
	233	PY5	PY5
Tenant-based Rental Assistance	53	48	PY1
	59	48	PY2
	67	48	PY3
	47	48	PY4
	47	48	PY5
Facility-based Housing Assistance	52	52	PY1
	37	52	PY2
	39	52	PY3
	37	52	PY4
	39	52	PY5

## Housing

[3] Number Remaining in Project							Housing Stability		
	PY1	PY2	PY3	PY4*	PY5*	Cumulative	Stable	Unstable	% Stable/Total
Emergency Shelter						0	PY1	PY1	
Temporary Housing						0	0	0	0%
Private Hsg						0	PY2	PY2	
Other HOPWA						0	0	0	0%
Other Subsidy						0	PY3	PY3	
Institution						0	0	0	0%
Jail/Prison						0	PY4	PY4	
Disconnected						0	0	0	0%
Death						0	PY5	PY5	
							0	0	0%
Emergency Shelter						0	PY1	PY1	
Temporary Housing						0	0	0	0%
Private Hsg						0	PY2	PY2	
Other HOPWA						0	0	0	0%
Other Subsidy						0	PY3	PY3	
Institution						0	0	0	0%
Jail/Prison						0	PY4	PY4	
Disconnected						0	0	0	0%
Death						0	PY5	PY5	
							0	0	0%
Emergency Shelter						0	PY1	PY1	
Temporary Housing						0	0	0	0%
Private Hsg						0	PY2	PY2	
Other HOPWA						0	0	0	0%
Other Subsidy						0	PY3	PY3	
Institution						0	0	0	0%
Jail/Prison						0	PY4	PY4	
Disconnected						0	0	0	0%
Death						0	PY5	PY5	
							0	0	0%

Section Three  
Five Year Strategic Plan  
Amendments

## **Housing**

**T**he Analysis of Impediments was updated and finalized Spring 2006. Copy of Report to come.

**Fair Housing:  
Analysis of  
Impediments**

## Housing

# Housing Authority of Portland

## Housing Authority of Portland

The Section 8 Rent Assistance program enables low-income residents of Multnomah County, Oregon, to rent from a private landlord with rental assistance administered by the Housing Authority of Portland. This extremely popular housing option allows low-income residents the opportunity to live anywhere in Multnomah County in private homes that look much like any others in the neighborhood.

Currently HAP's Section 8 program provides monthly housing assistance to approximately 7,000 households with vouchers. In addition, another 834 households are assisted with project-based assistance, mostly in the form of Single Room Occupancy (SRO) units that are located in Portland's City Center. HAP has a commitment to assisting customers with special needs.

HAP uses a lottery for Section 8 applicants and only opens its waiting lists when the pool is low. HAP opened the waiting list in October of 2002 and received 9,000 applications. As of March 2006, 3,800 of those households are still on the waiting list.

Currently, Section 8 funding is prorated at 95%, that is, HUD provides 95% of the funding they estimate is needed to operate Section 8.

### CHANGES TO OUR SECTION 8 PROGRAM

In April 2005 (FY2006), HAP initiated several changes to our Section 8 program to address a funding gap within the Section 8 program. Many of those changes will continue throughout this next year. This includes:

- Increasing the percentage of income participants pay toward rent by 5 percent. (This change was effective starting in December 2005.)
- Changing bedroom occupancy standards for new participants and current participants who move.
- Adopting a bi-annual inspection protocol for Section 8 units known historically to be in good repair.

However, there are changes instituted last year that will not continue in the next year (FY 2007):

- Over the year, HAP determined that we would not cap all

## Section 8

There are  
currently **3,800**  
households on the  
Section 8 wait  
list.



[www.hapdx.org](http://www.hapdx.org)

## Housing Authority of Portland

rent payment standards at 100 percent of Fair Market Rents (FMRs) for different bedroom sizes. Some payment standards are currently over 100 percent depending on market conditions.

- HAP will lift rent freezes and allow landlord rent increases. To mitigate the impact of this change on participants, HAP will limit rent increases to the lower of market rent or a 5% increase in total rent. Increases approved to go into effect on April 1, 2006 or May 1, 2006 will be paid by HAP to allow participants 60 days notice.

HAP will also make an additional change to benefit participants:

- HAP will increase certain payment standards to reflect increases in Fair Market Rents, allowing participants more choice in housing location.
- HAP will reimburse participants if there are 2006 housing assistance payment funds of \$400,000 or more that are unused at the end of the year. At the threshold amount of \$400,000, HAP could lower the percentage of income paid toward rent by ½ of one percent so that participants would be paying 34.5% of their income toward rent instead of 35%.

HAP has explored additional changes focused on program improvement:

- HAP is continuing to look at ways to address landlords who do not comply with Section 8 program rules, and pending approval of last year's plan, will create criteria to remove these landlords from the program.
- HAP will also allow current Section 8 participants who are students and would otherwise be terminated from the program due to HUD's new student rule, to continue participating in the program.
- HAP is also looking at ways to support the City of Portland and Multnomah County's Ten Year Plan to End Homelessness, including:
  - expanding our Project-Based Section 8 program to increase availability of permanent supportive housing; and
  - exploring ways to link short-term rent assistance with long-term rent assistance.

## Housing Authority of Portland

The Housing Authority of Portland (HAP) owns and operates a Public Housing portfolio composed of over 2,300 apartments and single-family dwellings throughout Multnomah County. Rents for these properties are approximately 30% of the household's monthly adjusted income. To qualify, applicant household income must be less than 80% of the median income for the Portland Metropolitan Area.

As of March 2006, 31 out of 41 communities had open waitlists for some bedroom sizes. Lists are closed if the wait is longer than two to three years, depending on the unit.

Currently, Public Housing is prorated at 89%, that is, HUD funds Public Housing 89% of the amount they estimate is needed to operate the program.

### SITE-BASED MANAGEMENT AND PROJECT-BASED ACCOUNTING

HAP's five-year strategic plan initiated in 2002 called for HAP to "develop and manage our real estate assets with the most effective blend of public and private sector practices." This strategic initiative was aimed at reshaping our Public Housing assets and operations to serve our residents as effectively as possible while trimming our cost structure.

Since that time HAP's Public Housing Department has been working to transform its operation to fully align with the principles of site-based management and project-based accounting. Working with knowledgeable consultants and drawing on HAP's affordable housing experience, HAP's Public Housing management team completed a tremendous amount of work and reorganized nearly every aspect of its operations. HAP closed its central warehouse and trained site staff to purchase materials and supplies directly from pre-approved vendors. HAP gave site managers greater responsibility and authority for activities at their properties, including admissions, budgeting, and supervising maintenance employees and their routine work. Properties were grouped under site managers consistent with how our private sector partners do this, and three oversight regions were consolidated down to two.

Over the next year HAP will continue to implement and will refine site-based management and project-based accounting and budgeting. This will include evaluating recent changes to determine what is working best and what requires additional improvement. We also intend to

## Public Housing

## Housing Authority of Portland

meet HUD's programmatic, finance and accounting requirements for this change early so that we can limit the financial loss to our agency. Under HUD's new rules, this is known as "Stop Loss", and allows agencies that stand to lose funding to minimize these losses through early compliance.

### RECONFIGURING PUBLIC HOUSING

Beginning this next year, HAP plans to initiate a significant restructuring of our Public Housing portfolio. This effort, aimed at maximizing available Public Housing subsidy, will include developing and implementing a plan to sell a portion of HAP's 184 scattered-site homes in the Public Housing portfolio and using the proceeds to develop or acquire new Public Housing units throughout the region. Key to this strategy is the intention to "turn on" all available Public Housing operating subsidy allocated but not currently accessed by HAP. At this time, HAP has a balance of 208 unused Public Housing operating subsidies.

As part of this effort, HAP will be exploring the opportunity to use Public Housing operating subsidy in up to fifty units in two HAP-owned affordable housing properties. The rents at these properties are near market, but the properties have recently been refinanced using HUD's 223(f) program with the intent of lowering overall debt load to a point where revenue from the Public Housing units would not be needed to service the property debt. These properties are part of a portfolio that includes approximately 4000 units of housing that HAP either owns or in which HAP is a general partner. HAP will include, under separate cover, a request for a waiver to address regulatory barriers.

The reconfiguration of Public Housing is also intended to remove operational inefficiencies to align with HUD's new Public Housing operating rule and implementation of site-based property management.

## Housing Authority of Portland

In September 2001, HAP was awarded a \$35 million dollar HOPE VI grant from HUD to redevelop 462 World War II-era homes on 82 acres in North Portland known as Columbia Villa. After extensive relocation and supportive services to former residents began in April 2003, construction activities have been progressing on-time and on-budget throughout the site. By May 2005, the first residents were moving into rental apartments, managed by a private property management firm. By January 2006, the first 10 blocks of construction were open, including the central park (McCoy Park now owned by the City of Portland), 230 rental apartments, and 76 homes that were either sold or on the market.

Between April 2006 and March 2007, all 854 homes at New Columbia will be completed. This will meet all deadlines set in the grant agreement.

Key milestones over this next year will include:

- Main Street Opening

Two mixed-use buildings along Trenton Street will open during May and June 2006 including: the "Life Long Learning Center" (a partnership between HAP, Portland Community College and the State Employment Office, funded with a HUD grant,); a grocery store and coffee shop; and the property management offices that are located at the street level creating a "main street" for the new community. On the two floors above, 64 units of rental housing will be open.

- Community Campus Opening

A new Portland Public School elementary school (replacing an adjacent neighborhood school) and Boys & Girls Club will open in the fall 2006.

- Rental Construction Complete and Leasing Activities Underway

The remaining construction of apartments will be completed by September 2006; the property management firm will be leasing 556 units across the entire site by October 2006.

- Senior Building Opening

Construction of the 3-story, 66 units building termed "Trenton Terrace"

## HOPE VI / New Columbia

## Housing Authority of Portland

by Northwest Housing Alternatives will be complete by January 2007.

- Homeownership Opportunities Complete

Habitat for Humanity, Tom Walsh Construction, HOST Development, and Legend Homes will have completed construction and anticipate marketing of homes will also be completed. Along with those built by Peninsula CDC in the Phase 1 area of the site, 232 new homes will be have been sold across the 82-acre site, many purchased by first-time and minority homeowners. Of the first 51 homes sold, 81% were first time homebuyers, 50% relocated from the neighborhoods around the site, and just over 70% earned area median income or below. This includes 15 households earning 60% of median family income or less.

- Community Building Activities

Town Hall meetings, volunteer programs for youth and adults, and opportunities for renters, homeowners and nearby neighbors to work and play together will be underway.

- Community and Supportive Services (CSS)

CSS individual case management services will be completed by December 2006. Workforce development activities, including 102 job placements, and the return of former Columbia Villa residents will be complete. Of the 257 households who stated an initial desire to return (via a February 2005 written survey), 180 are anticipated to have returned to the site by March 2007.

## **Housing Authority of Portland**

**I**n October 2005, HAP was awarded a second HOPE VI grant from HUD. Building upon the successes and lessons learned at New Columbia, this \$16.9 million dollar grant will anchor a revitalization project of four Public Housing developments, the Iris Court Cluster, in northeast Portland's Humboldt neighborhood.

Over the next year, HAP will engage in a master planning process with opportunities for community involvement into the design of buildings and outdoor space. Current residents will receive relocation and community services before, during and after relocation. Ultimately, 101 aged Public Housing units across a 5-acre site will be transformed into 100 units of very low-income Public Housing and 29 units of moderate-income affordable housing. In addition, 21 nearby "scattered site" homes, currently rented as Public Housing, will be made available for homeownership opportunities.

Key milestones are:

- On-site resident services started in December 2005.
- Community Advisory Committee will start in February 2006; Community Design Workshops will begin March 2006.
- Relocation of current residents will occur in June 2006.
- Demolition will be complete by August 2007.
- New construction will begin by July 2007.
- Residents will begin to move back in December 2008.

## **HOPE VI / Humboldt Garden**

## Housing Authority of Portland

# Section Four

## FY 2006 - 2007 Action Plans

# Annual Resources Table FY 2006-2007

Resources		Portland	Multnomah Co.	Gresham	Total
HAP FUNDING OTHER FED. GRANTS FED. ENTITLEMENT PROGRAMS	<b>CDBG</b>				
	Entitlement	\$10,433,396	\$304,069	\$905,755	\$11,643,220
	Program Income	\$1,779,600	\$20,000	\$20,000	\$1,819,600
	PLPA	\$0	\$0	\$0	\$0
	Carry Over	\$0	\$0	\$35,481	\$35,481
	<b>HOME</b>				
	Entitlement	\$4,338,713	\$138,168	\$590,065	\$5,066,946
	Program Income	\$445,000	\$0	\$0	\$445,000
	ADDI	\$87,916	\$6,730	\$0	\$94,646
	Carry Over	\$0	\$0	\$142,223	\$142,223
	Emergency Shelter Grant (ESG)	\$441,858	\$0	\$0	\$441,858
	HOPWA (7 county metro area) <sup>1</sup>	\$947,000	\$0	\$0	\$947,000
	Youthbuild	\$0	\$0	\$0	\$0
	Carry Over	\$0	\$0	\$0	\$0
	McKinney Homeless Assistance	\$319,957	\$0	\$0	\$319,957
	HMIS	\$120,683	\$0	\$0	\$120,683
	Lead Based Paint Grant	\$1,178,000	\$0	\$0	\$1,178,000
	Carry Over	\$0	\$0	\$0	\$0
	<b>EDI</b>				
	Regional Housing Affordability Pilot <sup>2</sup>	\$0	\$0	\$0	\$0
	<b>Housing Authority of Portland</b>				
	Section 8	\$0	\$49,191,267	\$0	\$49,191,267
	Public Housing Operating Grant	\$0	\$7,380,468	\$0	\$7,380,468
	Public Housing Capital Grant	\$0	\$7,854,141	\$0	\$7,854,141
	Public Housing Tenant Rents	\$0	\$4,342,546	\$0	\$4,342,546
	Drug Elimination	\$0	\$0	\$0	\$0

## Annual Resources Table FY 2006-2007

Resources - continued		Portland	Multnomah Co.	Gresham	Total
HAP (CONTINUED)	Congregate Supportive Housing	\$0	\$342,800	\$0	\$342,800
	EDSS Supportive Services	\$0	\$0	\$0	\$0
	Apprenticeship Program	\$0	\$116,812	\$0	\$116,812
	ROSS: Homeownership Program (GOALS)	\$0	\$715,765	\$0	\$715,765
	• Service Coordinators	\$0	\$196,700	\$0	\$196,700
	Youth Programs	\$0	\$167,071	\$0	\$167,071
	PILOT	\$0	\$200,000	\$0	\$200,000
	General Fund	\$2,823,258	\$0	\$0	\$2,823,258
LOCAL FUNDING	Gen. Fund Special Appropriations				
	Transitions to Housing (TtH)	\$500,000	\$0	\$0	\$500,000
	Housing	\$1,000,000	\$0	\$0	\$1,000,000
	Homelessness (KNAC)	\$1,400,000	\$0	\$0	\$1,400,000
	Tax Foreclosed Properties	\$0	\$0	\$0	\$0
	Housing Investment Fund	\$495,622	\$0	\$0	\$495,622
	Strategic Investment Program	\$0	\$500,000	\$0	\$500,000
	Tax Increment Funds	\$0	\$0	\$0	\$0
	Water Bureau Lead Abatement	\$140,013	\$0	\$0	\$140,013
	CSH Grant	\$267,714	\$0	\$0	\$267,714
PRIVATE	NW Areas Foundation	\$200,000	\$0	\$0	\$200,000
	<b>Total</b>	<b>\$22,840,730</b>	<b>\$72,526,537</b>	<b>\$1,693,524</b>	<b>\$116,546,407</b>

<sup>1</sup> HOPWA funds are administered by the City of Portland on behalf of the seven county Portland EMA.

<sup>2</sup> This Economic Development Initiative grant is for the Portland-Vancouver Regional Housing Affordability Pilot Program. The funds are administered by the City of Portland on behalf of the following jurisdictions: Cities of Portland, Beaverton, Hillsboro, Gresham, and Vancouver, WA; Counties of Multnomah, Clackamas, Washington and Clark, WA; and the local Public Housing Authorities for Multnomah, Washington, Clackamas and Clark Counties. These funds are not included in BHCD's annual operating budget. All of the funds have been committed to specific projects.

# HOMELESS PROJECTS

## City of Portland Action Plan FY 2006-2007

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Homeless Facilities & Services									
TPI-Glisan Street	Transition Projects Inc.	To operate a shelter with 90 beds	CDBG, ESG, GF	CDBG - \$323,143 ESG - \$54,933 GF - \$183,004	CDBG - \$342,531 ESG - \$419,765 GF - \$430,000	Accessibility for the purpose of creating a suitable living environment.	Provide emergency shelter for 1,590 homeless individuals	Provide emergency shelter for 7,590 individuals.	Number of persons.
TPI-Jeans Place	Transition Projects Inc.	To operate a facility for homeless single women	CDBG, ESG HIF-Ongoing GF-Ongoing	CDBG - \$103,200 ESG - \$24,348 McKinney - \$237,255 GF - \$185,373	CDBG - \$109,392	See TPI-Glisan Street.	See TPI-Glisan Street.	See TPI-Glisan Street.	See TPI-Glisan Street.
TPI - Clark Center	Transition Projects Inc.	To operate a shelter with 90 beds.	CDBG, ESG, McKinney, GF - Ongoing	CDBG - \$359,440 ESG - \$60,176 McKinney - \$87,117 GF - \$114,558	CDBG - \$370,223	See TPI-Glisan Street.	See TPI-Glisan Street.	See TPI-Glisan Street.	See TPI-Glisan Street.
TPI-Community Servie Center	Transition Projects, Inc.	To operate an intake center	CDBG, McKinney, HIF-Ongoing GF - Ongoing	CDBG - \$46,922 GF - \$65,371	CDBG - \$48,330	See TPI-Glisan Street.	See TPI-Glisan Street.	See TPI-Glisan Street.	See TPI-Glisan Street.
CCC A/D Free Transitional Housing	Central City Concern	Central City Concern will provide for up to 102 rooms of transitional alcohol and drug free housing for homeless men and women involved in alcohol and drug treatment.	ESG	ESG - \$280,617		Accessibility for the purpose of creating a suitable living environment	Provide alcohol and drug free transitional housing for ??? homeless individuals.	Provide alcohol and drug free transitional housing for 2,145 homeless individuals.	Number of persons
Cascadia Bridgeview	Cascadia Behavioral Healthcare	Cascadia operates the transitional housing and services for homeless, chronically mentally ill people at the Bridgeview (NW Everett and Broadway); Cascadia provides shelter for 58 individuals (48 short-term emergency SRO beds with 24 hour supervision, and 10 long-term beds with the capacity to provide on-site intervention).	CDBG, HIF - Ongoing	CDBG - \$256,398 HIF - \$52,821	CDBG - \$215,000	Accessibility for the purpose of creating a suitable living environment	Provide transitional housing and services for 375 homeless individuals	Provide emergency shelter for 7,590 individuals.	Number of persons.
NW Pilot Project - Homeless Seniors	NW Pilot Project	NW Pilot Project will provide homeless services and homeless prevention to seniors	CDBG HIF - Ongoing	CDBG - \$117,271 HIF - \$173,833 McKinney - \$115,841	CDBG - \$120,635 HIF - \$150,121	Accessibility for the purpose of creating a suitable living environment.	Provide supportive and prevention services to 1,200 homeless and at-risk seniors.	Provide supportive and prevention services to 6,000 homeless and at-risk seniors	Number of persons.
Salvation Army Harbor Light	Salvation Army		HIF-Ongoing						
Salvation Army Winter Shelter	Salvation Army	Provide winter shelter to homeless men and women from November through March							
JOIN Camper Outreach	JOIN	JOIN provides outreach to homeless campers.	GF-Ongoing HIF - Ongoing GF - OTO	GF - \$168,398 HIF					
JOIN First Respond	JOIN		GF - OTO						

## HOMELESS PROJECTS (CONTINUED)

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Homeless Planning Initiative	City of Portland - BHCD		HIF - Ongoing						
Cascadia Project Respond	Cascadia Behavioral Healthcare	Provide outreach intervention services to homeless individuals with mental illness	GF	GF - \$129,956	GF - \$139,687		Provide intervention services to ??? Homeless youth.		Number of persons.
Multnomah County Developmentally Disabled	Multnomah County								
Multnomah County Youth Shelter	Multnomah County	Multnomah County will contract with homeless youth service providers to provide night shelter to homeless youth	CDBG	CDBG - \$203,841	CDBG - \$203,841	Accessibility for the purpose of creating a suitable living environment.	Provide night shelter to ??? homeless youth.	Provide night shelter to 600 homeless youth	Number of persons.
CCC Homeless Employment	Central City Concern		GF- Ongoing						
Cascadia Project Respond	Cascadia Behavioral Healthcare	Cascadia will provide outreach intervention services to homeless individuals with mental illness.	GF- Ongoing	GF - \$129,956	GF - \$139,687				
CCC Winter Shelter	Central City Concern	Central City Concern provides emergency shelter in winter emergencies.	GF- Ongoing	GF - \$5,000	GF - \$6,365				
OI/New Avenues Transitional Project	Outside In & New Avenues for Youth		GF- Ongoing						
CCC Cheirs	Central City Concern	Central City Concern provides outreach basic medical assessment/treatment and transportation services for individuals who are under the influence of intoxicants.	GF- Ongoing GF-OTO	GF - \$333,922	GF - Ongoing - \$358,924 GF - OTO - \$18,000				
CCC Cheirs/Hooper	Central City Concern		GF - OTO		GF - \$269,000				
Outside In Needle Exchange	Outside In	Outside In provides a needle exchange program for those who need sterile injection equipment, bleach and wather, alcohol prep pads, and condoms in order to decrease the number of new HIV infections.	GF - OTO	GF - \$23,835	GF - \$24,550				
CCC Access/Housing Rapid Reponse	Central City Concern		GF - OTO						
Homeless Women's Safety Off the Streets	City of Portland - BHCD	Provide emergency shelter for single women.	GF - OTO						
St. Francis Toilets	St. Francis Church	Funds two public toilets at St. Francis dining hall.	GF - OTO	GF - \$2,645	GF - \$2,724				
Cascadia Police Training	Cascadia Behavioral Healthcare		CDBG						
WESC	Salvation Army		GF - Ongoing GF - OTO						

HOMELESS PROJECTS (CONTINUED)

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Transitions to Housing	City of Portland - BHCD	Provide transitional housing for homeless singles and families.	GF - OTO	GF - \$500,000	GF - \$400,000				
Key Not A Card	City of Portland - BHCD		GF - OTO	GF - \$1,400,000	GF - \$1,400,000				
HMIS			McKinney CDBG Match						
HomelessMcKinney									
Horizons	NW Pilot Project		McKinney						
Permanent Leasing	Cascadia Behavioral Healthcare		McKinney						
OTIS	Central City Concern		McKinney						
Cascadia Special Needs	Cascadia Behavioral Healthcare	Cascadia will provide housing placement services for 100 homeless mentally ill individuals in shelter to mental health services	McKinney CDBG	GF - \$144,842					
HMIS	City of Portland - BHCD		McKinney CDBG Match						
Homeless Prevention									
Tenant Based Rent Assistance (TBRA)	Housing Authority of Portland	Provide HOME Tenant Based Rental Assistance to Homeless, at risk of homelessness, or disabled low-income families and individuals; does not include program administration costs.	HOME	HOME - \$357,604 PILOT - \$300,000	HOME - \$242,147	Affordability for the purpose of creating decent affordable housing.	Provide rent assistance to ??? Households.	Provide rent assistance to 650 households.	Number of Households
TBRA - Administration	Housing Authority of Portland	Program administration to deliver the TBRA program.	HOME	HOME - \$56,450	HOME - \$36,850	N/A	N/A	N/A	N/A

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Economic Development: Community Economic Development									
Neighborhood House Child Care Improvement Project	Neighborhood House	Provides nine geographic and culturally diverse networks of childcare providers with business and child care training and facilitates joint marketing activities and group purchase of business supplies and services	CDBG	CDBG - \$175,000	CDBG - \$175,000	Accessibility for the purpose of creating economic opportunity.	95 participants will raise their incomes by 25% in three years.	140 participants will raise their incomes by 25% in three years.	Number of people
NAYA	Native American Youth Association	Native American youth receive personal support, cultural life skills training, job skills training, internships, job placement and retention support.	GF	CDBG - \$150,000	GF - \$150,000	Accessibility for the purpose of creating economic opportunity.	12 participants will raise their incomes by 25% in three years.	45 participants will raise their incomes by 25% in three years.	Number of people
PSU Business Outreach/Mentoring	Portland State University	Provides mentoring and business assistance to residents of North and Northeast Portland.	CDBG	CDBG - \$95,000	CDBG - \$95,000	Accessibility for the purpose of creating economic opportunity.	35 participants will raise their incomes by 25 % in three years.	50 participants will raise their incomes by 25% in three years.	Number of people
Mercy Corps	Mercy Corps	Works with traditionally underserved populations with an array of individually tailored business assistance, training and access to capital	CDBG	CDBG - \$160,000	CDBG - \$160,000	Accessibility for the purpose of creating economic opportunity.	32 participants will raise their incomes by 25 % in three years.	50 participants will raise their incomes by 25% in three years.	Number of people
YEI - YEP	Youth Employment Institute	Inexperienced low-income youth receive training for job readiness, workplace expectations, job searching, and once placed in a job, youth receive job retention support.	GF	CDBG - \$147,805	GF - \$147,806	Accessibility for the purpose of creating economic opportunity.	201 participants will raise their incomes by 25 % in three years.	800 participants will raise their incomes by 25% in three years.	Number of people

# ECONOMIC OPPORTUNITY PROJECTS (CONTINUED)

City of Portland  
Action Plan FY 2006-2007

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
OAME - Microenterprise	Oregon Association of Minority Entrepreneurs	Utilizes a holistic approach combining individualized business training, access to capital, health and wellness, and personal development to assist emerging and existing businesses in running successful ventures.	CDBG	CDBG - \$74,970	CDBG - \$74,970	Accessibility for the purpose of creating economic opportunity.	10 participants will raise their incomes by 25 % in three years.	40 participants will raise their incomes by 25% in three years.	Number of people
HDC - Contractor Support	Housing Development Center	Serves minority and women contractors through in-depth technical and business assistance to increase business knowledge and skills.	CDBG	CDBG - \$65,000	CDBG - \$65,000	Accessibility for the purpose of creating economic opportunity.	10 participants will raise their incomes by 25 % in three years.	40 participants will raise their incomes by 25% in three years.	Number of people
POIC - COFEY	Portland Opportunities Industrial Center	Trains and certifies high-risk youth for employment as baristas and other positions in the coffee industry.	CDBG	CDBG - \$85,000	CDBG - \$85,000	Accessibility for the purpose of creating economic opportunity.	14 participants will raise their incomes by 25 % in three years.	65 participants will raise their incomes by 25% in three years.	Number of people
BUFund	Black United Fund	Offers African American owned microenterprises business assistance, life skills and access to capital for credit challenged entrepreneurs.	CDBG	CDBG - \$85,000	CDBG - \$85,000	Accessibility for the purpose of creating economic opportunity.	12 participants will raise their incomes by 25 % in three years.	52 participants will raise their incomes by 25% in three years.	Number of people
Trillium Artisans	Trillium Artisans	Provides business assistance, marketing, and skills development to self-sustaining artists.	CDBG	CDBG - 60,000	CDBG - 60,000	Accessibility for the purpose of creating economic opportunity.	19 participants will raise their incomes by 25 % in three years.	59 participants will raise their incomes by 25% in three years.	Number of people

**ECONOMIC OPPORTUNITY PROJECTS  
(CONTINUED)**

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Open Meadow - Corporate Connections	Open Meadow	Offers customized training curricula that lead to internships and job placements at eight companies with living wage jobs to at-risk youth.	CDBG	CDBG - 94,012	CDBG - 94,012	Accessibility for the purpose of creating economic opportunity.	14 participants will raise their incomes by 25 % in three years.	55 participants will raise their incomes by 25% in three years.	Number of people
Human Solutions	Human Solutions	Serves Russian immigrants in Human Solutions housing by development of cultural workplace skills, job training, and placement with committed employers.	CDBG, GF	CDBG - \$99,056	CDBG - \$87,882; GF - \$11,174	Accessibility for the purpose of creating economic opportunity.	18 participants will raise their incomes by 25 % in three years.	65 participants will raise their incomes by 25% in three years.	Number of people
SE Works - Workforce/Housing Alliance	SE Works	Provides chronically unemployed and disabled residents of SE affordable housing units with resources to ensure access to a comprehensive mix of training, employment, and supportive services for economic independence.	CDBG	CDBG - \$130,000	CDBG - \$130,000	Accessibility for the purpose of creating economic opportunity.	28 participants will raise their incomes by 25 % in three years.	50 participants will raise their incomes by 25% in three years.	Number of people
HAP - ETAP	Housing Authority of Portland	Serves Portlanders with an interest in construction trades through training, apprenticeships and placement in construction career pathways.	GF	CDBG - \$67,570	GF - \$67,570	Accessibility for the purpose of creating economic opportunity.	12 participants will raise their incomes by 25 % in three years.	50 participants will raise their incomes by 25% in three years.	Number of people
Hispanic Metro Chamber	Hispanic Metropolitan Chamber	Assists Latino entrepreneurs with business development services and training, as well as life skills, business ESL and case management to ensure business success.	CDBG	CDBG - \$135,000	CDBG - \$135,000	Accessibility for the purpose of creating economic opportunity.	32 participants will raise their incomes by 25 % in three years.	60 participants will raise their incomes by 25% in three years.	Number of people

**ECONOMIC OPPORTUNITY PROJECTS  
(CONTINUED)**

**City of Portland  
Action Plan FY 2006-2007**

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Oregon Tradeswomen	Oregon Tradeswomen	Serves low-income women by training, placing and supporting the participants in living wage construction, mechanical, and utility positions.	CDBG	CDBG - \$108,000	CDBG - \$108,000	Accessibility for the purpose of creating economic opportunity.	16 participants will raise their incomes by 25 % in three years.	52 participants will raise their incomes by 25% in three years.	Number of people
NAFY	New Avenues for Youth	Trains homeless youth in one of two employer-designed curriculums featuring customized training and employer-hiring commitments in the hospitality, retail, and business services, and places them in jobs.	CDBG	CDBG - 148,130	CDBG - 148,130	Accessibility for the purpose of creating economic opportunity.	19 participants will raise their incomes by 25 % in three years.	67 participants will raise their incomes by 25% in three years.	Number of people
Youthbuild	Portland YouthBuilders	Gives intensive career mentoring and support for high-risk youth who are placed in construction trades.	CDBG	CDBG - \$80,000	CDBG - \$80,000	Accessibility for the purpose of creating economic opportunity.	12 participants will raise their incomes by 25 % in three years.	50 participants will raise their incomes by 25% in three years.	Number of people
CCC - Bldg Svcs Enterprise	Central City Concern	Serves formerly homeless with multiple employment barriers and provides access to building trades and customer service jobs. The project offers intensive support, training, and mental health services.	CDBG	CDBG - \$88,163	CDBG - \$88,163	Accessibility for the purpose of creating economic opportunity.	20 participants will raise their incomes by 25 % in three years.	65 participants will raise their incomes by 25% in three years.	Number of people

**ECONOMIC OPPORTUNITY PROJECTS  
(CONTINUED)**

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
SE Works Manufacturing Training	SE Works	Serves experienced workers lacking basic skills through tutoring, skills training, case management, and support services for placement and retention in manufacturing careers.	CDBG	CDBG - \$100,000	CDBG - \$100,000	Accessibility for the purpose of creating economic opportunity.	40 participants will raise their incomes by 25 % in three years.	80 participants will raise their incomes by 25% in three years.	Number of people
SE Works - Ex-offender Employment	SE Works	Pre-release planning for state correctional inmates and post release job training, placement and housing assistance in collaboration with other support services and required supervision.	CDBG	CDBG - \$109,000	CDBG - \$109,000	Accessibility for the purpose of creating economic opportunity.	30 participants will raise their incomes by 25 % in three years.	65 participants will raise their incomes by 25% in three years.	Number of people
IRCO	Immigrant and Refugee Community Organization	Serves refugees and immigrants with limited English through language and skills assessment, counseling, prevocational and vocational training, placement and retention services in the metals industry.	GF	CDBG - \$123,451	GF - \$123,451	Accessibility for the purpose of creating economic opportunity.	60 participants will raise their incomes by 25 % in three years.	120 participants will raise their incomes by 25% in three years.	Number of people
Initiative Eval: Herbert & Louis	Herbert & Louis		CDBG	CDBG - \$15,000	CDBG - \$15,000	Evaluation	N/A	N/A	N/A
Initiative Eval: OMEN	OMEN		CDBG	CDBG - \$15,000	CDBG - \$15,000	Evaluation	N/A	N/A	N/A
WSI Ec Ops Initiative Alignment	Work Systems, Inc.		CDBG	CDBG - \$349,000	CDBG - \$349,000	Initiative Project	40 participants will raise their incomes by 25 % in three years.	110 participants will raise their incomes by 25% in three years.	Number of people

# ADMINISTRATION PROJECTS

## City of Portland Action Plan FY 2006-2007

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Community Initiatives Small Grants Program	Approximately 20, selected twice per year, competitive process.	Funds one-time grants to community based organizations and neighborhood associations to undertake projects that benefit low- and moderate-income people or neighborhoods. Matching resources required and projects selected through an open competitive process.	CDBG	CDBG - \$100,000	CDBG - \$175,000	Accessibility for the purpose of creating a suitable living environment.	Leveraged resources 190% of City funds	Leveraged resources 190% of City funds	Number of Persons
Latino Network	NPNO	Funds grant support organizing and planning in the Latino community, toward identification of activities and projects to be carried out in a community-directed manner, to address issues of low/moderate income families and individuals. Funds primarily used to hire staff to oversee community outreach and development of operation of project activities.	CDBG	CDBG - \$51,000	\$0	Accessibility for the purpose of creating a suitable living environment.	N/A	N/A	N/A
NECN - Livability	Northeast Coalition of Neighbors	Provides leadership development training and other outreach/education to low- and moderate-income residents of northeast.	CDBG	CDBG - \$30,125	\$0	Accessibility for the purpose of creating a suitable living environment.	1-2 eligible neighborhoods will complete an assisted activity	All eligible neighborhoods will complete at least one assisted activity.	Number of Persons

# ADMINISTRATION PROJECTS (CONTINUED)

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
SEUL - Citizen Participation	SE Uplift	Provides leadership development training to low/moderate income residents of southeast neighborhoods and carry out planning activities in southeast neighborhoods that will become part of the City's Plan to End Homelessness.	CDBG	CDBG - \$45,269		Accessibility for the purpose of creating a suitable living environment.	Leadership development training for 20 people	Leadership development training for 100 people	Number of Persons
HCDC Homeless Planning Initiative	HCDC	Planning activities for the Continuum of Care for the homeless, consolidated plan, and general housing policy issues affecting low- and moderate-income households	CDBG	CDBG - \$151,472	CDBG - 101,043				
Planning Bureau - Affordable Housing Policy - HCDC	HCDC	Planning activities for affordable housing preservation and development, consolidated plan, and general housing policy issues affecting low and operate income households.	CDBG	CDBG - 8,395	CDBG - \$8,647				
Technical Assistance to CBO's/Bureau	HCDC	Provides funds to purchase specialized planning/technical assistance for nonprofit organizations serving low-income people. Actual providers will be selected during fiscal year.	CDBG	CDBG - \$65,000	CDBG - \$30,000				

# ADMINISTRATION PROJECTS (CONTINUED)

City of Portland  
Action Plan FY 2006-2007

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
[BHCD Admin?] BHCD Program & Grant Management	BHCD	Bureau of Housing & Community Development administration for the Community Development Block Grant and other related activities.	CDBG, GF, ESG, Lead Grant, Gresh/MC/HAP/PDC, NWAFF, McKinney	CDBG - \$1,502,538 ESG - \$22,137	CDBG - \$1,423,950 GF \$148,875 ESG \$22,093 Lead Grant \$60,013 Gresh/MC/HAP/PDC \$81,135 NWAFF \$10,000 McKinney \$7,685				
[HCDC Admin?] HCDC Support	HCDC	Staff and operating support for Housing and Community Development Commission, an interjurisdictional citizen commission that provides oversight and monitoring of Consolidated Plan and policy advice to HOME consortium members regarding housing issues. Multnomah County and the City of Gresham provide additional funding.	CDBG, HOME	CDBG - \$147,522	CDBG - \$143,015 HOME - \$42,248				
HOME Administration	BHCD	BHCD staff and operating costs associated with administering the HOME program.	HOME	HOME - \$405,162	HOME - \$361,097				
HOPWA Administration	BHCD	BHCD staff and operating costs associated with administering the HOPWA program. HUD Matrix code should be 31b (Grantee admin) but the HUD 2020 software does not have that as an option.	HOPWA	HOPWA - \$28,470	HOPWA - \$28,410				
Mult Co HOME Administration	Multnomah County	Administer Multnomah County HOME program.	HOME	HOME - \$7,397	HOME - \$6,540				
Gresham HOME Administration	Gresham	HOME Consortium allocation to be used for administration of Gresham HOME funds.	HOME	HOME - \$35,221	HOME - \$31,636				
OMF - Grant Compliance	BHCD	Administration for CDBG and other related grants	CDBG	CDBG - \$44,000	CDBG - \$44,000				

# ADMINISTRATION PROJECTS (CONTINUED)

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Indirect Costs - General Fund	BHCD	City of Portland indirect cost for CDBG based on the City's cost allocation plan.	CDBG	CDBG - \$235,081	CDBG - \$258,589				
Development Fund	BHCD	Development fund for CDBG and HOME projects and activities to cover cost overruns and unanticipated project-related expenses. The exact eligible activity will typically be either new construction or rehab and the national objective as well as all the specific requested in the Consolidated Plan setup will depend on the specific projects that will require funding from this activity.	CDBG	CDBG - 56,542	CDBG - 56,542				
Emerging Needs	BHCD	A set aside for capital improvement projects	GF	\$0	GF - 16,832				
National Development Council	National Development Council	Consultant services to secure CDBG-related financing (eg Section 108, EDI, float) for housing and economic development projects.	CDBG	CDBG - \$60,000	CDBG - \$30,000				
TR - Human Resources IGA			GF	\$0	GF - 26,578				

# HOMEOWNER REHAB PROJECTS

City of Portland  
Action Plan FY 2006-2007

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Housing									
Homebuyer Program	Homeownership RFP	CDBG funds as direct financial assistance to low-income homebuyers.	CDBG	\$250,000	\$200,000	Affordability for the purpose of creating decent affordable housing.	7	50	Households
Homebuyer Assistance Capital Funds	Homeownership RFP	Restores current capacity to assist first time buyers with emphasis on closing minority homeownership gap.	GEN	\$0	\$600,000	Affordability for the purpose of creating decent affordable housing.	20		Households
Homebuyer Fair	Asian and Pacific Islander Community Improvement Association, African American Alliance for Homeownership, Hacienda CDC, Latino Home Initiative, Native American Youth and Family Center	Funding to support Home Buyer Fairs to achieve fair housing objectives, helping people to overcome the barriers to home ownership.	CDBG	\$24,000	\$24,000	Affordability for the purpose of providing decent affordable housing.	NA	NA	NA
AAAH Coaching	Black United Fund	The Black United Fund will carry out coaching and assistance to low-income African American homebuyers.	CDBG	\$12,000	\$12,000	Accessibility for the purpose of providing decent affordable housing.	NA	NA	NA
Homebuyer Counseling	Portland Housing Center	Homebuyer classes and individual counseling to assist low and moderate-income households to eventually become homebuyers.	CDBG	\$105,000	\$108,150	Accessibility for the purpose of providing decent affordable housing.	700	3,500	People
Portland Community Land Trust	Portland Community Land Trust	Program delivery costs associated with property acquisition	CDBG	\$82,242	\$84,709	Affordability for the purpose of creating decent affordable housing.	10	25	Housing Units
Homebuyer Program - American Dream Downpayment Initiative	Homeownership RFP	American Dream Downpayment Initiative funds as direct financial assistance to low-income homebuyers.	HOME	\$176,188	\$87,916	Affordability for the purpose of creating decent affordable housing.	7	100	Households

RENTAL HOUSING PROJECTS

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Housing: Rental Housing									
Affordable Rental Housing Capital	Portland Development Commission	Provide financing to construct, rehabilitate and preserve a range of affordable rental housing.	CDBG	\$3,123,358	\$1,938,021	Affordability for the purpose of creating decent affordable housing.	80	280	Housing Units
			HOME	\$3,017,765	\$2,796,504				
			GEN		\$2,500,000				
Affordable Rental Housing Development - PDC	Portland Development Commission	Expiring one time only funding. Critical to produce and support existing permanent supportive housing units.	HIF		\$1,000,000	Affordability for the purpose of creating decent affordable housing.			Housing Units
Affordable Rental Housing - PDC Program Delivery	Portland Development Commission	Staff and operating costs associated with delivering the Rental Housing program	CDBG	\$758,370	\$705,284	Affordability for the purpose of creating decent affordable housing.	80	280	Housing Units
Loan Servicing - PDC	Portland Development Commission	Program delivery costs of PDC servicing affordable housing loans.	CDBG	\$831,935	\$831,935	Affordability for the purpose of creating decent affordable housing.	NA	NA	NA
PDC Housing Administration	Portland Development Commission	PDC staff and operating costs associated with general management, oversight and coordination related to CDBG funded housing programs.	CDBG	\$8,700	\$8,700	Affordability for the purpose of creating decent affordable housing.	NA	NA	NA
Enterprise - Loan Fund Administration	Enterprise Commission	Program delivery costs associated with rehab or acquisition.	CDBG	\$70,000	\$70,000	Affordability for the purpose of creating decent affordable housing.	150	750	Housing Units
Gresham Program Allocation	City of Gresham	HOME Consortium allocation to be used for housing development, including homeownership in the City of Gresham. All funding to be administered by the City of Gresham.	HOME	\$496,992	\$473,126	Affordability for the purpose of creating decent affordable housing.	30	75	Housing Units
Gresham HOME - Rent Assistance	City of Gresham	Provide rent assistance to 90 very low- and low-income households to avoid eviction.	HOME	\$99,064	\$99,064	Accessibility for the purpose of creating decent affordable housing.	90	450	Households

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# RENTAL HOUSING PROJECTS (CONTINUED)

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Gresham Administration	City of Gresham	HOME Consortium allocation to be used for administration of Gresham HOME program.	HOME	\$35,221	\$31,636	NA	NA	NA	NA
Multnomah County HOME Program Allocation	Portland Development Commission	HOME Consortium allocation to be used for housing development, including homeownership in Multnomah County. All funding to be administered by Multnomah County. Focus is on Special Needs Rental Housing.	HOME	\$139,596	\$131,628	Affordability for the purpose of creating decent affordable housing.	3	15	Housing Units
Multnomah County HOME Administration	Portland Development Commission	Administer Multnomah County HOME program.	HOME	\$7,397	\$6,540	NA	NA	NA	NA

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# LOAN SERVICING PROJECTS

Project	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Housing: Loan Servicing									
PDC Loan Servicing	Portland Development Commission	Program delivery costs of PDC servicing affordable housing loans.	CDBG	831935	840635	Affordability for the purpose of creating decent affordable housing.	NA	NA	NA

## MISCELLANEOUS HOUSING PROJECTS

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Housing									
Public Facilities	Portland Development Commission	Program to assist non-profit agencies provide cost effective services to low-income residents or neighborhoods by providing financial assistance for facility development including pre-development, acquisition, new construction, rehabilitation and program delivery.	CDBG	\$0	\$500,000	Accessibility for the purpose of creating a suitable living environment	1	3	Public Facility
Iris Court HOPE VI Match			CDBG	\$0	\$500,000				

## SPECIAL NEEDS HOUSING PROJECTS

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Housing: Special Needs Housing									
Special Needs Housing Siting Assistance	City of Portland, Office of Neighborhood Involvement	Provides City staffing to administer a siting assistance program that promotes the siting of special needs housing by providing the community education and dispute resolution services that affirmatively further fair housing for people with special needs.	CDBG	\$ 25,984	\$ 25,984	Accessibility for the purpose of providing decent affordable housing.	NA	NA	NA

City of Portland  
Action Plan FY 2006-2007

## HOPWA PROJECTS

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Housing: HOPWA									
Rent Assistance Contingency	City of Portland, Bureau of Housing and Community Development	Provide contingency to cover cost over runs in CAP permanent housing rent assistance program.	HOPWA	\$5,000	\$5,000	Affordability for the purpose of creating affordable housing.	2	10	Households
HOPWA Housing Development	Housing Development RFP	Development of permanent housing resources for people with HIV/AIDS in the Portland EMA.	HOPWA	\$364,181	\$344,557	Affordability for the purpose of creating affordable housing.	2	10	Housing Units
Cascade Aids Project - Supportive Housing Program	Cascade Aids Project	Provide necessary support including case management and rent assistance for clients to obtain and maintain housing. This program includes both a transition-in-place model and the 35 units units of permanent housing developed with HOPWA funds.	HOPWA	\$202,946	\$442,697	Accessibility for the purpose of providing decent affordable housing	55	150	Households
Clark County Supportive Housing Program	Clark County Health Department	Provides 4-6 units of transitional housing in Clark County, Washington and case management services provided by Clark County Department of Community Services. Provides three permanent supportive units through project-based rent assistance.	HOPWA	\$95,012	\$97,007	Accessibility for the purpose of providing decent affordable housing	9	45	Households
Outside In - Youth Transitional Housing	Outside In	units for youth living with HIV and AIDS. Provide case management and other services to facilitate transition to permanent housing. HUD Matrix code should be 31C but the CPMP tool	HOPWA	\$18,931	\$19,329	Accessibility for the purpose of providing decent affordable housing	3	15	Housing Units
Resource Identification	City of Portland, Bureau of Housing and Community Development	Conduct activities in support of identifying needs and resources for PLWH/A.	HOPWA	\$3,814	\$10,000	Accessibility for the purpose of providing decent affordable housing	NA	NA	NA

# CAPACITY BUILDING TECHNICAL ASSISTANCE PROJECTS

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Housing: Capacity Building TA									
CDC Capacity Building	Housing Development RFP	Project delivery costs for CDBG and HOME eligible housing projects through the Portland Neighborhood Development Support Collaborative (PNDESC, a partnership of BHCD, the Enterprise Foundation, and the Neighborhood Partnership Fund). PNDESC convenes an advisory board of community representatives to select organizational workplans that include appropriate housing development activities and funding recommendations. BHCD will determine how much CDBG and HOME private funds are needed by each organization for specific eligible projects and set up a tracking system. The Action Plan will be amended to set up each individual housing activity.	CDBG	\$500,000	\$450,000	Affordability for the purpose of creating decent affordable housing	145	725	Housing Units
			HOME	\$230,115	\$216,936				
Housing Development Center	Housing Development Center	Financial packaging and construction management services for non-profits involved in affordable housing CDBG-eligible development projects.	CDBG	\$130,000	\$130,000	Affordability for the purpose of creating decent affordable housing	130	650	Housing Units
Community Development Network	Community Development Network	Provides information and other resources to citizen based organizations participating in the planning, implementation and assessment of activities being assisted with CDBG funds.	CDBG	\$22,000	\$22,660	Affordability for the purpose of creating decent affordable housing	NA	NA	NA
CAT Preservation	Community Alliance of Tenants	Provide information and tracking of preservation projects and expiring Section 8 contracts.	CDBG	\$17,000	\$17,510	Affordability for the purpose of creating decent affordable housing	NA	NA	NA

# HOUSING SERVICES PROJECTS

## City of Portland Action Plan FY 2006-2007

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Housing: Housing Services									
Oregon Fair Housing Council	Oregon Fair Housing Council	This project will provide fair housing services for people experiencing housing discrimination within the City of Portland. Provides outreach, education, and staffing of an I&R helpline.	GEN	\$12,059	\$20,000	Accessibility for the purpose of creating decent affordable housing.	NA	NA	NA
Legal Aid Service of Oregon - Fair Housing	Legal Aid Services of Oregon	This project provides advice and representation for people experiencing housing discrimination within the city of Portland.	CDBG	\$43,870	\$43,870	Accessibility for the purpose of providing decent affordable housing.	NA	NA	NA
BOLI/ Civil Rights	Bureau of Labor and Industry	Civil rights enforcement through the Bureau of Labor and Industries.	GEN	\$20,184	\$15,000	Accessibility for the purpose of providing decent affordable housing.	NA	NA	NA
Mini Homeowner Rehabilitation	Portland Development Commission, Portland Police Bureau, Community Energy Project, Metro Home Safety Repair, Unlimited Choices, NE Workforce Center, Reach Community Builders	The goals of the Mini Homeowner Rehabilitation program are to increase the habitability and safety of housing for low-income elderly and disabled households while simultaneously preserving the housing stock for future residents.	CDBG	\$955,240	\$983,897	Accessibility for the purpose of creating decent affordable housing.	500	2,500	Housing Units
Ready to Rent		access for persons with barriers to the traditional screening process. Portland Housing Center wrote the curriculum with input from various stake holders in order to prepare tents with barriers for successful renting. The curriculum addresses items such as renters rights and responsibilities, budgeting, credit, etc. PHC also trains, certifies and supports instructors at numerous agencies.	CDBG	\$9,600	\$10,000	Accessibility for the purpose of creating decent affordable housing.	NA	NA	NA

# HOUSING SERVICES PROJECTS (CONTINUED)

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Landlord Outreach		The Landlord Outreach program will strive to increase landlords awareness and participation in several programs that increase access to appropriate, safe and affordable housing to low-income populations. Program included in outreach include Housing Connections, Ready to Rent, Fresh Start and lead hazard prevention.	CDBG	\$25,000	\$25,000	Accessibility for the purpose of providing decent affordable housing.	NA	NA	NA
Shared Housing	Ecumenical Ministries of Oregon	Provides home share matching services to elderly homeowners needing assistance to stay in their home and low-income tenants needing very low cost housing.	CDBG	\$40,400	\$40,400	Affordability for the purpose of creating decent affordable housing.	350	1750	People
Relocation Assistance	Housing Authority of Portland	Provide relocation assistance to households displaced as a result of enforcement action taken by the City of Portland, Bureau of Development Services and Fire Bureau or as a result of elevated blood levels in household members under the age of 6.	CDBG	\$44,000	\$44,000	Accessibility for the purpose of providing decent affordable housing.	2	10	People
Community Alliance of Tenants - Hot Line	Community Alliance of Tenants	Hotline and Outreach Program for low-income renters to provide education, information and referral to assist with housing stabilization.	CDBG	\$40,000	\$40,000	Accessibility for the purpose of creating a suitable living environment.	3,000	15,000	People
Oregon 211	211 Info	Oregon 211 provides the core operations activities for Housing Connections. This includes outreach to renters and agencies to inform them about Housing Connections, providing housing listings to renters and agency staff over the phone, assisting landlords in listing properties, assisting all users with questions regarding the site, and	CDBG	\$75,000	\$75,000	Affordability for the purpose of creating decent affordable housing.	NA	NA	NA

**City of Portland  
Action Plan FY 2006-2007**

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
City of Gresham - CDBG Funded Projects									
Housing Development/Rehabilitation									
Adapt-A-Home Rehab	Unlimited Choices, Inc.	Removal of barriers to create accessible housing for approximately 45 low-income Gresham Households with physical disabilities.	CDBG	\$900,000	\$120,000				
Mend-A-Home	Unlimited Choices, Inc.	Provision of emergency home repair to very low- and low-income owner occupied housing.	CDBG	\$80,000	\$80,000				
Rental Assistance	Housing Authority of Portland		CDBG	N/A	\$8,352				
Economic Development									
Job Development	Human Solutions		CDBG	N/A	\$213,051				
Public Improvements									
Pat Pfeifer Restroom	City of Gresham		CDBG	N/A	\$58,200				
SE 197th Ave.	Habitat Frontage	Reconstruction of SE 197th Ave Between Burnside and Startk for approximately 965 feet. Work includes ???.	CDBG	\$114,609	\$46,476				
Multi Service Center	Human Solutions		CDBG	N/A	\$258,356				
Walking Routes to School	City of Gresham		CDBG	N/A	\$32,012				
Public Services									
Fair Housing Assistance	MCLAS		CDBG	N/A	\$5,398				
Transitional Housing	Human Solutions	Provides transitional housing and social services (including free child care) to approximately 86 homeless Gresham residents through 12 units of housing for one year.	CDBG	\$38,000	\$36,465				

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
El Programa Hispana	Catholic Charities	Provides support for Latinos to overcome short-term crisis and gain the skills needed to become self-sufficient.	CDBG	\$53,219	\$47,000				
Early Childhood Program	Multnomah Education Services Department	Provides in-home services to 50 low-income families with children age birth-5 who have development delays and disabilities.	CDBG	\$25,000	\$24,000				
Views	Cascadia Behavioral Healthcare	Provides peer counseling and support group services to approximately 51 low-income elderly Gresham residents in need of mental health or addiction services.	CDBG	\$30,000	\$28,000				
Administration									
City/Staff/Contract Expenses	City of Gresham		CDBG	\$165,151	\$165,151				
HCDC/Consolidated Plan	City of Portland	Administrative / staff support of the HCDC and the Con/Action Plan.	CDBG	\$17,202	\$16,000				
City of Gresham - HOME Funded Projects									
Housing Development/Rehabilitation									
CHDO Operating Expenses	Human Solutions, Inc.		HOME	N/A	\$25,000				
Tenant Based Rental Assistance	Human Solutions, Inc.	Provide rent assistance to 90 very low- and low-income households to avoid eviction.	HOME	\$99,064	\$100,000				
Raintree Apartments	Human Solutions, Inc.		HOME	N/A	\$325,000				
Mt. Hood Community Apartments	Cascadia Behavioral Healthcare		HOME	N/A	\$100,000				
Village Square Apartments	Innovative Housing		HOME	N/A	\$90,350				
Public Services									
Rent Assistance	Housing Authority of Portland		HOME	N/A	\$32,932				
Administration									
City/Staff/Contract Expenses	City of Gresham		HOME		\$31,636				
Portland HOME Administration	City of Portland		HOME		\$27,371				

Project Name	Contractor	Description	Funding Source	FY 2005-06 Amount	FY 2006-07 Amount	Outcome Description	One Year	Five Year	Indicator
Multnomah County - CDBG Funded Projects									
Neighborhood Revitalization									
235th Ave & NE Village Ct. Drainage	City of Wood Village		CDBG	N/A	\$93,773				
Community Center Upgrades	City of Fairview	Interior remodel of public space.	CDBG	\$94,000	\$12,000				
Public Services									
Fair Housing Enforcement	Fair Housing Council of Oregon	Housing discrimination enforcement, outreach and training.	CDBG	\$3,162	\$15,756				
Transitional Housing Program	Human Solutions, Inc.	Housing units and childcare for homeless families.	CDBG	\$31,474	\$31,488				
Self Help Wx and Energy/Education Workshop	Community Energy Project		CDBG	N/A	\$10,000				
Housing Rehab									
Adapt-A-Home Rehab	Unlimited Choices, Inc.	Removal of barriers to create accessible housing for approximately 45 low-income Gresham Households with physical disabilities.	CDBG	\$65,000	\$65,000				
Mend-A-Home	Unlimited Choices, Inc.	Provision of emergency home repair to very low- and low-income owner occupied housing.	CDBG	\$55,000	\$50,000				
Wx for Seniors and Disabled Persons	Community Energy Project		CDBG	N/A	\$7,500				

# Appendices

# Appendix A

## Citizen Participation Plan

*See 2005-2010 Consolidated Plan*

*Appendix A*

# Appendix B

## Public Comment

## Public Comment

**February 2006 Principles and Priorities Hearing  
Summary of Public Comments on the  
Action Plan FY 2006-2007**

<b>Affiliation</b>	<b>Name</b>	<b>Comments</b>	<b>HCDC/Staff Response</b>
Community Development Network	Sam Chase	Mr. Chase distributed information about the urban renewal funding recommendations and the continued need for affordable housing to be addressed in urban renewal policies. He also explained that AHN would continue to pursue a commitment of 30% of all TIF revenue to affordable housing. He noted the California Redevelopment Law and its affordable housing components as a potential model.	
Citizen Advocate	Veronica Bernier	Ms. Bernier related concerns of housing vouchers, homeless from Vancouver using Portland resources, and suggested a coordination of services between Portland and Vancouver.	

## Public Comment

**February 2006 Principles and Priorities Hearing  
Summary of Public Comments on the  
Action Plan FY 2006-2007**

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Citizen Advocate	Veronica Bernier	Ms. Bernier related concerns of housing vouchers, homeless from Vancouver using Portland resources, and suggested a coordination of services between Portland and Vancouver.	

## Public Comment

***April & May 2006 Action Plan Draft Hearings  
Summary of Public Comments on the  
Action Plan FY 2006-2007***

<b><i>Affiliation</i></b>	<b><i>Name</i></b>	<b><i>Comments</i></b>	<b><i>HCDC/Staff Response</i></b>

# Appendix C

## Regulatory Barriers

# Regulatory Barriers

<b>America's Affordable Communities Initiative</b>	<b>U.S. Department of Housing and Urban Development</b>	OMB approval no. 2510-0013 (exp. 03/31/2007)
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Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

## Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

### Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Regulatory Barriers

5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: " <i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i> " ( <a href="http://www.huduser.org/publications/destech/smartcodes.html">www.huduser.org/publications/destech/smartcodes.html</a> )	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?  Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

## Regulatory Barriers

11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Total Points:</b>		

## Regulatory Barriers

### Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development ( <i>nexus</i> ) and a method for fee calculation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

## Regulatory Barriers

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (<a href="http://www.huduser.org/publications/destech/smartcodes.html">www.huduser.org/publications/destech/smartcodes.html</a>)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p><b>Total Points:</b></p>		

# Appendix D

## CPMP Data

Data to come

# City of Gresham

# Multnomah County

# City of Portland

# Appendix E

## HUD Certifications

# City of Gresham

# Multnomah County

# City of Portland

# Glossary



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-2  
Est. Start Time: 9:40 AM  
Date Submitted: 05/02/06

**BUDGET MODIFICATION:** -

**Agenda Title:** PROCLAMATION Proclaiming May 2006 as Older Americans Month 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: 5/11/2006 Time Requested: 10 minutes  
Department: Non-Departmental Division: Rojo de Steffey  
Contact(s): Matthew Lashua  
Phone: 503 988 6796 Ext. 86796 I/O Address: 503/600  
Presenter(s): Commissioner Rojo de Steffey, Mary Shortall, Bob Nelson, and invited guests

### General Information

- What action are you requesting from the Board?**  
To proclaim the Month of May, 2006 Older Americans Month in Multnomah County and to celebrate this year's theme, *Choices for Independence*.
- Please provide sufficient background information for the Board and the public to understand this issue.**  
May 2006 is National Older Americans Month. This year's theme, *Choices for Independence*, reflects the continued commitment of Multnomah County to help our community prepare for a larger aging population, and to bolster the efforts of baby boomers and older adults to achieve healthy aging.
- Explain the fiscal impact (current year and ongoing).**  
None
- Explain any legal and/or policy issues involved.**  
None

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

Senior volunteerism through Aging and Disability Services and the county's community partners help support our mission of providing *Choices for Independence*. During Fiscal Year 05/06, a total of 278,002 volunteer hours were logged.

---

**Required Signatures**

---

**Department/  
Agency Director:**

*Maria Pijo de Steffey*

**Date:** 05/02/06

**Budget Analyst:**

**Date:** \_\_\_\_\_

**Department HR:**

**Date:** \_\_\_\_\_

**Countywide HR:**

**Date:** \_\_\_\_\_

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. \_\_\_\_\_

Proclaiming May 2006 as Older Americans Month in Multnomah County, Oregon

**The Multnomah County Board of Commissioners Finds:**

- a. May 2006 is National Older Americans Month. This year's theme, "Choices for Independence", reflects the continued commitment of Multnomah County to help our community prepare for a larger aging population, and to bolster the efforts of baby boomers and older adults to achieve healthy aging.
- b. The United States population aged 65 and over is expected to double in size within the next 25 years. By 2030, almost 1 out of every 5 Americans – some 72 million people – will be 65 years or older. The age group 85 and older is now the fastest growing segment of the U.S. population.
- c. Today, Multnomah County enjoys an elder population approaching 100,000, with 12% of this population over 85 years of age.
- d. Senior volunteerism through Aging and Disability Services and community partners helps support our mission of providing *Choices for Independence*. During FY05/06, a total of 278,002 volunteer hours were logged; offering us over \$5,000,000 of in-kind support.
- e. Multnomah County supports the desire of older adults to live in their own homes and communities for as long as possible. We work knowing that the combination of *independence and choice* are essential to the pursuit of healthy aging.

**The Multnomah County Board of Commissioners Proclaims:**

The Month of May 2006 is Older Americans Month in Multnomah County, Oregon. We urge community and government leaders, policy makers, business people, educators, volunteers, and all residents of Multnomah County to celebrate our elders and support "Choices for Independence."

ADOPTED this day 11th of May, 2006.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

---

Diane M. Linn, Chair

**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\*\*\*

Thursday  
MEETING DATE: 11 May, 2006

SUBJECT: As the "Inalienable Rights" of Seniors

are proclaimed - their growing problem in this country is  
budget cuts

AGENDA NUMBER OR TOPIC: B-2

FOR: ✓

AGAINST: the proclamation is

THE ABOVE AGENDA ITEM

NAME: Loree Ryan

Bijan

ADDRESS: 5621 NE 48th

CITY/STATE/ZIP: Portland, OR 97218

PHONE: 503 249-8482

DAYS: 503 249-8482

EVES: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FAX: \_\_\_\_\_

SPECIFIC ISSUE: \_\_\_\_\_

WRITTEN TESTIMONY: \_\_\_\_\_

**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.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**PROCLAMATION NO. 06-072**

Proclaiming May 2006 as Older Americans Month in Multnomah County, Oregon

**The Multnomah County Board of Commissioners Finds:**

- a. May 2006 is National Older Americans Month. This year's theme, "Choices for Independence", reflects the continued commitment of Multnomah County to help our community prepare for a larger aging population, and to bolster the efforts of baby boomers and older adults to achieve healthy aging.
- b. The United States population aged 65 and over is expected to double in size within the next 25 years. By 2030, almost 1 out of every 5 Americans – some 72 million people – will be 65 years or older. The age group 85 and older is now the fastest growing segment of the U.S. population.
- c. Today, Multnomah County enjoys an elder population approaching 100,000, with 12% of this population over 85 years of age.
- d. Senior volunteerism through Aging and Disability Services and community partners helps support our mission of providing *Choices for Independence*. During FY05/06, a total of 278,002 volunteer hours were logged; offering us over \$5,000,000 of in-kind support.
- e. Multnomah County supports the desire of older adults to live in their own homes and communities for as long as possible. We work knowing that the combination of *independence and choice* are essential to the pursuit of healthy aging.

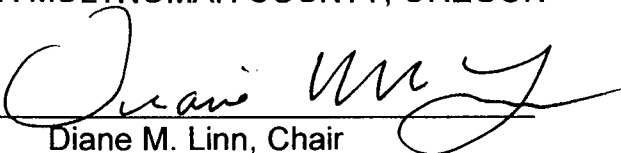
**The Multnomah County Board of Commissioners Proclaims:**

The Month of May 2006 is Older Americans Month in Multnomah County, Oregon. We urge community and government leaders, policy makers, business people, educators, volunteers, and all residents of Multnomah County to celebrate our elders and support "Choices for Independence."

ADOPTED this day 11th of May, 2006.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Diane M. Linn, Chair



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-3  
Est. Start Time: 9:50 AM  
Date Submitted: 05/03/06

**BUDGET MODIFICATION:** -

**Agenda Title:** **RESOLUTION Adopting the Toxics Reduction Strategy, a Plan for Minimizing Toxic Substances of Concern in Government Operations by Using the Precautionary Principle**

**Date Requested:** May 11, 2006 **Time Requested:** 20 minutes  
**Department:** Non-Departmental **Division:** Commissioner Maria Rojo de Steffev  
**Contact(s):** Molly Chidsey, Matthew Lashua  
**Phone:** 503-988-4094 **Ext.** x84094 **I/O Address:** 503/4/Sustainability  
**Presenter(s):** Molly Chidsey, Pamela Brody-Heine (Sustainable Development Commission), and Guests

### General Information

**1. What action are you requesting from the Board?**

To consider resolution to approve the Toxics Reduction Strategy, as directed by Resolution 04-140.

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

- Many products and materials used in government operations contain toxic substances of concern. Exposures to toxic pollutants in water, air and soil have been linked to serious health impacts. The Toxics Reduction Strategy will reduce the impact from internal government operations. Using a systematic and documented process, staff and others with relevant expertise actively seek out and evaluate the availability, effectiveness and affordability of alternatives.
- The long-term vision of the Strategy is to promote a healthy community and environment by eliminating the purchase, release, and use of toxics in government operations. Specifically, the Strategy establishes the goal of using the Precautionary Principle as a framework for replacing toxic substances, materials or products of concern with viable least-toxic alternatives by 2020.
- This Toxics Reduction Strategy was developed as a way to integrate the Precautionary Principle into existing processes and create a plan of action to identify and use safer alternatives whenever they are available, effective, and affordable.
- This Strategy consists of 40 proposed actions, to be implemented over time.

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

- It is understood that additional City and County resources are unlikely and that use of existing government resources is required to support this Strategy. Every effort will be made to work

within existing staff resources and staff time commitments. These efforts can be done in concert with routine operations of staff and a good faith effort made not to duplicate the efforts of others.

- If effective utilization of existing resources does not cover the staffing costs for the actions identified in the Strategy, staff will jointly work to seek funding from outside sources.
- In addition to minimizing potential adverse impacts to community health and the environment, other potential benefits exist, including: lowered costs related to pollution control, regulatory compliance, liability and worker safety; economic development opportunities through creating new markets for local businesses to provide safer alternative products, services, and technologies; and improved safety for emergency response personnel, especially firefighters.

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

- The County has adopted policies that support pollution prevention, including the Local Action Plan on Global Warming (Resolution 01-052), Sustainable Procurement Strategy (Resolution 02-058), and Sustainability Principles (Resolution 04-019), which states that Multnomah County will "Take necessary precautions to prevent toxic pollution and waste through proactive measures."
- The Oregon Department of Environmental Quality has been directed to develop a plan to eliminate persistent bioaccumulative toxics in Oregon by 2020, and local governments in Oregon are encouraged to participate.
- The Federal Pollution Prevention Act (1990) established a national policy that pollution should be prevented or reduced at the source whenever feasible, before recycling, treatment, or disposal.

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

- The Toxics Reduction Strategy was developed jointly between Multnomah County and the City of Portland in order to reduce duplication of efforts, take advantage of economies of scale, and to share staff resources. Additionally, the Oregon Center for Environmental Health was funded by a grant from the Meyer Memorial Trust in 2005 to participate as the Workgroup co-chair.
- In early 2005, a Toxics Reduction Workgroup was formed, comprised of representatives from the community, environmental advocacy groups, local government, business, academia, and City and County staff. This Workgroup held monthly meetings that were open to members of the community beginning in May of 2005.
- While this Strategy is implemented, efforts to seek feedback and input from potentially affected parties and other stakeholders will be made, and also to facilitate access to guidance from professionals with specific and relevant expertise.
- Joint staffing from the County's Sustainability Initiative and the City's Office of Sustainable Development will support the key Strategy efforts.

---

**Required Signatures**

---

**Department/  
Agency Director:**

*Maria Pijo de Stiffey*

**Date:** 05/03/06

**Budget Analyst:**

**Date:** \_\_\_\_\_

**Department HR:**

**Date:** \_\_\_\_\_

**Countywide HR:**

**Date:** \_\_\_\_\_



## Sustainable Development Commission

Dan Saltzman  
City Commissioner

Maria Rojo de Steffey  
County Commissioner

### Co-Chairs

Pamela Brody-Heine

Chip Lazenby

### Members

Cameron Birnie

Leslie Carlson

Christine Ervin

Dennis Hopwood

Mike Houck

Roy Koch

Lillian Shirley

Kent Snyder

Justin Yuen

721 NW 9<sup>th</sup> Ave.,  
Suite 350  
Portland, OR 97209  
Ph: 503-823-7222



**MULTNOMAH  
COUNTY**

April 21, 2006

Chair Diane Linn  
Maria Rojo de Steffey, District 1  
Serena Cruz, District 2  
Lisa Naito, District 3  
Lonnie Roberts, District 4  
501 SE Hawthorne Blvd  
Suite 600 (503/600)  
Portland, Oregon 97214

RE: Support for City of Portland and Multnomah County Toxics Reduction Strategy

Dear Chair Linn and Commissioners,

City of Portland and Multnomah County staff recently gave a presentation to the City of Portland and Multnomah County Sustainable Development Commission (SDC) regarding the proposed Toxics Reduction Strategy.

The SDC, at its last meeting, voted to recommend that you adopt this innovative plan. We believe that this is a ground-breaking piece of work which both demonstrates the leadership of the City of Portland and Multnomah County and will help protect the community and our environment.

Why is this Toxics Reduction Strategy so important? Currently there are over 85,000 chemicals registered for use in the marketplace and likely tens of thousands more that are not registered. Only a tiny fraction (about 7%) of these chemicals have been assessed for their impacts on human health and the environment, and virtually none have been assessed for the synergistic impacts of exposure to multiple chemicals (which is what we are all exposed to daily).

This Toxics Reduction Strategy is based on the premise of precaution – if there is reasonable grounds for concern, precautionary measures should be taken, even if some of the cause-and-effect relationships are not fully established scientifically. More and more research has demonstrated links between chemical exposures and increasing rates of cancer, asthma, birth defects, developmental disabilities, autism, infertility and more recently diabetes and obesity. Oregon women ranked eighth in the U.S. for cancer incidence and mortality rate in 2001 and 2002, and Multnomah County had the third highest incidence rate in the state.

We as individuals can take action and make personal choices to reduce toxics in our world. However, the power and reach of larger organizations such as the City of Portland and Multnomah County sends a much stronger message to the marketplace about our commitment to a healthy community. Additionally, by adopting this best practice within the City and County's own internal operations you are encouraging others in the community to do the same.

This is pioneering strategy that seeks to protect the most vulnerable residents from multiple exposures, rather than simply basing our exposure assessment on the healthiest 'average' resident who is presumed to be exposed to one single toxin or chemical. Multnomah County and the City of Portland will once again be the leaders in an emerging area of science and practice.

The SDC is committed to supporting this strategy, and we encourage you to adopt the Toxics Reduction Strategy. If you have any further questions, please feel free to contact me at (503) 284-2744.

Sincerely,

A handwritten signature in cursive script that reads "Pamela Brody-Heine".

Pamela Brody-Heine, Co-Chair  
Sustainable Development Commission



# BE SAFE

---

April 24, 2006

Multnomah Board County Commissioners  
501 SE Hawthorne Blvd, Suite 600  
Portland, Oregon 97214

Portland City Council  
1221 SW 4th Avenue Room 110  
Portland, Oregon 97214

Dear Multnomah Board of County Commissioners and Portland City Council:

On behalf of the Oregon Be Safe Network and other supporters we write today to support the adoption of:

**A Toxics Reduction Strategy: A plan for minimizing use of toxics substances of concern in government operations by using the Precautionary Principle.**

The Be Safe Coalition is a nationwide initiative to build support for the Precautionary Principle, an approach that seeks to protect public health by preventing pollution and environmental destruction to ensure our communities are healthy and sustainable. We support innovative technologies and least-toxic alternatives to many of the toxic chemicals that are overwhelming our natural systems.

Mounting evidence shows toxic pollution accumulates in our bodies and threatens our health. There are hundreds of contaminants present within each of us, contaminants that have accumulated over time through exposure to everyday items such as cleaning products, plastics, fuels, pesticides, and building materials.

In the 21st century, we envision a world in which our food, water and air are clean, and our children grow up healthy and thrive. With adoption of this strategy to minimize toxics in government operations, Multnomah County and the city of Portland join the Oregon Be Safe network in working towards this vision for our community. We commend the city and county for leading the community and the nation in this effort to ensure the health of the public and the environment.

Sincerely,

*Oregon Center for Environmental Health  
Jane Harris, Executive Director*

*Rachel's Friends  
Dr. Nancy Crumpacker, Director*

*Oregon Toxics Alliance  
Lisa Arkin, Executive Director*

*Oregon Nurses Association  
Maye Thompson, RN*

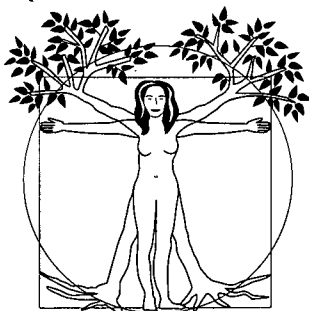
*Physicians for Social Responsibility  
Angela Crowley-Koch, Executive Director*

*Northwest Coalition to the Alternatives to  
Pesticides  
Megan Kemple, Program Coordinator*

*Environmental Justice Action Group  
Jeri Sundvall-Williams, Executive Director*

*Oregon State Public Interest Research Group  
Rhett Lawrence, Environmental Advocate*

*Organizing People, Activating Leaders (OPAL)  
Kevin Odell, Executive Director*



**SCIENCE  
& ENVIRONMENTAL  
HEALTH  
NETWORK**

3704 W. Lincoln Way #282  
Ames, IA. 50014

[www.sehn.org](http://www.sehn.org)

**STAFF:**

Carolyn Raffensperger  
Executive Director  
515.268.0600

Nancy Myers  
708.848.0054  
269.695.2101

Ted Schettler  
978.462.4092

Sherri Seidmon  
541.686.8115

Katie Silberman  
805.569.0488

**BOARD:**

Peter Montague  
President

Martha Dina Arguello

Lois Epstein

Steve Lester

Madeleine Scammell

Bhavna Shamasunder

Sandra Steingraber

Roxanne Turnage

David Wallinga

Portland City Council  
1221 SW 4th Avenue Room 110  
Portland, Oregon 97214

April 13, 2006

Multnomah Board of County Commissioners  
501 SE Hawthorne Blvd, Suite 600  
Portland, Oregon 97214

**Re: Support the adoption of Toxics Reduction Strategy**

Dear County Commissioners and City Councilmembers:

On behalf of the Science and Environment Health Network (SEHN) I write today to support the adoption of: **A Toxics Reduction Strategy: A plan for minimizing use of toxics substances of concern in government operations by using the Precautionary Principle.**

The Science and Environment Health Network is a non-profit organization that engages communities and governments in the effective application of science to protect and restore public and ecosystem health. Since 1998, SEHN has been the leading proponent in the United States of the Precautionary Principle as a new basis for environmental and public health policy. SEHN has worked with local organizations, national environmental health coalitions, municipal and state governments, and several NGO/government teams to implement precautionary policies at local and state levels. In 2004, SEHN partnered with the Oregon Center for Environmental Health and the Sustainable Development Commission of Portland and Multnomah County to convene a workshop on the Precautionary Principle. This workshop was an important first step for the city and county towards developing a comprehensive strategy to address toxics in the community.

Preventive policies encourage the exploration of better, safer, and often ultimately cheaper alternatives--and the development of cleaner products and technologies. As public awareness grows of hazards and of safer alternatives, these practices represent not only good ethics but also smart business.

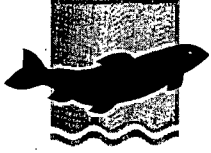
With adoption of this strategy, Multnomah County and the city of Portland join the growing list of local governments that are leading the way by using a precautionary approach in government operations. We commend the city and county for taking proactive and protective steps to ensure the health of the community and environment.

Sincerely,

Katherine R. Silberman, JD  
Associate Director

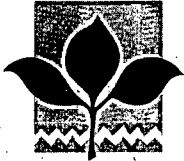
## NCAP

Northwest Coalition for  
Alternatives to Pesticides



April 17, 2006

Multnomah Board of County Commissioners  
501 SE Hawthorne Blvd, Suite 600  
Portland, Oregon 97214



Portland City Council  
1221 SW 4th Avenue Room 110  
Portland, Oregon 97214



Dear Multnomah Board of County Commissioners and Portland City Council:

I am writing on behalf of the Northwest Coalition for Alternatives to Pesticides (NCAP) regarding the adoption of *A Toxics Reduction Strategy: A plan for minimizing use of toxics substances of concern in government operations by using the Precautionary Principle*.



We commend the City and the County for their foresight in preventing pollution and environmental destruction before it happens. The precautionary principle is the perfect framework for evaluating and changing practices that can protect the public health of current and future generations.

Unfortunately, the strategy as it is currently written falls short in the area of pesticide use. We have two main areas of concern:

- 1) The draft strategy recommended: "Adoption of model integrated pest management programs and reduction of reliance on pesticides." We hope that the final version will call for measurable reduction targets over time.
- 2) Portland Parks and Recreation has implemented a trial Pesticide-free Parks program in three of the city's parks. This program is a perfect example of the precautionary principle in practice. However, it is not mentioned in the strategy. We strongly encourage you to add a recommendation to establish Pesticide-free Parks as a permanent program within Portland Parks and Recreation and expand the program to include additional parks, after the three year trial period has ended.

Thank you for your consideration of these concerns.

Sincerely,

A handwritten signature in black ink that reads "Megan Kemple".

Megan Kemple  
Pesticide-free Parks Program Coordinator

P.O. Box 1393  
Eugene, OR 97440  
(541) 344-5044  
(541) 344-6923 Fax  
info@pesticide.org  
www.pesticide.org

## **CHIDSEY Molly L**

---

**From:** Neha Patel [neha@oregon-health.org]  
**Sent:** Wednesday, April 05, 2006 4:34 PM  
**To:** 'Crim, Michele'; CHIDSEY Molly L  
**Subject:** FW: Gresham comment Comments on Toxics Reduction Strategy

**Follow Up Flag:** Follow up  
**Due By:** Thursday, April 06, 2006 12:00 AM  
**Flag Status:** Flagged

Hey there- Here is the email from Lee Dayfield from Gresham I was talking about.

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

**From:** Crim, Michele [mailto:mcrim@ci.portland.or.us]  
**Sent:** Thursday, March 30, 2006 4:55 PM  
**To:** Molly Chidsey (E-mail); Neha Patel (E-mail)  
**Subject:** FW: Comments on Toxics Reduction Strategy

FYI

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

**From:** Lee Dayfield [mailto:leedayfield@hotmail.com]  
**Sent:** Thursday, March 30, 2006 4:45 PM  
**To:** mcrim@ci.portland.or.us  
**Subject:** Comments on Toxics Reduction Strategy

Michele Crim

I have read the City of Portland/Multnomah County Toxics Reduction Strategy and applaud the group putting this document together. It is a giant step in

creating a more liveable city and county.

I am a resident of Gresham and did not notice there was any participation from anyone in Gresham. I hope there was. I am working to convince the

mayor and city council in Gresham to include in their strategic goals the words "sustainable and environment" using information I have gathered from other cities including Portland. Gresham is currently working on these goals.

The only thing I thought would be nice to add was on page 7, last sentence, which reads "These efforts will improve the quality of life in Portland..." add as well as other cities in Multnomah County. Portland seems to be in the forefront of this movement and that makes it easier for the other cities

to follow because they have accomplished so much. I hope cities like Gresham will be encouraged to follow suit.

Once a final document is approved I would like to have a hard copy. My mailing address is 16820 NE Hassalo St., Portland, OR 97230. I am also

happy to stop by to pick up a copy. I hope the document will be forwarded

to all council members in Gresham as well as the Mayor. Hopefully Gresham will begin to implement some of the strategies outlined in this document.

Again, this document is a great accomplish and all those who worked on putting it together should be thanked for their hard work.

Lee Dayfield  
503.998.1044

---

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**CHIDSEY Molly L**

---

**From:** Jan Semenza [semenzaj@pdx.edu]  
**Sent:** Monday, March 20, 2006 4:33 PM  
**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L  
**Subject:** TOXICS REDUCTION STRATEGY

Dear Molly and Michele

I have looked at the draft Toxics Reduction Strategy and I would like to thanks for taking proactive steps and a precautionary approach to reducing toxics in our community! I would like to encourage the City Council and County Board of Commissioners to formally adopt the strategy in May.

You have my full support.

Best,

Jan C. Semenza, PhD, MPH  
Associate Professor  
School of Community Health  
Portland State University  
PO Box 751  
Portland, OR 97207-0751  
Phone: (503) 725-8262  
Fax: (503) 725-5100

Street Address for FedEx:  
450L Urban Center Building  
506 SW Mill Street  
Portland, OR 97201

**CHIDSEY Molly L**

---

**From:** Charlene Clark [charliclark@peak.org]  
**Sent:** Thursday, March 30, 2006 3:30 PM  
**To:** CHIDSEY Molly L  
**Subject:** Toxics Reduction Strategy

Dear Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,

Charlene Carroll Clark M.D.

Hospitalist/Internal Medicine  
Inpatient Care Service  
Good Samaritan Regional Medical Center  
Corvallis, OR  
(541) 768-6734

4/4/2006

## CHIDSEY Molly L

---

**From:** Kevin Odell [opalpdx@yahoo.com]  
**Sent:** Thursday, March 30, 2006 11:36 PM  
**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L  
**Subject:** OPAL supports Precautionary Principle Efforts!

RE: Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

On behalf of **Organizing People, Activating Leaders (OPAL)**, I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. OPAL focuses on environmental injustice and the issues of exposure (air quality, brownfields, toxic dumpsites) and access (lack of voice, leadership diversity) that plague and impact the human health of low-income and people of color citizens and families in the Portland Metro region. We were created through a government project in the County Health department focused around identifying and addressing hazards and public health issues in disparate communities overburdened by toxins, high asthma rates and alarming proximity and zoning to landfills, superfund sites, and contaminated waterways and habitat. Ideas and efforts around preventative measures, like the precautionary principle, is a step in the right direction towards addressing these impacts in our communities.

By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of the citizens of Portland.

Sincerley,

**Kevin Raymond Odell**

**Executive Director/Organizer**

**OPAL** (*Organizing People, Activating Leaders*)

**PO Box 4642; Portland, OR 97208**

**503-997-3853 (Business/Cell Phone)**

[opalpdx@yahoo.com](mailto:opalpdx@yahoo.com)

[kevin@opalpdx.org](mailto:kevin@opalpdx.org) (under construction)

[www.opalpdx.org](http://www.opalpdx.org) (under construction)

**OPAL** (*Organizing People, Activating Leaders*) is a 501-c3 organization formed to engage individuals around issues of environmental justice, including Brownfields and land-use/zoning practices, and community empowerment in the low-income communities of the Portland Metro area. **OPAL** encourages proactive community involvement and is a people of color led organization, concerned with inclusion and promotion of atypical populations (minorities, low-income, women etc.) in the social change arena.

---

Yahoo! Messenger with Voice. PC-to-Phone calls for ridiculously low rates.

4/4/2006

**CHIDSEY Molly L**

---

**From:** Melissa Blue Sky [melissa@oregonpsr.org]  
**Sent:** Friday, March 31, 2006 4:07 PM  
**To:** CHIDSEY Molly L; mcrim@ci.portland.or.us  
**Subject:** Toxics Reduction Strategy

Dear City of Portland and Multnomah County,

Oregon Physicians for Social Responsibility would like to commend the city and county for taking proactive steps to protect the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of children.

Sincerely,

Melissa Blue Sky  
Program Director  
Oregon Physicians for Social Responsibility  
921 SW Morrison St, Suite 308  
Portland, OR 97205  
Ph: (503) 274-2720  
Fax: (503) 417-7902  
[www.oregonpsr.org](http://www.oregonpsr.org)

4/4/2006

**CHIDSEY Molly L**

---

**From:** Rhett Lawrence [rhettlawrence@yahoo.com]  
**Sent:** Thursday, March 30, 2006 1:12 PM  
**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L  
**Subject:** Toxics Reduction Strategy

Dear City of Portland and Multnomah County,

I write on behalf of the Oregon State Public Interest Research Group (OSPIRG) to commend the city and county for taking proactive steps to protect environment and the health of its residents by employing a precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Thanks again for your efforts and please let me know if you have any questions.

Sincerely,

Rhett Lawrence

Rhett Lawrence  
Environmental Advocate  
Oregon State Public Interest Research Group (OSPIRG)  
1536 SE 11th Ave  
Portland OR 97214  
503-231-4181, x313  
Fax: 503-231-4007  
E-mail: rhett@ospirg.org

---

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**CHIDSEY Molly L**

---

**From:** Sue Brantley [suebrantley@earthlink.net]  
**Sent:** Wednesday, April 05, 2006 8:04 AM  
**Subject:** Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I realize I might be sending this a couple of days late, but wanted to make my voice heard.

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy developed by Sustainable Oregon, the Portland City Council and Multnomah County Commissioners will make an important step towards eliminating toxics in our community and protecting the health of our children.

Sincerely,

Susan Brantley

4511 NE 31st  
Portland, Oregon 97211

4/5/2006

**CHIDSEY Molly L**

---

**From:** Alison Bahr [bahra@spiritone.com]  
**Sent:** Monday, April 03, 2006 7:52 PM  
**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L  
**Subject:** Toxics Reduction Strategy

I wish to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Thank you for taking this step. May it be the first of many.

Sincerely,

Alison Bahr, M.D.

4/4/2006

## CHIDSEY Molly L

---

**From:** Erica Graetz [egraetz@climatetrust.org]  
**Sent:** Thursday, March 30, 2006 9:04 AM  
**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L  
**Subject:** RE: Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. Reducing toxics use not only protects our health, but is also economically beneficial. Paying for increased health care costs due to toxics is harder on our society both emotionally and economically. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,

Erica Graetz

Erica C. Graetz  
Program and Operations Manager  
The Climate Trust  
65 SW Yamhill St., Suite 400  
Portland, OR 97204  
(503) 238-1915  
[egraetz@climatetrust.org](mailto:egraetz@climatetrust.org)  
[www.climatetrust.org](http://www.climatetrust.org)

***Reduce your footprint on global warming, visit [www.carboncounter.org](http://www.carboncounter.org)!***

**CHIDSEY Molly L**

---

**From:** Stephen Keeley [keelbasa@hotmail.com]  
**Sent:** Friday, March 31, 2006 11:09 AM  
**To:** CHIDSEY Molly L  
**Subject:** RE: Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,

Stephen J. Keeley

---

[Planning a trip for Spring Break? See the area before you go](#)

4/4/2006

**CHIDSEY Molly L**

---

**From:** joosgalefamily [joosgalefamily@comcast.net]  
**Sent:** Saturday, April 01, 2006 9:03 PM  
**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L  
**Subject:** Toxics Reduction Strategy

RE: Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,

Sandra Joos, PhD 4259 SW Patrick Pl, Portland, OR 97239

4/4/2006

**CHIDSEY Molly L**

---

**From:** Brooke McIntosh [mcintosh.brooke@gmail.com]

**Sent:** Thursday, March 30, 2006 7:08 PM

**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L

**Subject:** RE: Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,

Brooke McIntosh

4/4/2006

**CHIDSEY Molly L**

---

**From:** jamie ludwig [jamieludwig@hotmail.com]  
**Sent:** Thursday, March 30, 2006 10:30 PM  
**To:** CHIDSEY Molly L  
**Subject:** Precautionary principle

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,

Jamie Ludwig

**CHIDSEY Molly L**

---

**From:** dan kent [river@europa.com]  
**Sent:** Thursday, March 30, 2006 7:45 AM  
**To:** CHIDSEY Molly L; mcrim@ci.portland.or.us  
**Subject:** Toxics Reduction Strategy

RE: Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

best regards, Dan Kent  
805 SE 32nd Avenue, Portland

4/4/2006

**CHIDSEY Molly L**

---

**From:** jen@squeakybee.com  
**Sent:** Wednesday, March 29, 2006 8:15 PM  
**To:** CHIDSEY Molly L; mcrim@ci.portland.or.us  
**Subject:** toxics reduction strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community.

By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

I no longer live in the Portland Metro area but I felt that by adopting these measures you stand as an excellent example for the state of Oregon. I have young children and make many choices in our daily lives in order to give them a healthy environment. There are Toxics we are unable to see, taste or smell and many have no idea they are there.

Thank you for setting the standards for Oregon.

Sincerely,

Jennifer J K Neumann

**CHIDSEY Molly L**

---

**From:** Allyson Ouzts [a\_ouzs@hotmail.com]  
**Sent:** Thursday, March 30, 2006 9:57 AM  
**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L  
**Subject:** Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,

Allyson Ouzts

---

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**CHIDSEY Molly L**

---

**From:** Heather McGarry [h\_sauce@hotmail.com]  
**Sent:** Thursday, March 30, 2006 9:48 AM  
**To:** mcrim@ci.portland.or.us; CHIDSEY Molly L  
**Subject:** Toxics Reduction Strategy

RE: Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,

Heather McGarry

4/4/2006

**CHIDSEY Molly L**

---

**From:** Melin, Ashley [ashley.melin@nike.com]  
**Sent:** Thursday, March 30, 2006 9:27 AM  
**To:** CHIDSEY Molly L  
**Subject:** RE: Toxics Reduction Strategy

Dear city of Portland and Multnomah County,

I am writing to commend the city and county for taking proactive steps to protect environment and the health of its residents by taking the precautionary approach to reducing toxics in our community. By formally adopting the strategy in May, the Portland City Council and Multnomah County Commissioners will lead by example, choosing to use government operations as a starting point for eliminating toxics in our community and protecting the health of our children.

Sincerely,  
ashley melin

**CHIDSEY Molly L**

---

**From:** Debbie Raphael [Debbie.Raphael@SFGOV.ORG]  
**Sent:** Thursday, March 23, 2006 11:58 AM  
**To:** CHIDSEY Molly L  
**Subject:** Re: Multnomah County/Portland Toxics Reduction Strategy - public comment

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Molly,  
Congratulations on all of your work and perseverance. It warms my heart to see this draft. I can't wait to hear about next steps. Let me know if there is any way I can be of help. It looks like Mendocino County will also be adopting a Precautionary Principle policy. They are set for a final hearing in May.

All the best,  
Debbie.

=====  
Debbie Raphael  
Toxics Reduction/Green Building Program Manager  
Department of the Environment  
11 Grove Street  
San Francisco, CA 94102  
(415) 355-3711  
(415) 554-6393 fax  
debbie.raaphael@sfgov.org

"CHIDSEY Molly L"  
<molly.l.chidsey@  
co.multnomah.or.u  
s> To  
"Debbie Raphael"  
<debbie.raaphael@sfgov.org>  
03/17/2006 02:48 cc  
PM  
Subject  
Multnomah County/Portland Toxics  
Reduction Strategy - public comment

Dear Debbie,

Just wanted to let you know that your trip up here to Portland back in 2004 was worth it - it sparked enough momentum to develop a Toxics Reduction Strategy for internal government operations at Multnomah County and City of

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Adopting The Toxics Reduction Strategy, A Plan For Minimizing Toxic Substances Of Concern In Government Operations By Using The Precautionary Principle

**The Multnomah County Board of Commissioners Finds:**

- a. For decades, County departments have demonstrated success in seeking opportunities to prevent pollution and reduce the use of hazardous substances. The County should continue to build on these efforts and exercise leadership in utilizing safer least-toxic alternatives, when such alternatives are available, effective and affordable.
- b. On September 23, 2004, the Board of Commissioners adopted Resolution 04-140 to direct development of a Toxics Reduction Strategy jointly with the City of Portland using the Precautionary Principle.
- c. Scientific evidence points to exposures to environmental pollutants as preventable risk factors in a number of chronic diseases, disabilities and premature deaths.
- d. Further development of safer, least-toxic, alternatives to hazardous chemicals in Oregon has the potential to spur business growth, create jobs, improve public health, lower the costs of health care and special education, and protect the environment.
- e. A Toxics Reduction Strategy Workgroup with representation from Multnomah County, City of Portland, the Sustainable Development Commission, and members of the community including Metro, Oregon Center for Environmental Health, Oregon Environmental Council, Oregon Health & Science University, Portland State University and the public was convened. The Workgroup reviewed internal operations, best practices from other local governments regarding toxic reduction, and developed a set of recommended actions to support the following long-term goal:

By using the Precautionary Principle as a framework, replace toxic substances, materials or products of concern with viable least-toxic alternatives by 2020.

- f. The Oregon Department of Environmental Quality has been directed to develop a plan to eliminate persistent bioaccumulative toxics in Oregon by 2020, and local governments in Oregon are encouraged to participate.

- g. Exhibit A, "Toxics Reduction Strategy, a plan for minimizing use of toxic substances of concern in government operations by using the Precautionary Principle," meets the direction outlined in Resolution 04-140 by supporting public health and the environment through precautionary actions that seek least-toxic alternatives.

**The Multnomah County Board of Commissioners Resolves:**

1. To adopt the Toxic Reduction Strategy, a plan for minimizing toxic substances of concern in government operations by using the Precautionary Principle, attached as Exhibit A.
2. To approve formation of a Portland/Multnomah County Toxics Reduction Steering Committee as described in Part 3, Implementation of the Strategy. The Steering Committee will be comprised of key County and City staff who have relevant expertise and responsibilities, as well as external community partners who can add value to these efforts through their knowledge, experience or resources.
3. The Steering Committee, in consultation with affected County departments and City bureaus, should complete the implementation process within three months of the adoption of this resolution.
4. Using the progress reports and updates from staff working on the proposed actions, the Steering Committee will provide an annual update to the Council and Board on the City and County's overall progress.

ADOPTED this 11<sup>th</sup> day of May, 2006.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

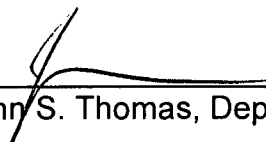
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Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By



---

John S. Thomas, Deputy County Attorney

EXHIBIT A

# City of Portland and Multnomah County



**MULTNOMAH  
COUNTY**

## **Toxics Reduction Strategy**

*A plan for minimizing use of toxic substances of concern in government operations by using the Precautionary Principle.*

*Error on  
pg iii*

Document prepared by:  
Multnomah County Sustainability Initiative  
City of Portland's Office of Sustainable Development  
Oregon Center for Environmental Health

April 25, 2006

## **Portland City Council**

Tom Potter	Mayor
Sam Adams	Commissioner
Randy Leonard	Commissioner
Dan Saltzman	Commissioner
Erik Sten	Commissioner

## **Board of County Commissioners**

Diane Linn	Chair of the Board
Maria Rojo de Steffey	District 1 Commissioner
Serena Cruz	District 2 Commissioner
Lisa Naito	District 3 Commissioner
Lonnie Roberts	District 4 Commissioner

### **For additional copies, please contact:**

City of Portland, Office of Sustainable Development  
721 NW 9th Ave., Suite 350  
Portland, Oregon 97209

Phone 503-823-7222

Or access this document at the following websites:  
[www.sustainableportland.org](http://www.sustainableportland.org)  
[www.co.multnomah.or.us/dbcs/sustainability](http://www.co.multnomah.or.us/dbcs/sustainability)

# **TOXICS REDUCTION WORKGROUP**

## **Prepared and Written by:**

Molly Chidsey, Pollution Prevention Specialist  
Multnomah County Sustainability Initiative

Michele Crim, Sustainable City Government  
City of Portland, Office of Sustainable Development

Tia Henderson, Intern  
City of Portland, Office of Sustainable Development

Neha Patel, Workgroup Appointee  
Oregon Center for Environmental Health

## **Technical Support Provided by:**

Pamela Brody-Heine, Community Volunteer  
Eco Stewardship Strategies  
Co-Chair, Sustainable Development Commission

Stephanie Farquhar, Workgroup Appointee  
Portland State University

Brendan Finn, Staff  
Commissioner Dan Saltzman's Office

Lisa Heigh, Workgroup Appointee  
Metro

Don Holmes, Staff  
City of Portland, Water Bureau

Roy Hovey, Staff  
City of Portland, Bureau of Environmental Services

Matthew Lashua, Staff  
Commissioner Rojo de Steffey's Office

Joan Rothlein, Ph.D., Workgroup Appointee  
OHSU Center for Research on Occupational and Environmental ~~Technology~~ *toxicology*

Jeanne Roy, Workgroup Appointee  
Community Member

Laura Weiss, Workgroup Appointee  
Oregon Environmental Council

April 25, 2006

Dear Friends,

Preventing pollution has long been common practice at the City of Portland and Multnomah County. For decades, City bureaus and County departments have shown great innovation in reducing the use of hazardous substances. Despite these efforts, the continued presence of toxic pollutants in our environment is troubling. We are pleased, therefore, to introduce this Toxics Reduction Strategy, which seeks to build on existing City and County efforts and exercise leadership in choosing safer alternatives whenever non-toxic methods are effective, available and affordable.

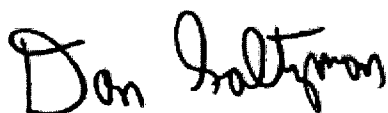
Certain environmental pollutants are well established as preventable risk factors in a number of chronic diseases, disabilities and premature deaths. Even here in our own community, low income and underserved populations are disproportionately exposed to toxic substances and pollution, and children bear greater risks of the potential resulting health affects. Further development and use of safer alternatives to hazardous substances and products in Oregon has the potential to spur business growth, create jobs, improve public health, lower the costs of health care and special education and protect the environment.

This Strategy outlines actions that will help to minimize the procurement, use and release of toxic substances in our government operations by using the framework of the Precautionary Principle as a guide. The Precautionary Principle, a fundamental aspect of environmental agreements throughout the world, offers the City and County a common-sense approach to preventing public health and environmental impacts wherever practical. By adopting this Toxics Reduction Strategy, the Portland City Council and the Multnomah County Board of Commissioners will establish a goal of replacing toxic substances, materials or products of concern with viable least-toxic alternatives by 2020. Achieving this goal will require continued action to build on existing efforts and collaboration at all levels and functions of our operations.

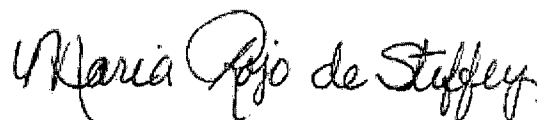
We wish to thank the City and County staff members and the individuals, organizations and professionals who provided valuable guidance on the development of this Strategy. This work would not be possible without their continued vision, expertise, innovation and dedication. Working together, we move closer to our vision of a sustainable healthy community and we lead by example, using government operations as a starting point for minimizing toxics in our community and protecting the health of our children.

Thank you for your interest in this vital issue.

Sincerely,



Dan Saltzman  
City of Portland Commissioner



Maria Rojo de Steffey  
Multnomah County Commissioner

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## Executive Summary

Many products and materials used in government operations contain toxic substances of concern. For instance, lead is still found in electronics and paints, mercury can be found in cars and fluorescent light tubes and arsenic can be found in some treated wood. Exposures to persistent, bioaccumulative and toxic pollutants (PBTs) in water, air and soil have been linked to serious health impacts, including cancer, asthma, birth defects, developmental disabilities, autism, endometriosis, and infertility (EPA, 2006; Lockwood, 2000; Collaborative for Health and Environment, 2006). The Precautionary Principle is an emerging paradigm that suggests taking precautionary measures when an activity raises threats of serious or irreversible harm, even if some of the cause-and-effect relationships are not fully established (UN, 1992; Wingspread, 1998). Such a precautionary approach involves several key components: establishing goals, seeking out and evaluating alternatives, community right-to-know reporting, full cost accounting, and developing more participatory and transparent decision-making methods.

Using the Precautionary Principle as a framework, the Toxics Reduction Strategy (Strategy) builds on existing efforts to reduce the use of toxics in government operations. In almost every category of goods or services, there are alternatives that offer reduced threats to human and environmental health. Using a systematic and documented process, staff and others with relevant expertise actively seek out and evaluate the availability, effectiveness and affordability of alternatives. With guidance from the City Council and the County Board of Commissioners, a Steering Committee facilitates the implementation of the Strategy. The Strategy outlines an initial plan that will be refined and expanded in years to come by the Steering Committee, staff, the community and other key stakeholders.

The long-term vision of the Strategy is to promote a healthy community and environment by eliminating the governmental purchase, release and use of toxic substances that present potential negative health or environmental impacts. Specifically, the Strategy establishes the goal of using the Precautionary Principle as a framework for replacing toxic substances, materials or products of concern with viable least-toxic alternatives by 2020. These efforts will be guided by the following principles:

- Use products and substances that do not contain or generate persistent bioaccumulative and toxic chemicals, heavy metals of concern, or known, probable or suspected carcinogens, mutagens, teratogens, endocrine disruptors, organ toxics or respiratory irritants.
- Use effective and progressive integrated pest management strategies to minimize reliance on pesticides of concern and to ensure careful screening of products and their application to minimize adverse impacts.
- Effectively utilize procurement tools that support toxics reduction in the purchase of all goods and services.
- Implement best management practices that support toxics reduction and proper waste management in all operations.

The vision, goal and guiding principles outline the overarching intent of the Strategy to minimize the use of toxics at the City and County, and the specific action recommendations outline first steps. Recommendations include, but are not limited to:

- Establish a purchasing policy, product specifications and boilerplate procurement language to specifically support the reduction of toxics.
- Completion of a comprehensive chemical inventory and development of a chemical management system.
- Evaluate alternative cleaning products, disinfectant practices, laundering services, light tubes, electronics, industrial paints, wheel weights, fuels, medical supplies, office supplies and building materials.
- Implement best management practices that support toxics reduction and proper waste management, such as the recycling of heavy metals and electronic wastes, and a comprehensive idle reduction program.
- Review, modify and update the Strategy on a regular basis.

In addition to minimizing potential adverse impacts to community health and the environment, other potential benefits exist, including: lowered costs related to pollution control, regulatory compliance, liability and worker safety; economic development opportunities through creating new markets for local businesses to provide safer alternative products, services, and technologies; and improved safety for emergency response personnel, especially firefighters. These efforts will enhance the quality of life in Portland, a priority for citizens who want to feel comfortable catching fish from our rivers, breathing our air and eating locally-grown foods.

# PART 1: Why a Toxics Reduction Strategy?

## Introduction

While not every chemical, whether naturally derived or synthetically manufactured, has been linked to specific health risks to people and the environment, some of these chemicals are known to be persistent and bioaccumulative, meaning they do not break down readily and tend to accumulate in living organisms. These substances may contaminate the air, the land, our food and our water. Unfortunately, toxicological data only exist for about 7% of 85,000 registered chemicals, and tens of thousands of chemicals are not even registered (Goldman & Koduru, 2000). These factors make it difficult for us to know definitively which products or toxic contaminants threaten our health and environment.

Through the emerging science of biomonitoring, the Centers for Disease Control and Prevention (CDC) has recently measured levels of 148 different metals, chemicals and their metabolites in humans, including mercury, pesticides and phthalates. According to the CDC, more research is needed to determine whether exposure levels reported are cause for health concerns (CDC, 2005). However, the presence of some of these persistent and bioaccumulative substances may have negative effects of which we are unaware. Recent studies have shown that some of these substances can impact the earliest stages of life, exposing developing fetuses to a combination of chemicals whose impacts are just beginning to be understood (Schettler, 2001). There is also great concern that exposure-related health outcomes are distributed unevenly across various sectors of society. One pivotal report, sponsored by The United Church of Christ Commission for Racial Justice, found race to be the single most important factor, more important than income, in the location of abandoned toxic waste sites (UCCCRJ, 1987).

For the purposes of this Toxics Reduction Strategy, “**toxics**” is defined as environmental pollutants that cause negative health or environmental impacts. These environmental pollutants can be in the air, water and/or land or in the indoor environment. The City and County are not limiting the term “toxics” to chemicals listed on one or more statutes or regulations.

*This definition is based on the wording used by the Environmental Protection Agency's CARE program.*

The Pacific Northwest, known for its pristine environment and high quality of life, has its share of toxic pollutants. Consider the following:

- Fourteen air pollutants in Multnomah County exceed health-based benchmarks. Six of those pollutants are more than 10 times national health standards (Multnomah County Health Department, 2003).
- The Oregon rate for asthma, which can be triggered by air toxics among other exposures, is higher than the national average (Oregon Asthma Network, 2005).
- The Willamette River is contaminated with industrial and agricultural toxics, including mercury, polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), chlorinated pesticides and dioxin. The section of the river in the heart of our city, the Portland Harbor, is listed for clean-up under the national Superfund program (Oregon DEQ, 2000; EPA, 2000).
- Certain fish species in 16 waterways in Oregon, including the Portland Harbor section of the Willamette River, contain mercury, PCBs and wood treating chemicals at levels harmful to health if consumed (Oregon Department of Human Services, 2004).
- Increasing body burdens (the level of bioaccumulation in humans) of toxic chemicals widely used as fire retardants have been found in human tissue and breast milk, including in women in the Pacific Northwest, and pose a potential public health threat to future generations (California Environmental Protection Agency, 2006; Northwest Environment Watch, 2004).
- Oregon women ranked eighth in the US for cancer incidence and mortality rate in 2001 and 2002, and Multnomah County had the third highest incidence rate in the state (545.9 per 100,000 people) (National Cancer Institute, 2001; Oregon State Cancer Registry, 2002; North American Association of Central Cancer Registries, 2005). It is important to note, however, that exposure to environmental pollutants is only one of a number of complex factors affecting cancer incidence and death rates.

Motivated by new research on toxic chemicals and their potential impacts on public and environmental health, communities across the nation are taking a proactive approach, stating their preference for safer alternatives to toxic chemicals wherever possible. In the U.S. "pollution prevention" is being adopted as a standard best practice for protecting public health, the environment and the economy. For example, from 1990 to 1999, Massachusetts companies implementing pollution prevention reported a reduction in chemical waste by 57 percent, a reduction in the use of toxic chemicals by 40 percent and a reduction in chemical emissions by 80 percent. These companies reported saving \$15 million as a result of these efforts. This figure does not include other benefits which are non-quantifiable, such as health, safety and environmental benefits, as well as other measures of well-being (Massey and Ackerman, 2002).

Historically, environmentally harmful activities have only been stopped after they have manifested extreme environmental degradation or exposed people to harm. In the cases of DDT, lead and asbestos, for instance, regulatory action took place only after disaster and disease occurred. The delay between first knowledge of harm and appropriate action to deal with it can be measured in a lower quality of life, numerous injuries and

disabilities, tremendous costs for health care and remediation, and the loss of many human lives. The Precautionary Principle has emerged as one of the leading environmental health frameworks in shaping new policy. The Precautionary Principle is an example of a preventive and protective approach to identifying potentially harmful substances and evaluating safer alternatives to their use.

Portland and Multnomah County have earned the reputation of being a "green" community through decades of work to support urban sustainability through energy efficiency, waste reduction and recycling, green building and urban habitat protection. However, more work needs to be done by local governments to reduce the community's exposure to substances that are potentially harmful to human health and our environment. This Toxics Reduction Strategy was developed as a way to integrate the Precautionary Principle into existing processes and create a plan of action to identify and use safer alternatives whenever they are available, effective, and affordable.

### **Precautionary Principle Approach to Decision Making:**

Where there are reasonable grounds for concern, the precautionary approach to decision-making is meant to help reduce the threat of serious or irreversible harm by triggering a process to select the least potential threat. The essential elements of the Precautionary Principle approach to decision-making include:

1. Anticipatory Action: Anticipatory action prevents harm. Government, business, community groups and the public share this responsibility.
2. Right to Know: The community has a right to know complete and accurate information on potential human health and environmental impacts associated with the selection of products, services, operations or plans. The burden to supply this information lies with the proponent, not with the general public.
3. Alternatives Assessment: An obligation exists to examine a full range of alternatives and select the viable alternative with the least potential impact on human health and the environment, including the alternative of doing nothing.
4. Full Cost Accounting: When evaluating potential alternatives, there is a duty to consider all the reasonably foreseeable costs, including raw materials, manufacturing, transportation, use, cleanup, eventual disposal and health costs even if such costs are not reflected in the initial price. Short-and long-term benefits and time thresholds should be considered when making decisions.
5. Participatory Decision Process: Decisions applying the Precautionary Principle must be transparent, participatory and informed by the best available information.

*From: San Francisco Precautionary Principle Ordinance, 2003.*

## Background

In 2003 and 2004, the City, County and Oregon Center for Environmental Health, along with other partners including the Sustainable Development Commission and the national BE SAFE network, hosted workshops on environmental health and the Precautionary Principle. Based on the feedback from these workshops and other stakeholders, the Sustainable Development Commission and Oregon Center for Environmental Health developed a white paper to make the case for a toxics reduction strategy at the City and County (OCEH and SDC, 2004). Ultimately, a joint resolution was adopted in September of 2004 establishing a workgroup to develop a Toxics Reduction Strategy for City and County operations, using the Precautionary Principle as a framework (see Appendix B: 2004 Resolution to Develop Toxics Reduction Strategy).

## Strategy Development

In early 2005, a Toxics Reduction Workgroup (Workgroup) was formed, comprised of representatives from the community, environmental advocacy groups, local government, business, academia, and City and County staff. This Workgroup held monthly meetings that were open to members of the community beginning in May of 2005. The Workgroup: identified toxics of most concern in the local environment based on prior assessments; interviewed several City and County bureau and department stakeholders; and documented current chemical inventory procedures and reviewed several best practices in toxics reduction (see Appendix D: Bibliography and Additional Resources). The best practice review focused on existing policies to reduce toxics that had been adopted and implemented locally as well as in other communities. This review provided the Workgroup with guidance on how best to organize the strategy, possible challenges in the application of toxics reduction and preliminary recommendations that are based on successful actions taken by other municipalities.

Multnomah County's priority-based budget setting process has enabled the County to focus on the top priorities of the community. One of these five priorities points to a healthy environment, and states that as a resident "I want to have clean, healthy neighborhoods with a vibrant sense of community."

Based on published pollutant reduction lists by the Environmental Protection Agency, Oregon Department of Environmental Quality, Washington Department of Ecology, California Environmental Protection Agency, Oregon Environmental Council, as well as input from citizens, a Priority Chemicals of Concerns list was compiled as a starting framework to guide the strategy development process (see Appendix C: Table 1).

The Sustainable City Principles, adopted by the City of Portland in 1994, include a goal to "Prevent additional pollution through planned, proactive measures rather than only corrective action. Enlist the community to focus on solutions rather than symptoms."

The Workgroup focused on gathering information on pollutants likely to be contained in chemicals and products used at the City and County and where opportunities for replacement or reduction could be readily identified. This information was compiled in a Preliminary Target List (see Appendix C: Table 2) which was used by the Workgroup to create the Strategy's initial set of recommendations. Over time, additional pollutants may be added as subsequent health data and alternative products become available.

The Workgroup also conducted staff interviews and surveys at selected bureau and department sites. Through this process the Workgroup gained a better understanding of some of the substances and products

commonly used in local government operations. The survey included a cursory review of primary chemicals used by the bureau or department and questions to gather staff suggestions on how to reduce toxics while supporting smooth working operations.

Feedback from staff revealed that:

- Support exists among employees for a toxics reduction strategy and that several departments have been innovative in reducing toxics to date;

- Staff want to actively participate and retain decision-making authority in any process that involves adopting products or practices which impact their work environment or responsibilities;
- Alternative products need to be evaluated based on their availability, durability, performance, initial and long-term cost, overall impact and their potential to create additional indirect costs; and
- Centralized procurement tools, such as product specifications, evaluation criteria and procurement guidelines, can be utilized in implementing efforts to reduce the use and impacts of toxics.

The City and County both have agency-wide sustainability projects and policies underway that support toxics reduction. For example, the County's adopted Sustainability Principles state: "Take necessary precautions to prevent toxic pollution and waste through proactive measures." Other efforts, such as the joint Sustainable Procurement Strategy, the City's Sustainable Paper Use Policy and the County's Green Cleaning Policy support further actions to reduce toxics in government operations. Below you will find a few brief examples of some of the exciting work in this area being done at the City and County.

## CITY SUCCESSES

### Chemical Substitutions

A new protocol was developed by the City's Wastewater Treatment Plant to find a less toxic alternative to disinfect wastewater effluent. Sodium Hypochlorite 12%-15% (liquid bleach) was recently substituted for the use of liquid chlorine, eliminating an extremely hazardous human and environmental health threat and resulting in nearly \$200,000 in annual savings from avoided safety and reporting requirements.

### Minimal Pesticides in Parks

City Park's Integrated Pest Management Program has been hailed nationwide as a progressive model that addresses potential impacts and has reduced reliance on pesticides. Parks also worked with Salmon-Safe, Inc. to develop best practice third-party certification standards for urban restoration efforts and land management practices that help preserve habitat and waterways for salmonids. Portland Parks is currently the only park system in the country to receive the Salmon Safe designation.

### Chemical Reductions

In an effort to reduce employee exposure to hazardous products, the City's Water Bureau conducted a complete review of chemicals, reduced their inventory by 29% and established a new chemical/product procurement process requiring a health and safety review before purchasing. Working together with the Bureau of Maintenance, an effective online Material Safety Data Sheet system was developed.

## COUNTY SUCCESSES

### Chemical Safety Reviews

As a way to evaluate the potential impact of chemical products and specify safe handling techniques for new products, a chemical review procedure was developed by the County to ensure employee safety when using chemical products in the workplace. This has been adopted as County Administrative Procedure RSK-21.

### Green Cleaners

As a part of the Sustainable Procurement Strategy, general cleaning products used in facility maintenance at the County were reviewed for their human health and environmental impacts. As a result, a Green Cleaning Policy was adopted to phase-in sustainable cleaning products and the procurement of Green Seal certified products is underway.

### Pollution Prevention in Fleet

County Fleet Maintenance shops have done significant work to incorporate Pollution Prevention into their daily operations, earning designations as a GREAT business from City of Gresham, and as an EcoLogical business by the region's Pollution Prevention Outreach Team.

Based on the Workgroup's initial findings of the pollutants of greatest concern in our region, identifying where government operations can have an impact and reviewing the efforts of peer government agencies, a collection of proposed actions have been compiled in the Recommendations section of the Strategy. These recommendations serve as an initial starting point for toxics reduction and will be evaluated and updated regularly to ensure continuous improvement.

## PART 2: Recommendations

The Toxics Reduction Strategy is intended to be a working example of the Precautionary Principle, adopting the notion that "An ounce of prevention is worth a pound of cure." More specifically, where threats of serious or irreversible damage to people or the environment exist, lack of full scientific certainty about cause and effect shall not be viewed as sufficient reason for the City or County to postpone cost-effective measures to prevent the degradation of the environment or to protect the health of its citizens. This perspective offers an approach to toxics reduction that can be used in conjunction with traditional risk assessment and risk management models.

Where there are reasonable grounds for concern, the precautionary approach to decision-making is meant to help reduce harm by triggering a process to seek alternatives that pose the least potential threat using the best information available. Gaps in scientific data uncovered by the examination of alternatives provide guideposts for future research, but should not prevent protective action from being taken by the City or County. As new scientific data become available, the City and County will review their decisions and make adjustments when warranted.

The intent of the Strategy is to provide the process framework for the City and County's efforts to reduce the use and impacts from toxic substances of concern by seeking viable least-toxic alternatives in a variety of opportunity areas. The Strategy outlines an initial plan that will be refined and expanded in years to come by the Steering Committee, City and County staff, and other key stakeholders. Staff from bureaus and departments with relevant responsibilities and expertise have the primary responsibility for investigating, evaluating and testing the viability of alternatives, and for making final recommendations for bureaus and departments to consider for implementation.

While utilizing the tenets of the Precautionary Principle, the long-term vision and goal (see below) of the Strategy are accomplished by:

- Assessing current practices and replicating those that exemplify best management practices in other bureaus and departments;
- Evaluating alternative products and practices through a transparent, participatory and informed process; and
- Preventing new toxic substances of concern from entering operations through the effective utilization of a variety of procurement and chemical management tools.

The guiding principles outlined below provide the context for these efforts and should not be construed as blanket bans or directives. It is understood that the toxicity of a product or substance is only one factor that enters into an assessment of its suitability for use. Other factors that will be considered include, but are not limited to, the impacts of a product or chemical's life cycle, costs, staffing, equipment warranties and capital investment requirements, as well as expected benefits such as savings, avoided costs, improved safety and reduced liability (see Part 3: Implementation).

In evaluating alternatives, a concerted effort will be made to utilize the hierarchy provided in the US EPA's *Pollution Prevention Act of 1990*:

- Pollution should be *prevented* or *reduced* at the source whenever feasible;
- Pollution that cannot be prevented should be *recycled* in an environmentally safe manner whenever feasible;
- Pollution that cannot be prevented or recycled should be *treated* in an environmentally safe manner whenever feasible; and
- Disposal or other release into the environment should be employed only as a last resort and should be conducted in an environmentally safe manner.

## ***Long-term Vision***

Promote a healthy community and environment by eliminating the governmental purchase, release and use of toxic substances that present potential negative health or environmental impacts.

## ***Goal***

By using the Precautionary Principle as a framework, replace toxic substances, materials or products of concern with viable least-toxic alternatives by 2020.

## ***Guiding Principles***

1. Use products and substances that do not contain or generate persistent bioaccumulative and toxic chemicals, heavy metals of concern, or known, probable or suspected carcinogens, mutagens, teratogens, endocrine disrupters, organ toxics or respiratory irritants.
2. Use effective and progressive integrated pest management strategies to minimize reliance on pesticides of concern and to ensure careful screening of products and their application to minimize adverse impacts.
3. Effectively utilize procurement tools that support toxics reduction in the purchase of all goods and services.
4. Implement best management practices that support toxics reduction and proper waste management in all operations.

## ***Proposed Actions***

The tables below provide specific preliminary actions designed to move the City and County toward achieving the Strategy's vision and goal. The Strategy, including the proposed actions, is a "living document" and will be reviewed, modified, and updated on a regular basis (see Part 3: Implementation). The recommendations outlined below provide initial steps that build on existing efforts and are not intended to serve as an exhaustive, all-inclusive list. In addition, the topical header statements (gray boxes) are meant to assist the reader in navigating the recommendations and to connect the proposed actions back to the guiding principles above. The language used for both the proposed actions and the topical header statements is intended to reflect the ideal outcome of each recommendation and should not be interpreted as a blanket directive or ban. Staff are responsible for evaluating the viability of the proposed actions and for making final recommendations for bureaus and departments to consider for implementation.

The action items are divided into Foundation Building & Ongoing, Short-term, and Mid-term actions with the general focus areas of:

- Procurement
- Use & Management
- Disposal & Recycling
- Performance Measurement
- Education & Outreach

These action items provide a road map and timeline for the initial toxics reduction efforts included in the Strategy. The timelines are meant to assist the City and County in building a comprehensive program that will effectively minimize toxics over time. The short-term actions are intended to build the foundation of the Strategy and ensure the completion of actions already underway. The mid-term actions are intended to identify more complex actions for the City and County to undertake. Throughout the implementation of the Strategy, the City and County will work to realize the Strategy's goal and inspire other local governments, businesses and the community to take action as well.

A preliminary effort has been made to identify the primary City bureau(s) and/or County department(s) that have expertise in the issue and/or whose work may be impacted by the proposed actions (italicized text following each proposed action item in the tables below). These bureaus and departments will be included on any workgroups created for the various proposed action items (see acronym legend at end of this section for clarification). In addition, staff are encouraged to invite additional co-workers, stakeholders and other persons with relevant expertise to join the groups to provide information and assistance that may add value to their work (see Part 3: Implementation for more details).

## Foundation Building & Ongoing Actions

### PROCUREMENT

### FOUNDATION BUILDING ACTIONS 2006-2010

<b>Purchases</b>	<b>Develop and utilize purchasing tools to assist the City and County in achieving the vision and goal of the Toxics Reduction Strategy.</b>
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1. In collaboration with bureaus, departments and qualified experts, develop a comprehensive list of chemicals, materials, substances and products to be banned from purchase by the City and County.
  - This list will include substances prohibited by legislation, as well as other toxic substances for which viable alternatives are available for specific applications.
  - This list will include the recently banned flame retardants pentabrominated diphenyl ether and octabrominated diphenyl ether.
  - Create a process for timely review to authorize exemptions for specific applications where no viable alternatives are available.
  - Provide training regarding the banned list to educate staff and external stakeholders involved in all types of public procurement, including small, intermediate and informal processes. Training should be incorporated into existing staff training opportunities (e.g. purchasing training) whenever possible.
  - Ensure this list is regularly reviewed, updated and communicated to staff.
  - Explore the ability to include penalties or consequences for non-compliance by vendors during the procurement process or contract term.
  
2. In collaboration with bureaus, departments and qualified experts, develop a comprehensive purchasing policy, standard specifications and procurement guidelines.
  - Assist with the development of specifications and/or guidelines regarding procuring the least toxic alternatives for materials, substances and products purchased through all types of public procurement, including small, intermediate and informal procurement.
  - In assessing economic feasibility, long-term public health and environmental considerations should be considered, as well as avoided costs, improved safety and reduced liability.
  - As part of the purchasing policy, work collaboratively with the "State Procurement Interagency Team" (created by Governor Kulongoski's sustainability Executive Order No. 06-02) to incorporate specifications for least toxic alternatives into future State solicitations.

STEERING COMMITTEE

CITY: BOP, OSD

COUNTY: CPCA, SUST

CITY: BOP, OSD

COUNTY: CPCA, SUST

3. Develop boilerplate procurement language that places the burden of proof on a vendor to demonstrate that their product(s) are safe for human health and the environment.
- Language should include requirements for the vendor to provide information sufficient to permit a reasonable evaluation of the potential human and environmental health impacts of the substances contained in the product(s) (such as full ingredient lists or third-party certification).
  - Language should give the City and County authority to make procurement decisions that, based on the Precautionary Principle, take anticipatory action to prevent harm to human health and the environment. This authority shall be in accordance with Oregon Public Contracting Code (ORS 279 A, B and C) and other relevant public procurement regulations.

CITY: BOP, OSD  
COUNTY: CPCA, SUST

## USE & MANAGEMENT

## FOUNDATION BUILDING ACTIONS 2006-2010

<b>Inventory</b>	<b>Conduct a City- and County-wide inventory to ensure the Strategy adequately addresses toxics substances of concern currently in use.</b>
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4. Departments and bureaus will conduct an inventory of all chemicals, products and substances that are used by the City and County on an annual basis.
- The inventory will include estimates of quantities or volumes used annually, as well as those that are stockpiled or no longer used, as applicable.
  - The workgroup will develop the inventory scope (e.g. what type of “products” or “substances,” which bureaus or departments will participate, etc.) and a reporting template to capture all data in electronic form.
  - Using credible resources, expertise and publicly available lists, the Steering Committee will provide technical assistance in identifying and prioritizing toxics of concern that are found in the inventoried chemicals, products and substances.
  - Inventory will include materials that become medical, biological or hazardous wastes and will document waste treatment methods (e.g. incineration).
  - Bureau and department staff will ensure that a current MSDS (Material Safety Data Sheet) is on file for all applicable chemicals, products or substances identified in the inventory.

CITY: ALL  
COUNTY: ALL

5. Based on the City- and County-wide baseline use inventory and associated toxics analysis (outlined above), the Steering Committee, in collaboration with stakeholder bureaus and departments, will:
- Review and update the action items and banned list for purchases outlined in the Toxics Reduction Strategy accordingly.
  - Include the development of procurement specifications for persistent bioaccumulative and toxic (PBT) chemicals not already addressed in these initial recommendations as future action items.

STEERING COMMITTEE

## PERF. MEASUREMENT

## FOUNDATION BUILDING ACTIONS 2011-2015

<b>Strategy Review</b>	<b>Conduct comprehensive review of progress toward achieving the goal of replacing toxic substances, materials or products of concern with viable least-toxic alternatives by 2020.</b>
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6. Create evaluation workgroup with stakeholders from the City, County and community to review and update the Strategy and incorporate any remaining actions required to achieve the goal.

STEERING COMMITTEE

## EDUCATION & OUTREACH

## ONGOING ACTIONS

7. Coordinate staff training on the Strategy and toxics reduction techniques including use of the Precautionary Principle.
- As needed, facilitate staff access to guidance from professionals with specific and relevant expertise, including other City and County staff and external parties.
  - Develop a mechanism for sharing information and programs across bureaus and departments.

STEERING COMMITTEE

8. Develop a comprehensive outreach and education program for local governments in the Portland Metro region, businesses and the community about pollution prevention techniques and using the Precautionary Principle framework for reducing and eliminating toxics.

CITY: OSD  
COUNTY: SUST

### Short-term Actions: 2006 through 2010

## PROCUREMENT

## SHORT-TERM ACTIONS 2006-2010

<b>Cleaners</b>	<b>Seek to use industrial and commercial cleaning chemicals and products that do not contain potentially harmful substances.</b>
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9. Using the County's recent cleaning products procurement and Green Cleaning Policy as a guide, the City will establish guidelines for the purchase and use of non-toxic cleaning products, including the products used by janitorial contractors.

CITY: BGS, Parks, BOP, Fire  
COUNTY: N/A

10. Seek effective, least-toxic alternatives to disinfectants containing toxic substances or presenting other human health hazards.
- Limit the purchase and use of hazardous disinfectants to only those applications where absolutely necessary (e.g. where aggressive contamination outbreaks are possible).
  - Use of hazardous disinfectants is to be done only by workers trained in the use of the particular disinfectant(s).

CITY: BGS, Parks, BOP, Fire  
COUNTY: SUST, Stores, MCSO, Health, Risk

11. Ensure all uniform laundering services contracted by the City and County use non-toxic cleaning products and processes.
- All uniform supply and laundering service contractors have, and are in compliance with, required water discharge and pre-treatment permits.
  - Any contracts or pricing agreements secured or negotiated by the City or County require PERC-free (perchloroethylene) dry cleaning processes.
  - Encourage staff to use PERC-free dry cleaning options for personal uniform laundering (e.g. public safety officers).

CITY: PS, BOP  
COUNTY: CPCA, MCSO, Health, FM

<b>Dioxin</b>	<b>Seek to use products and materials that do not create dioxins during their manufacture, use or disposal.</b>
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12. Per adopted policies on paper use, ensure all white copy/printer paper purchased and used for City and County business is "Process Chlorine Free" (PCF) and encourage the purchase of non-chlorine bleached envelopes, file folders, paper towels and toilet paper. Encourage external parties purchasing paper or ordering print jobs from the City or County to specify similar non-chlorine bleached products as applicable.

CITY: ALL, BOP, P&D

COUNTY: Stores

13. Promote the purchase of PVC-free office supplies by City and County staff.

CITY: ALL, BOP

COUNTY: CPCA, Stores

14. Inventory all PVC medical devices and gloves currently in use by County health clinics and public safety. Identify where alternatives exist, and develop and implement a phase out plan.

CITY: PS, Fire

COUNTY: Health, MCSO, SUST

<b>Mercury</b>	<b>Seek to use products that do not contain mercury including medical products, lab chemicals, dental products, consumer products (such as switches, thermostats, gauges and barometers) and vehicles.</b>
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15. Specify low-mercury lamps for all fluorescent lighting, to be recycled at the end of use.

CITY: BGS, Parks, Fire, BOP, OSD, Water, PDOT

COUNTY: FM

16. As called for under the Oregon Mercury Reduction Act of 2001, beginning in 2006:

- All new thermostats installed are mercury free.
- Ensure manufacturer adheres to requirement of mercury-free switches in new vehicle and equipment purchases.

CITY: BGS, Parks, Fleet, Fire

COUNTY: FM, CPCA, Fleet

## USE & MANAGEMENT

## SHORT-TERM ACTIONS 2006-2010

<b>Heavy Metals</b>	<b>Seek to use products that do not contain heavy metals of concern and ensure the responsible capture and recycling for those that are currently in use.</b>
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17. Inventory and label equipment and devices that contain mercury.

- Include thermostats, as required by Oregon Mercury Reduction Act of 2001.
- Develop and implement a plan to remove and/or replace with mercury-free alternatives, including switches in vehicles, traffic light signals and other equipment.

CITY: BGS, Parks, Fleet, Fire, PDOT

COUNTY: FM, Fleet

18. As the market allows, purchase and use non-toxic industrial paints, including paints used on roads, bridges and other metal structures.

CITY: PDOT, Water

COUNTY: DCM, Fleet, Bridges, FM

19. Replace lead wheel weights on City and County fleet vehicles with viable non-toxic alternatives.

CITY: Fleet  
COUNTY: Fleet

20. Increase purchase of renewable electricity for County operations, especially for electricity from sources that contribute toxic pollution to the environment, such as mercury.

CITY: N/A  
COUNTY: SUST, FM

<b>Vehicle Emissions</b>	<b>Minimize particulate matter, and other emissions of concern, from City and County vehicles and equipment.</b>
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21. Develop goals and an implementation plan to significantly increase the use of alternative fuels such as biodiesel in vehicles, as well as off-road equipment.

CITY: Fleet, large user bureaus.  
COUNTY: Fleet

22. Install retrofit emission control technologies on vehicles and equipment.

- Seek any additional financial resources as needed (i.e. grant funding).

CITY: Fleet, large user bureaus, OSD  
COUNTY: Fleet, SUST

23. Implement comprehensive emission reduction programs.

- To help achieve additional resource conservation and global warming goals, the programs should include gasoline-powered vehicles and equipment, in addition to diesel vehicles.
- Implement a comprehensive idle reduction program that includes vendors and contractors servicing the City or the County.
- Develop strategies to improve vehicle utilization, including right-sizing, efficient travel (e.g. consolidated maintenance routes, carpooling, etc.) and fuel efficiency guidelines.

CITY: Fleet, Water, BES, PDOT, Parks, PS  
COUNTY: Fleet, Transportation, Animal Control, FM, MCSO

## **DISPOSAL & RECYCLING**

## **SHORT-TERM ACTIONS 2006-2010**

<b>Heavy Metals</b>	<b>Ensure best management practices are implemented for the proper management, recycling and disposal of products containing heavy metals.</b>
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24. Recycle all mercury-containing fluorescent light tubes and non-alkaline batteries through reputable sources that can ensure heavy metals are captured.

CITY: BGS, Parks, Fleet, Fire, Water  
COUNTY: FM

25. Ensure best management practices are implemented for products or materials (typically wood and metal) that contain, or have been treated or coated with materials containing heavy metals of concern; including arsenic, lead and hexavalent chromium.

CITY: BGS, Parks, Water, BES, PDOT  
COUNTY: FM

26. Install mercury amalgam separators at County dental clinics and ensure proper disposal of collected mercury.  
CITY: N/A  
COUNTY: Health
27. Ensure best management practices are implemented for the responsible reuse, recycling and disposal of electronic wastes, including computers, monitors, peripherals, phones, printers, copiers, etc.  
CITY: BTS, P&D  
COUNTY: IT, Central Stores

## Mid-term Actions: 2011 through 2015

### PROCUREMENT

### MID-TERM ACTIONS 2011-2015

<b>PVC, Dioxins and Heavy Metals</b>	<b>Seek to use products that do not contain, release or produce polyvinyl chloride (PVC), heavy metals of concern or dioxins.</b>
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28. Identify additional opportunities to establish procurement specifications and evaluation criteria that support the use of, when feasible, PVC-free flooring, piping (including storm pipe and landscaping pipe), building materials and finishes, electronics, office and medical supplies.
- When appropriate, consider products meeting applicable third-party certifications and/or standards (e.g. Green Seal, California's Specification Section 01350, etc.).
- CITY: BOP, BGS, BTS, Fire, PDOT  
COUNTY: CPCA, FM, Stores
29. As the market allows, develop specifications for the purchase of electronics, paints and plastic products that do not contain heavy metals of concern, including lead, mercury, cadmium, chromium or arsenic.  
CITY: BOP, BTS, PDOT  
COUNTY: CPCA, IT, FREDs, Bridges, Stores
30. Develop electronic product vendor "take back" specifications for the next round(s) of City and County procurement contracts.
- Include in procurement contracts for new computers, monitors, peripherals, phones, printers and copiers.
  - Specify least-toxic components and casings.
  - Ensure responsible recycling and disposal of all components by selected "take back" vendors.
- CITY: BTS, BOP  
COUNTY: CPCA, IT, Stores
31. Continue to research all types of products for their contribution to the creation or release of heavy metals or dioxins during the manufacture, generation or disposal of such products, including electricity generated from the combustion of fossil fuels.  
CITY: BOP, OSD  
COUNTY: CPCA, SUST

<b>Flame Retardants</b>	<b>Identify any emerging alternatives for office furniture, carpets, electronics, equipment and products that are free of all toxic flame retardants.</b>
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32. Establish procurement specifications and evaluation criteria that support the use of products that do not contain the flame retardant decabromodiphenyl ether (DecaBDE) (if not already banned in the State of Oregon during this timeframe).  
CITY: BOP, OSD  
COUNTY: CPCA, SUST

<b>Vendor Practices</b>	<b>Use the government's purchasing power to influence the marketplace and encourage toxics reduction by those providing products and services to the City and County.</b>
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33. Establish procurement specifications and evaluation criteria that encourage vendors and contractors to utilize alternative fuels and/or emission control technologies that significantly reduce particulate matter and other air emissions of concern.

- Evaluate opportunities to encourage the use of alternative fuels and/or emission control technologies for garbage haulers and taxi cabs.
- Seek to require contractors to use, at a minimum, ultra-low sulfur diesel in off-road equipment.
- Develop a method for tracking progress and monitoring results.

CITY: BOP, OSD, BES, Water

COUNTY: CPCA, Fleet, Roads

34. Establish procurement specifications and evaluation criteria that encourage vendors to provide non-toxic products and services, as well as practice toxics reduction strategies in their internal business operations, including the use of alternative fuels and renewable power.

CITY: BOP, OSD

COUNTY: CPCA, SUST

## USE & MANAGEMENT

## MID-TERM ACTIONS 2011-2015

<b>Chemical Management</b>	<b>Develop and implement a jurisdiction specific City- and County-wide chemical management program for all chemicals and products containing chemicals.</b>
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35. Ensure the chemical management program addresses best practices for chemical procurement, delivery/distribution, inventorying, use (including chemical substitution research), collection, monitoring/reporting, training, treatment and disposal.

- Explore a variety of management approaches, including the model of contracting for Chemical Management Services.
- Utilize a support tool database, such as Zero Waste Alliance's Chemical Assessment and Ranking System (CARS), in conjunction with information on how chemical products are used, to assess and rank chemicals and to set goals for substitution or elimination. The database will include publicly available and well-documented information on the potential chemical hazards related to human health and safety, ecological health and ecosystem-wide impacts.
- Evaluate and update comprehensive list of chemicals, materials, substances and products that are banned from purchase or use by the City and County. Ensure this list is regularly reviewed, updated and communicated to staff.
- Establish a jurisdiction specific electronic or online Material Safety Data Sheet (MSDS) database for all bureaus and departments.
- Establish an effective method for managing inventory data, including annual use quantities and the differentiation between historical and current chemical use.
- Establish a plan to safely recycle or dispose of obsolete chemicals and products in storage.

CITY: OSD, Risk, Water, BES, PDOT, Fleet, P&D, Parks

COUNTY: SUST, Risk, FM

<b>Pesticides</b>	<b>Adopt successful and certified integrated pest management (IPM) approaches that seek to reduce reliance on pesticides of concern.</b>
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36. Develop an implementation plan to expand progressive IPM practices to all property owned, operated or maintained by the City or County.
- Include outdoor areas such as right-of-ways and indoor pest control.
  - Facilitate the City- and County-wide adoption of model management programs, as applicable. Consider those of Portland Parks and Recreation (including Salmon Safe certification), the Bureau of Environmental Services, and other jurisdictions such as the City of Bainbridge Island (WA) and the City of San Francisco.
  - Incorporate strategies and best management practices for land-use planning, landscape and park design, revegetation and invasive species removal.
  - When applicable, strive for qualified and sufficiently comprehensive third-party review that confirms the implementation of best practices.

CITY: Parks, BES, PDOT, Water, BGS  
COUNTY: FM, Roads

37. Continue identification of opportunities to reduce pesticide usage by Vector Control services provided by County to the maximum extent practicable, providing a balance with other community health needs.
- Include land use, statutes and other guidelines as part of the review criteria.
  - Include integrated pest management practices and use ORS 634.650 for guidance.

CITY: N/A  
COUNTY: Vector

<b>Heavy Metals</b>	<b>Seek to use products that are not treated or coated with heavy metals of concern or other toxic substances.</b>
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38. Continue and expand existing efforts to use alternatives to materials treated or coated with heavy metals of concern or other toxic substances, including wood and metal used for outdoor structures.

CITY: Parks, PDOT, Water  
COUNTY: FM, Roads

<b>Facility Maintenance</b>	<b>Seek to use facility maintenance products and practices the help to achieve the Toxics Reduction Strategy vision and goal.</b>
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39. Implement best management practices for maintenance and improvements done in office and other applicable space that is leased from a third-party for use by the City and County, including tenant improvements, building materials and finishes, and janitorial cleaning services.

CITY: BGS, OSD  
COUNTY: FM

40. Continue efforts to minimize chlorine use, while meeting health standards, and explore chlorine-free alternatives for the management of public swimming pools.

CITY: Parks  
COUNTY: EnvHlth

**Legend for bureau and department acronyms:**

CITY		COUNTY	
ALL	All Bureaus	ALL	All Departments
BES	Bureau of Environmental Services	Bridges	Bridge Section
BGS	Bureau of General Services	CPCA	Central Procurement and Contracts Administration
BoP	Bureau of Purchases	DCM	Department of County Management
BTS	Bureau of Technology Services	EnvHlth	Environmental Health Division
Fire	Fire Bureau	Fleet	Fleet section
Fleet	City Fleets	FREDS	Fleet, Records, Electronic, & Distribution Services
N/A	Not Applicable	Health	Health Department
OSD	Office of Sustainable Development	MCSO	Multnomah County Sheriff's Office
Parks	Parks & Recreation	N/A	Not Applicable
P&D	Printing and Distribution	Risk	Risk Management
PDOT	Office of Transportation	Roads	Land Use and Transportation Division
PS	Public Safety	Stores	Central Stores, Material Management
Risk	Risk Management	SUST	Sustainability Initiative, Department of County Management
Water	Water Bureau	Vector	Vector Control, Environmental Health Div.

## **PART 3: Implementation**

### ***Steering Committee***

A Toxics Reduction Steering Committee will facilitate and coordinate the evaluation and implementation of the proposed actions identified in the Strategy. The Steering Committee is made up of key City and County staff who have relevant expertise and responsibilities, as well as external community partners who can add value to these efforts through their knowledge, experience or resources. The Steering Committee will be convened by the City's Office of Sustainable Development and the County's Sustainability Initiative, in consultation with the leadership of affected bureaus and departments. The Steering Committee will seek feedback and guidance from additional parties with specific and relevant expertise in such areas as medicine, community health, toxicology, regulations, ecology, operations and purchasing. The Steering Committee will focus on the following key roles:

- Identify and promote current City and County programs that utilize best management practices to reduce the use of toxic substances of concern in their operations.
- Provide technical assistance and support to staff evaluating proposed actions and alternatives.
- Facilitate access to guidance from professionals with specific and relevant expertise.
- Coordinate staff training on toxics reduction techniques, including use of the Precautionary Principle.
- Prioritize and refine proposed actions to create a manageable work plan.
- Ensure recommendations strive to achieve the Strategy's goal to the maximum extent feasible, and adequately evaluate the direct and indirect costs, performance, safety and other considerations.
- Facilitate communication and collaboration among bureaus and departments in the implementation of the Strategy.
- Provide annual progress updates to City Council and the County Board.
- Identify opportunities to promote successes and solicit feedback from members of the community.
- In collaboration with affected bureaus and departments, ensure continuous improvement by reviewing and updating the Strategy as needed, and at least once every three years.

### ***Implementation Process***

While the Strategy's vision, goal and guiding principles outline the overarching intent of efforts to minimize the use of toxics at the City and County, the specific implementation process will be established by the Steering Committee. In partnership with bureaus and departments, sustainability program staff will facilitate the development of an implementation process that serves as a blueprint for implementing the proposed actions outlined in the Recommendations section of the Strategy. This implementation process is expected to include mechanisms to ensure the following key actions:

- Define proposed scope of the specific project(s).
- Identify internal and external stakeholders.
- Describe current practices.
- Research best management practices and identify potential alternatives.
- Evaluate feasible alternatives (see Alternatives Assessment & Impacts Analysis discussion below).
- Seek feedback and input from potentially affected parties and other stakeholders.
- Recommend viable alternatives (if any).
- Seek necessary approvals, as needed.
- Develop and carry out implementation plan.
- Measure and report on progress or results.

Several implementation process models have been put forward. One, based on the joint City/County Sustainable Procurement Strategy, involves the creation of action specific interagency taskforces to share resources, achieve economies of scale and facilitate the coordination of efforts between bureaus and departments. A second option would establish clear goals, while allowing individual bureaus or departments to develop their own

implementation plans. In addition, as part of the development of the Strategy, the Workgroup has developed a variety of draft guides and reporting templates to assist staff in these efforts. These materials provide a starting point for further discussion as the implementation process is finalized by the Steering Committee, in partnership with staff from affected bureaus and departments.

The implementation process should assist staff in the development of alternative policy, product or equipment recommendations (which may include continuing to use existing products and practices because viable alternatives do not exist). Instead of asking "What level of harm is acceptable?", staff are encouraged to ask questions like "How much contamination can be avoided?", "What are the alternatives to this product or activity, and are they safer?" and "Is this activity even necessary?". In general, the implementation process is expected to address the following key elements, each of which is elaborated on below:

- Staff workgroups;
- Alternatives assessment and impact analysis;
- Stakeholder review and input;
- Alternative product or practice testing;
- Implementation decisions; and
- Reporting.

#### **Staff Workgroups**

When appropriate, the Steering Committee convenes staff from the various City bureaus and County departments that are the relevant users of a particular product, chemical or practice. These workgroups are encouraged to invite additional staff and other persons with expertise in the field to join the groups to provide information and assistance that may add value to their work. Not all recommended actions will require the creation of such a workgroup. Bureau and department supervisors are expected to support the Strategy by providing staff sufficient time, as a part of their regular job duties, to meaningfully participate in the implementation of the Strategy.

Each workgroup develops a work plan including major milestones, roles and responsibilities, additional internal and/or external stakeholder identification, best management practices, proposed performance benchmark(s), staff training needs, education plans and timelines.

#### **Alternatives Assessment and Impact Analysis**

Utilize alternatives assessment as a part of process for making recommendations for the purchase of alternative products or chemicals, the implementation of best management practices, or the installation and use of new technologies. As available information allows, weigh the relative benefits and costs of the various alternatives, known as full-cost accounting. The alternatives assessment and impact analysis should consider the following (as applicable):

- |  |  |
|--|--|
| • Contains persistent, bioaccumulative and toxic (PBTs) pollutants?    | • Direct cost considerations? (e.g. product price)                   |
| • Contains carcinogen, mutagen or teratogen?                           | • Indirect cost considerations? (e.g. labor, disposal, training)     |
| • Contains endocrine disrupter?  | • Potential savings or avoided costs?                                |
| • Contains heavy metals of concern?                                    | • Bureau/Department concerns or impacts? (e.g. equipment warranties) |
| • Presents a high health hazard? (flammable, poisonous, caustic, etc.) | • Waste disposal or recycling issues?                                |
| • Contributes to global warming?                                       | • Health or safety issues minimized or created?                      |
| • Depletes the ozone layer?  | • Reduced liability?   |
| • Performance considerations?  | • Regulatory issues or requirements?                                 |
| • Availability?  | • Other relevant factors.  |
| • Manufacturer location?   |  |

In partnership with key City and County staff and individuals with relevant expertise, the Steering Committee will develop guidelines, tools, training and other materials to assist staff in doing such an analysis in a consistent and meaningful way.

#### **Stakeholder Review and Input**

Staff are responsible for seeking and considering input from potentially affected parties, both internal and external, on their proposed recommendations for policy, procedure, product or equipment changes.

#### **Alternative Product or Practice Testing**

If prudent, staff should coordinate the testing of proposed changes in chemicals, products or practices they are looking to recommend. This testing may be done as a part of the development of the workgroup's final recommendations, or it may be done as part of the implementation process after the recommendations have been approved by affected bureaus and departments.

#### **Implementation Decisions**

Staff are responsible for evaluating the viability of the proposed actions and alternatives, and for making final recommendations for bureaus and departments to consider for implementation. In some instances, a recommended alternative product or process might work for certain bureaus or departments, but not for others.

#### **Reporting**

Using the progress reports and updates from staff working on the proposed actions, the Steering Committee will provide an annual update to the Council and Board on the City and County's overall progress.

### ***Staffing Resources and Impacts***

Both the City and County face significant budget constraints and reduced staffing resources. It is understood that additional City and County resources are unlikely and that use of existing government resources is required to support this Strategy. Every effort will be made to work within existing staff resources and staff time commitments. If effective utilization of existing resources does not cover the staffing costs for the actions identified in the Strategy, staff will jointly work to seek funding from outside sources.

Joint staffing from the County's Sustainability Initiative and the City's Office of Sustainable Development will support the key Strategy efforts. In addition, staff from other bureaus and departments who are relevant users of a particular product, chemical or practice will participate in implementing the proposed actions. The amount of time that is required of bureau and department staff will depend on the complexity and the scale of the action.

Staff will set their own work and meeting schedules and will be given the flexibility to adjust their individual time commitments based on other workload priorities. It is expected that bureaus and departments will assign staff as needed and that employees will assume these duties as part of their daily work. These efforts can be done in concert with routine operations of staff and a good faith effort made not to duplicate the efforts of others.

## **Appendices**

Appendix A: Definitions

Appendix B: 2004 Resolution to Develop Toxics Reduction Strategy

Appendix C: Priority Chemical and Preliminary Target Lists

Appendix D: Bibliography and Resources

## Appendix A: Definitions

The following terms are defined for the purpose of this Toxics Reduction Strategy. These definitions are not all encompassing, but are useful "working definitions."

- **Carcinogen:** Carcinogens are defined as those chemicals listed as known, probable, or possible human carcinogens by the International Agency for Research on Cancer (IARC), the National Toxicology Program (NTP), the U.S. Environmental Protection Agency, the Occupational Health and Safety Administration, or California Proposition 65.
- **Chemical:** For the purpose of this Toxics Reduction Strategy, chemical refers to human-made or synthetic compounds that are used, released or found in products.
- **Endocrine disruptors:** Endocrine disruptors are chemicals that interfere with the normal function of hormones and the way hormones control growth, metabolism and body functions.
- **PBTs:** Persistent, bioaccumulative and toxic pollutants (PBTs) are highly toxic, long-lasting substances that can build up in the food chain to levels that are harmful to human and ecosystem health. They are associated with a range of adverse human health effects, including effects on the nervous system, reproductive and developmental problems, cancer and genetic impacts.
- **Pesticide:** A pesticide is any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest. This definition includes insecticides, herbicides, fungicides, rodenticides, and antimicrobials as well as plant growth regulators, defoliants and desiccants. All pesticides that are legal for sale are registered with the US EPA. *This definition is based on the national pesticide law, the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA).*
- **Phthalates:** A class of widely used industrial compounds known technically as dialkyl or alkyl aryl esters of 1,2-benzenedicarboxylic acid. Phthalates can be found in many consumer goods, including products made of flexible polyvinyl chloride plastic (PVC), cosmetics and other personal care goods, pesticides, building materials, lubricants, adhesives and film, among other items.
- **Pollutant:** Any substance introduced into the environment, whether natural or man-made, that causes concern because it has, or could have, adverse impacts on human or ecological health.
- **Pollution Prevention (P2):** Source reduction and other practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources, or protection of natural resources by conservation.
- **Respiratory Irritant:** Any substance including particles, vapors, gases, fumes or mist which can cause inflammation or other adverse reactions in the respiratory system (lungs, nose, mouth, larynx and trachea).
- **Sustainability:** Meeting the needs of the present without compromising the ability of future generations to meet their needs.
- **Teratogen:** A substance that interrupts or alters the normal development of a fetus, with results that are evident at birth.
- **Toxics:** For the purposes of this Toxics Reduction Strategy, "toxics" is defined as environmental pollutants that cause negative health or environmental impacts. These environmental pollutants can be in the air, water and/or land or in the indoor environment. The City and County are not limiting the term toxics to chemicals listed to one or more statutes or regulations. *This definition is based on the wording used by the Environmental Protection Agency's CARE program.*

## **Appendix B: 2004 Resolution to Develop Toxics Reduction Strategy**

The following resolution was adopted jointly by both the City of Portland and Multnomah County in September of 2004, directing the development this Toxics Reduction Strategy. While the text shown below is the County's resolution, the City adopted an almost identical version concurrently.

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### **RESOLUTION NO. 04-140**

Recognizing National Pollution Prevention Week and Directing Development of a Toxics Reduction Strategy Jointly with the City of Portland Using the Precautionary Principle

#### **The Multnomah County Board of Commissioners Finds:**

- a. On April 20, 2004, the Sustainable Development Commission of Portland and Multnomah County (SDC) and the Oregon Center for Environmental Health sponsored the *Precautionary Principle Workshop: A New Approach for Protecting Human Health and the Environment*, about toxic pollution prevention.
- b. The Precautionary Principle is an effective policy framework for decision-making to prevent harm to human health and the environment, and states that "Where threats of serious or irreversible harm to people or nature exist, anticipatory action will be taken to prevent damages to human and environmental health, even when full scientific certainty about cause and effect is not available, with the intent of safeguarding the quality of life for current and future generations."
- c. The attached SDC report, *Precautionary Approaches for Health and the Environment*, finds that every Multnomah County resident has an equal right to a safe and healthy environment; but considerable evidence suggests this right is compromised, including the following:
  - o An estimated 700 contaminants are present and accumulate within the human body, many of them toxics that have known health risks.
  - o Cancer, asthma, birth defects, developmental disabilities, autism, endometriosis, and infertility are becoming increasingly common and are linked to toxic exposures from the environment.
  - o Children suffer disproportionately from environmental health risks and toxic pollution.
  - o Low income and politically marginalized communities are disproportionately exposed to toxic substances and pollution.
- d. Toxic substances have a profound negative impact on the indoor and outdoor environment, as shown by SDC report findings that:
  - o A section of the lower Willamette River is listed as a Superfund site, designating it as one of the most polluted rivers in the country. River sediment is polluted with unsafe levels of toxics, including mercury, PCBs, dioxins, DDT, as well as pesticides and herbicides.
  - o Fish from the Willamette and Columbia Rivers are contaminated with toxic pollutants at high levels resulting in consumption advisories from the Oregon Department of Health and Human Services.
  - o Fourteen air toxics in Multnomah County exceed health-based benchmarks, with six pollutants more than ten times national health standards.

- e. Several regional governments have taken precautionary approaches to reduce toxic pollution, including the City of San Francisco, City of Oakland, City of Seattle, and the State of Washington.
- f. The Oregon Department of Environmental Quality has been directed to develop a plan to eliminate persistent bioaccumulative toxics in Oregon by 2020, and local governments in Oregon are encouraged to participate.
- g. Multnomah County has made progress in the area of toxics use reduction by including green building strategies, initiation of a pollution prevention program, eco-certification of fleet shops, and promoting best practices for pollution prevention through a water quality program.
- h. The County has adopted that support pollution prevention, including the Local Action Plan on Global Warming (Resolution 01-052), Sustainable Procurement Strategy (Resolution 02-058), and Sustainability Principles (Resolution 04-019) The Sustainability Principles state that Multnomah County will "Take necessary precautions to prevent toxic pollution and waste through proactive measures."
- i. Preventing toxic pollution is economically sustainable; and as indicated in the SDC report:
  - o Toxic substances have negative impacts at all stages of the product life cycle, including manufacture, use, and disposal.
  - o Pollution prevention lowers business costs related to pollution control, liability, and worker safety.
  - o Quality of life, a key reason businesses locate in the Portland Metropolitan area, is associated with social, economic and environmental indicators.
  - o Costs to society for diseases related to toxic substances such as loss of wages, increased expense for special education and medical treatment can be reduced.
  - o A Toxics Reduction Strategy would initiate economic development by creating new opportunities for local business to provide safer alternative products, processes, and technologies.
- j. Multnomah County considers prevention of toxic pollution a high priority for action to reduce risk to public and environmental health, and intends by this resolution to encourage the reduction of use of toxic substances through pollution prevention and by utilizing the precautionary principle.

**The Multnomah County Board of Commissioners Resolves:**

1. The Board, in honor of National Pollution Prevention Week, recognizes the work that has been done to date by Multnomah County and the City of Portland to support reduction and elimination of public and environmental exposures to toxic pollutants.
2. The County, under the leadership of Commissioner Maria Rojo de Steffey, will participate in a workgroup to create a Toxics Reduction Strategy for government operations using the precautionary principle. The workgroup will include delegates from the City of Portland, Multnomah County, SDC and the community. The Sustainability Division of the Department of Business and Community Services will work with the workgroup, SDC, appropriate County departments, and the City of Portland to support this effort.
3. This Toxics Reduction Strategy should identify short-term and long-range goals for toxics reduction in government operations, actions to support those goals and be completed within one year of adoption of this resolution.

## ***Appendix C: Priority Chemical and Preliminary Target Lists***

The following Priority Chemical and Preliminary Target Lists are primarily comprised of pollutants listed on existing, published source lists prioritized by international, national and state government agencies, other municipalities and non-government groups. Table 1: Priority Chemicals of Concern is a working compendium of toxic chemicals identified by the Strategy Workgroup. This list is intended to be a resource for staff implementing the Strategy and requires further investigation on potential use and presence, if any, in City and County operations. Table 2: Preliminary Target List are pollutants identified by the Workgroup likely to be contained in chemicals and products used at the City and County and where opportunities for replacement or reduction could be readily identified and used. This list was used by the Workgroup to create the Strategy's initial set of recommendations.

The primary focus of the Strategy's toxics reduction efforts is in consumable products. Many of the toxic chemicals in these lists are constituents within products used (or potentially used) by City and County operations. Toxic chemicals may also be found in durable goods and may pose a risk to human and/or environmental health. For example, polybrominated diphenyl ethers (PBDE) are flame retardants used in furniture and other durable goods. They are bioaccumulative chemicals found throughout the environment, including the human body.

Some consumables may also produce by-products that are more toxic than the original chemical. For example, diesel fuel used in heavy machinery and vehicles produces exhaust that is harmful to human health. In identifying diesel as a chemical of concern, we may be able to incorporate new technologies and alternative fuels that will reduce or eliminate diesel exhaust.

These lists are intended to identify initial opportunities for toxics reduction where the City and County can have a positive impact. They are not intended to represent a list of banned substances. In addition, source list references have been provided as a resource to be used by the City and County to identify future opportunities to replace toxic substances, materials and products of concern with viable least-toxic alternatives. Over time, additional chemicals and/or source lists may be added as further information becomes available.

**Table 1. Priority Chemicals of Concern** - See next page for sources.

A working compendium of toxic chemicals identified by the Toxics Reduction Strategy (TRS) Workgroup, based on pollutants listed on existing, published source lists prioritized by international, national and state government agencies, other municipalities and non-government groups. This list is intended to be a resource for workgroups implementing this Strategy and requires further investigation on potential use and presence, if any, in City and County operations.

## **CHEMICALS**

### **Pesticides**

2,4-Dichlorophenoxyacetic acid (2,4, D)<sup>5</sup>

### **Organochlorines**

Endosulfan<sup>3</sup>  
Dicofol<sup>3</sup>  
Lindane<sup>11</sup>  
Methoxychlor<sup>3,13</sup>  
Pentachlorophenol<sup>9,11</sup>  
Heptachlor and Heptachlor epoxide<sup>3,8,11</sup>

### **Organophosphates**

Chlorpyrifos<sup>5</sup>  
Malathion<sup>5</sup>  
Parathion<sup>5</sup>  
Pendimethalin<sup>3</sup>  
Pentachlorobenzene/  
pentachloronitrobenzene  
(PCNB)<sup>3,4,14</sup>  
Tetrachlorobenzene,<sup>2,3,5,6</sup>  
Trifluralin<sup>3,14</sup>

### **Solvents**

Trichloroethylene (TCE)  
<sup>5,11,12</sup>  
Trichloroethane (TCA)<sup>5</sup>  
Benzene<sup>6,11,12,13</sup>  
Hexachlorobenzene<sup>1,2,3,8,11</sup>  
Hexachlorobutadiene<sup>3</sup>  
Perchloroethylene<sup>5,10</sup>

### **Metals**

Arsenic<sup>7,11,12,13</sup>  
Cadmium<sup>3,4,11,12,13,14</sup>  
Chromium (Hexavalent VI)<sup>5,11,12,13</sup>  
Lead<sup>1,2,3,4,5,6,7,11,12,14</sup>  
Mercury<sup>1,2,3,4,5,6,7,11,12,14</sup>

### **Other Endocrine disruptors<sup>7,9,10</sup>**

Nonylphenol/4-nonylphenol  
(branched)<sup>3</sup>  
Bisphenol-A<sup>6,9</sup>

### **Brominated flame retardants (BFR)<sup>5,6,7</sup>**

Octabrominated diphenyl  
ether (OctaBDE)  
Decabromodiphenyl ether  
(DecaBDE)  
Pentabromodiphenyl ether  
(PBDE)  
Tetrabromobisphenol A<sup>3</sup>

### **Volatile organic chemicals (VOCs)<sup>7</sup>**

### **Irritants**

Acrolein<sup>6,12,13</sup>

### **Polyaromatic Hydrocarbons (PAHs) <sup>3,4,10,13</sup>**

Benzo(a)pyrene<sup>1,2,11</sup>

### **Dioxins and Furans**

<sup>1,2,3,4,5,6,7,8,9,11,12,13,14</sup>

### **Naphthalenes<sup>3,11,14</sup>**

### **Perfluorooctane sulfonates (PFOS)<sup>3,7,11</sup>**

### **Phthalate esters<sup>3,5,6,7,11</sup>**

Di(2-ethylhexyl)phthalate (DEHP)  
Di-isodecyl phthalate (DIDP)  
Di-n-hexyl phthalate (DnHP)

Formaldehyde<sup>5,6,11,12,13</sup>

Vinyl chloride<sup>7,11,12</sup>

Chlorine<sup>12,13</sup>

Styrene<sup>9</sup>  
and Octachlorostyrene<sup>1,2</sup>

### **Contaminant Source Mixtures**

Particulate Matter (PM)<sup>7</sup>  
Diesel fuel exhaust<sup>6,7,9,10,11,12,13</sup>

### **Legacy Chemicals\***

Aldrin/dieldrin<sup>1,2,3,11</sup>  
Chlordane<sup>1,2,3,11</sup>  
Chlordecone (Kepone)<sup>3,11</sup>  
DDT, DDD, DDE<sup>1,2,3,11</sup>  
PCBs<sup>1,2,3,4,8,11,12,14</sup>  
Endrin<sup>8,11</sup>  
Mirex<sup>1,2,8,11</sup>  
Toxaphene<sup>1,2,3,8</sup>

\* Most uses of the Legacy Chemicals have been banned in the United States. However, these chemicals are bioaccumulative and do not break down easily in our environment. Future actions on the Legacy Chemicals will likely be focused on ensuring no stockpiles exist at City and County facilities and the proper management of contaminated sites.

## Priority Chemical of Concern Source Lists:

These source lists are subject to change with the availability of additional resources. Therefore, this list shall be reviewed regularly to determine whether new resources should be used.

1. Environmental Protection Agency (EPA), *First 12 Priority PBT's "Dirty Dozen"*, retrieved July, 2005, from <http://www.epa.gov/pbt/pubs/accomp99.htm> .
2. Oregon Department of Environmental Quality, *P2 for Persistent, Bioaccumulative Toxic Pollutants (PBT's)*, retrieved July, 2005 from <http://www.deq.state.or.us/nwr/epoc/ch2.htm> .
3. WA Department of Ecology, *Persistent Bioaccumulative Toxins (PBT List Section)*, retrieved Sept., 2005 from [http://www.ecy.wa.gov/laws-rules/wac173333/p0407\\_cont\\_a.pdf](http://www.ecy.wa.gov/laws-rules/wac173333/p0407_cont_a.pdf) .
4. Dieckhoner, T., City of Seattle, *PBT Reduction Strategy: Progress Report to City Council*, retrieved Sept., 2005 from <http://www.ci.seattle.wa.us/environment/Documents/PBTStrategy3-07-03.pdf> .
5. Tolman, S., The Commonwealth of Massachusetts, *An Act for A Healthy Massachusetts: Safer Alternatives to Toxic Chemicals*, retrieved July, 2005 from <http://www.mass.gov/legis/bills/senate/st00/st00553.htm> .
6. Oregon Environmental Council, *Children at Risk: How Toxic Chemicals Threaten Oregon's Children and What We Can Do About It*, retrieved Oct., 2005 from [www.oeconline.org/kidshealth/childrenatrisk](http://www.oeconline.org/kidshealth/childrenatrisk).
7. Toxic Reduction Strategy Workgroup recommendations September 2005 until January 2006.
8. United Nations Environment Program (UNEP), *Stockholm Convention Persistent Organic Pollutants*, retrieved Jan. 2006 from [http://www.pops.int/documents/guidance/beg\\_guide.pdf](http://www.pops.int/documents/guidance/beg_guide.pdf) .
9. Community stakeholder input - Chemicals/products and practices suggested by local citizens.
10. Oregon Partnership for Cancer Control (2005), Oregon Comprehensive Cancer Plan, retrieved July, 2005, <http://www.oregon.gov/DHS/ph/cancer/docs/cancerplan/cplan05.pdf> .
11. State of California, Environmental Protection Agency, Office of Environmental Health Hazard Assessment, Safe Drinking Water and Toxic Enforcement Act of 1986 (Prop 65), *Chemicals known to the State to cause cancer or reproductive toxicity, February 3, 2006*, retrieved March 2006 from [http://www.oehha.ca.gov/prop65/prop65\\_list/files/P65single20306.pdf](http://www.oehha.ca.gov/prop65/prop65_list/files/P65single20306.pdf) .
12. Oregon Department of Environmental Quality, Oregon Air Toxics Program, Notice of Proposed Rule Making, *Ambient Benchmarks for 49 air toxics*, retrieved March, 2006 [http://www.deq.state.or.us/news/publicnotices/uploaded/060207\\_5621\\_05-AQ-002\\_Benchmarks.pdf](http://www.deq.state.or.us/news/publicnotices/uploaded/060207_5621_05-AQ-002_Benchmarks.pdf) .
13. State of California, Environmental Protection Agency, Office of Environmental Health Hazard Assessment, *All chronic reference exposure levels adopted by OEHHA as of February 2005*, retrieved March, 2006 from [http://www.oehha.ca.gov/air/chronic\\_rels/AllChrels.html](http://www.oehha.ca.gov/air/chronic_rels/AllChrels.html) .
14. Environmental Protection Agency (EPA), National Partnership for Environmental Priorities, *31 Priority Chemicals*, retrieved March, 2006 from <http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>.

**Table 2. Preliminary Target List**

Pollutants identified by the Workgroup likely to be contained in chemicals and products used at the City and County and where opportunities for replacement or reduction could be readily identified. This list was used by the Workgroup to create the Strategy's initial set of recommendations.

Chemical	Environmental & Health Considerations (all from <a href="http://www.osha.gov">http://www.osha.gov</a> unless indicated)	Potential Sources
Arsenic	Replaces phosphate in cell functions. Carcinogen, reproductive and circulatory problems.	Treated wood, playgrounds.
Brominated Flame Retardants including PentaBDE, OctaBDE and DecaBDE	Persistent, bioaccumulative toxic., possible developmental neurotoxicity ( <a href="http://www.ec.gc.ca/">http://www.ec.gc.ca/</a> ) ( <a href="http://www.ehponline.org/members/2003/6559/6559.html">http://www.ehponline.org/members/2003/6559/6559.html</a> )	Flame retardants in electronics, furniture, textiles.
Cadmium	Carcinogen, kidney damage, possible reproductive effects.	Batteries, industrial batteries-servers, emergency backup, substations, computer monitors, autobody refinishing.
Chromium (Hexavalent VI)	Heavy metal, carcinogen.	Chromates used as pigments for photography, in pyrotechnics, dyes, paints, inks, and plastics. They can also be used for stainless steel production, textile dyes, wood preservation, leather tanning, and as anti-corrosion coatings.
Diesel Exhaust	Exhaust contains air pollutants that exacerbate asthma, emphysema, allergies, potential carcinogen.	Fleet, construction, generators, coal fired plants
Dioxins/Furans	Endocrine disruptors, reproductive effects, carcinogen, persistent, bioaccumulative. ( <a href="http://www.cfsan.fda.gov">www.cfsan.fda.gov</a> ).	Dioxins are unintentionally formed during a variety of industrial processes that include chlorinated substances. Medical and hazardous waste incineration, backyard burning, biomass combustion, diesel exhaust, pesticide manufacturing, paper production, oil, PCB production, water and electrical system piping and conduit.
Lead	Heavy metal, Stored in bone, travels across placenta. Linked to wide range of health effects including cancer, brain damage, muscle weakness, sterility ( <a href="http://www.epa.gov">www.epa.gov</a> )	Batteries, lead paint on water tanks, bridges, dams and parts. Lead joint compound - Water Department. Cathode ray tube – computers and televisions.
Mercury	Heavy metal, neurotoxin, leads to brain, lung, kidney damage.	Dental amalgam, thermostats in buildings, car trunk switches, medical devices, fluorescent lamps, batteries, coal-fired plants emissions
Perchloroethylene	Skin, liver, and kidney damage, and possibly cancer. The inhalation of the chemical has been shown to cause numerous health effects such as dizziness, loss of coordination, memory loss, and blistering of skin.	Dry-cleaning chemical
Pesticides with serious acute, chronic, or sub-lethal impacts to human health and environment, including EPA Toxicity Category I and Category II	Multiple problems depending on chemical: possible carcinogens, endocrine disruptors, neurotoxins, many are persistent, bioaccumulative.	Golf courses, parks, anti-microbial disinfectants (correctional facilities, health clinics), landscape maintenance, interior pest management
Vinyl Chloride	Vinyl chloride (VC) is manufactured exclusively for polymerization into polyvinyl chloride (PVC), a plastic which across its life cycle - from manufacture to use to disposal - PVC relies upon and creates chemicals that are potentially hazardous to humans and the environment, including mercury, lead, dioxin, cancer-causing vinyl chloride monomer (VCM) and phthalates. <a href="http://www.ehponline.org">http://www.ehponline.org</a> <a href="http://www.besafenet.com">http://www.besafenet.com</a>	PVC Medical devices (can also contain phthalates), plastic products (office supplies, electronics, furniture, carpets, etc), building materials

## Appendix D: Bibliography and Resources

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## **Additional Resources for Further Information:**

### **PRECAUTIONARY PRINCIPLE**

"The Precautionary Principle in Action: A Handbook"  
[www.sehn.org/rtdocs/handbook-rtf.rtf](http://www.sehn.org/rtdocs/handbook-rtf.rtf)

"Putting Precaution into Practice: Implementing the Precautionary Principle" [www.sehn.org/pppractc.html](http://www.sehn.org/pppractc.html)

San Francisco Department of the Environment:  
[www.sfenvironment.com/aboutus/innovative/pp/](http://www.sfenvironment.com/aboutus/innovative/pp/)

Seattle Precautionary Principle Working Group white paper:  
[www.iceh.org/pdfs/CHE-WA/PrecautionaryPrinciple/PPWhitePaper.pdf](http://www.iceh.org/pdfs/CHE-WA/PrecautionaryPrinciple/PPWhitePaper.pdf)

The Louisville Charter for Safer Chemicals  
[www.louisvillecharter.org/](http://www.louisvillecharter.org/)

### **REPORTS**

"Precautionary Approaches for Health and the Environment: Making the Case for a Toxic Reduction Strategy and Portland and Multnomah County":  
[http://www.oregon-health.org/precaution\\_resources.html](http://www.oregon-health.org/precaution_resources.html)

"The Toxic Gap," Oregon Environmental Council:  
[www.orcouncil.org/reports/toxic%20gap%20report.PDF](http://www.orcouncil.org/reports/toxic%20gap%20report.PDF)

The Environmental Health of Multnomah County", Multnomah County Health Department:  
[www.mchealth.org/enviroreport/](http://www.mchealth.org/enviroreport/)

Chemicals of Concern in King County  
[www.govlink.org/hazwaste/publications/COC\\_Report.pdf](http://www.govlink.org/hazwaste/publications/COC_Report.pdf)

CDC National Report on Human Exposure to Environmental Chemicals  
[www.cdc.gov/exposurereport/](http://www.cdc.gov/exposurereport/)

"Body Burden- The Pollution in Newborns"  
[www.ewg.org/reports/bodyburden2/](http://www.ewg.org/reports/bodyburden2/)

### **ECONOMICS AND TOXICS REDUCTION**

"Prospering With Precaution," Tufts University:  
[http://ase.tufts.edu/gdae/policy\\_research/PrecautionReport02.htm](http://ase.tufts.edu/gdae/policy_research/PrecautionReport02.htm)

"Pricing the Priceless: Cost Benefit Analysis of Environmental Protection:"  
[www.healthytomorrow.org/pdf/priceless.pdf](http://www.healthytomorrow.org/pdf/priceless.pdf)

### **PBT REDUCTION STRATEGIES/RESOURCES**

Oregon Department of Environmental Quality Toxics Reduction Strategy:  
[www.deq.state.or.us/news/ToxicStrategyEQCFinal.pdf](http://www.deq.state.or.us/news/ToxicStrategyEQCFinal.pdf)

Washington State Department of Ecology Proposal Strategy to Continually Reduce Persistent, Bioaccumulative Toxins (PBT's) in Washington State:  
[www.ecy.wa.gov/pubs/0003054.pdf](http://www.ecy.wa.gov/pubs/0003054.pdf)

City of Seattle PBT Reduction Strategy  
<http://seattle.gov/environment/Documents/PBTStrategy3-07-03.pdf>

New Hampshire Dioxin Reduction Strategy  
[www.des.state.nh.us/ARD/Dioxin/strategy.pdf](http://www.des.state.nh.us/ARD/Dioxin/strategy.pdf)

Oregon Department of Environmental Quality- Mercury Reduction Strategy  
[www.deq.state.or.us/wmc/factsheets/mercuryreductionstrategyfs.pdf](http://www.deq.state.or.us/wmc/factsheets/mercuryreductionstrategyfs.pdf)

Washington State Mercury Action Plan  
[www.ecy.wa.gov/biblio/0203016.html](http://www.ecy.wa.gov/biblio/0203016.html)

Detailed Study of Non-Mercury Alternatives as an Environmental Attribute  
[www.mercurypolicy.org/new/documents/NonMercuryAlternativesUSMilitary0206.pdf](http://www.mercurypolicy.org/new/documents/NonMercuryAlternativesUSMilitary0206.pdf)

### **PESTICIDE RESOURCES**

Salmon-Safe High Risk Pesticide List  
[www.salmonsafe.org/urban/salmonsafe-urban54.pdf](http://www.salmonsafe.org/urban/salmonsafe-urban54.pdf)  
page 23

EPA List of Chemicals Evaluated for Carcinogenic Potential  
[www.epa.gov/pesticides/carlist/](http://www.epa.gov/pesticides/carlist/)

San Francisco Reduced-Risk Pesticide List  
[www.sfenvironment.com/aboutus/innovative/ipm/pest\\_list05/index.htm](http://www.sfenvironment.com/aboutus/innovative/ipm/pest_list05/index.htm)

EPA 25b Minimum Risk Pesticides  
[www.epa.gov/opppbpd1/biopesticides/regtools/25b\\_list.htm](http://www.epa.gov/opppbpd1/biopesticides/regtools/25b_list.htm)

Pesticide Action Network Database  
[www.pesticideinfo.org/Index.html](http://www.pesticideinfo.org/Index.html)

Oregon State University – National Pesticide Information Center  
<http://npic.orst.edu/tech.htm>

Pesticide Free Parks  
[www.pesticide.org/portland/PFPhome.html](http://www.pesticide.org/portland/PFPhome.html)

Northwest Coalition to the Alternatives to Pesticides  
[www.pesticide.org/](http://www.pesticide.org/)

### **PURCHASING POLICIES/RESOURCES**

Portland / Multnomah County Sustainable Procurement Strategy  
[www.co.multnomah.or.us/dbcs/sustainability/](http://www.co.multnomah.or.us/dbcs/sustainability/)

City of Seattle's PBT Purchasing Resolution  
[www.healthybuilding.net/pdf/municipal\\_purchasing/Seattle\\_pbt\\_res\\_02.pdf](http://www.healthybuilding.net/pdf/municipal_purchasing/Seattle_pbt_res_02.pdf)

Green Purchasing in King County  
[www.govpro.com/Newsletters/Images/1005King.pdf](http://www.govpro.com/Newsletters/Images/1005King.pdf)

City of Olympia's Pesticide and PBT Purchasing  
Resolution  
[www.watoxics.org/content/pdf/OLY\\_Res\\_FINAL.pdf](http://www.watoxics.org/content/pdf/OLY_Res_FINAL.pdf)

City of San Francisco Less Toxic Purchasing  
[www.sfenvironment.com/aboutus/innovative/epp/index.htm](http://www.sfenvironment.com/aboutus/innovative/epp/index.htm)

Electronic Product Environmental Assessment Tool  
[www.epeat.net/](http://www.epeat.net/)

Inform Purchasing for Pollution Prevention  
[www.informinc.org/p3\\_00.php](http://www.informinc.org/p3_00.php)

Green Seal Certified Products  
[www.greenseal.org/certproducts.htm](http://www.greenseal.org/certproducts.htm)

## **USEFUL WEBSITES**

Science and Environmental Health Network website:  
[www.ci.sf.ca.us/sfenvironment/index.htm](http://www.ci.sf.ca.us/sfenvironment/index.htm)

Oregon Center for Environmental Health:  
[www.oregon-health.org](http://www.oregon-health.org)

Multnomah County Sustainability Initiative  
[www.co.multnomah.or.us/dbcs/sustainability/](http://www.co.multnomah.or.us/dbcs/sustainability/)

#1

**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: May 11, 2006

SUBJECT: Toxics Reduction Strategy - R-3

---

AGENDA NUMBER OR TOPIC: Adoption of Toxics Reduction Strategy

FOR: X AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Neha Patel

ADDRESS: 819 SE Morrison, Suite 285

CITY/STATE/ZIP: PDX 97214

PHONE: DAYS: 503-233-1510 EVES: \_\_\_\_\_

EMAIL: Neha@oregon-health.org FAX: 503-233-1528

SPECIFIC ISSUE: \_\_\_\_\_

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WRITTEN TESTIMONY: \_\_\_\_\_

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**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.

#2

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: 5/11/06

SUBJECT: TOXICS REDUCTION STRATEGY

AGENDA NUMBER OR TOPIC: R-3

FOR: ☒ AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM  
NAME: KENT SNYDER - SUSTAINABLE DEVELOPMENT  
ADDRESS: 424 NW 19TH AVE COMMISSION

CITY/STATE/ZIP: PORTLAND OR 97209

PHONE: DAYS: 503 225 0880

EVES: \_\_\_\_\_

EMAIL: ksnyder@ksnyder

FAX: \_\_\_\_\_

SPECIFIC ISSUE: \_\_\_\_\_

WRITTEN TESTIMONY: \_\_\_\_\_

**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.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 06-073**

Adopting the Toxics Reduction Strategy, a Plan for Minimizing Toxic Substances of Concern in Government Operations by Using the Precautionary Principle

**The Multnomah County Board of Commissioners Finds:**

- a. For decades, County departments have demonstrated success in seeking opportunities to prevent pollution and reduce the use of hazardous substances. The County should continue to build on these efforts and exercise leadership in utilizing safer least-toxic alternatives, when such alternatives are available, effective and affordable.
- b. On September 23, 2004, the Board of Commissioners adopted Resolution 04-140 to direct development of a Toxics Reduction Strategy jointly with the City of Portland using the Precautionary Principle.
- c. Scientific evidence points to exposures to environmental pollutants as preventable risk factors in a number of chronic diseases, disabilities and premature deaths.
- d. Further development of safer, least-toxic, alternatives to hazardous chemicals in Oregon has the potential to spur business growth, create jobs, improve public health, lower the costs of health care and special education, and protect the environment.
- e. A Toxics Reduction Strategy Workgroup with representation from Multnomah County, City of Portland, the Sustainable Development Commission, and members of the community including Metro, Oregon Center for Environmental Health, Oregon Environmental Council, Oregon Health & Science University, Portland State University and the public was convened. The Workgroup reviewed internal operations, best practices from other local governments regarding toxic reduction, and developed a set of recommended actions to support the following long-term goal:

By using the Precautionary Principle as a framework,  
replace toxic substances, materials or products of concern  
with viable least-toxic alternatives by 2020.
- f. The Oregon Department of Environmental Quality has been directed to develop a plan to eliminate persistent bioaccumulative toxics in Oregon by 2020, and local governments in Oregon are encouraged to participate.

- g. Exhibit A, "Toxics Reduction Strategy, a plan for minimizing use of toxic substances of concern in government operations by using the Precautionary Principle," meets the direction outlined in Resolution 04-140 by supporting public health and the environment through precautionary actions that seek least-toxic alternatives.

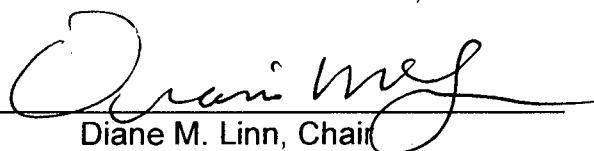
**The Multnomah County Board of Commissioners Resolves:**

1. To adopt the Toxic Reduction Strategy, a plan for minimizing toxic substances of concern in government operations by using the Precautionary Principle, attached as Exhibit A.
2. To approve formation of a Portland/Multnomah County Toxics Reduction Steering Committee as described in Part 3, Implementation of the Strategy. The Steering Committee will be comprised of key County and City staff who have relevant expertise and responsibilities, as well as external community partners who can add value to these efforts through their knowledge, experience or resources.
3. The Steering Committee, in consultation with affected County departments and City bureaus, should complete the implementation process within three months of the adoption of this resolution.
4. Using the progress reports and updates from staff working on the proposed actions, the Steering Committee will provide an annual update to the Council and Board on the City and County's overall progress.

ADOPTED this 11th day of May, 2006.



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, Deputy County Attorney

EXHIBIT A

**City of Portland  
and  
Multnomah County**



**Toxics Reduction Strategy**

*A plan for minimizing use of toxic substances of concern in government operations by using the Precautionary Principle.*

Document prepared by:  
Multnomah County Sustainability Initiative  
City of Portland's Office of Sustainable Development  
Oregon Center for Environmental Health

April 25, 2006

## **Portland City Council**

Tom Potter	Mayor
Sam Adams	Commissioner
Randy Leonard	Commissioner
Dan Saltzman	Commissioner
Erik Sten	Commissioner

## **Board of County Commissioners**

Diane Linn	Chair of the Board
Maria Rojo de Steffey	District 1 Commissioner
Serena Cruz	District 2 Commissioner
Lisa Naito	District 3 Commissioner
Lonnie Roberts	District 4 Commissioner

### **For additional copies, please contact:**

City of Portland, Office of Sustainable Development  
721 NW 9th Ave., Suite 350  
Portland, Oregon 97209

Phone 503-823-7222

Or access this document at the following websites:

[www.sustainableportland.org](http://www.sustainableportland.org)  
[www.co.multnomah.or.us/dbcs/sustainability](http://www.co.multnomah.or.us/dbcs/sustainability)

# **TOXICS REDUCTION WORKGROUP**

## **Prepared and Written by:**

Molly Chidsey, Pollution Prevention Specialist  
Multnomah County Sustainability Initiative

Michele Crim, Sustainable City Government  
City of Portland, Office of Sustainable Development

Tia Henderson, Intern  
City of Portland, Office of Sustainable Development

Neha Patel, Workgroup Appointee  
Oregon Center for Environmental Health

## **Technical Support Provided by:**

Pamela Brody-Heine, Community Volunteer  
Eco Stewardship Strategies  
Co-Chair, Sustainable Development Commission

Stephanie Farquhar, Workgroup Appointee  
Portland State University

Brendan Finn, Staff  
Commissioner Dan Saltzman's Office

Lisa Heigh, Workgroup Appointee  
Metro

Don Holmes, Staff  
City of Portland, Water Bureau

Roy Hovey, Staff  
City of Portland, Bureau of Environmental Services

Matthew Lashua, Staff  
Commissioner Rojo de Steffey's Office

Joan Rothlein, Ph.D., Workgroup Appointee  
OHSU Center for Research on Occupational and Environmental Toxicology

Jeanne Roy, Workgroup Appointee  
Community Member

Laura Weiss, Workgroup Appointee  
Oregon Environmental Council

April 25, 2006

Dear Friends,

Preventing pollution has long been common practice at the City of Portland and Multnomah County. For decades, City bureaus and County departments have shown great innovation in reducing the use of hazardous substances. Despite these efforts, the continued presence of toxic pollutants in our environment is troubling. We are pleased, therefore, to introduce this Toxics Reduction Strategy, which seeks to build on existing City and County efforts and exercise leadership in choosing safer alternatives whenever non-toxic methods are effective, available and affordable.

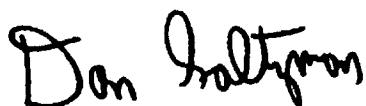
Certain environmental pollutants are well established as preventable risk factors in a number of chronic diseases, disabilities and premature deaths. Even here in our own community, low income and underserved populations are disproportionately exposed to toxic substances and pollution, and children bear greater risks of the potential resulting health affects. Further development and use of safer alternatives to hazardous substances and products in Oregon has the potential to spur business growth, create jobs, improve public health, lower the costs of health care and special education and protect the environment.

This Strategy outlines actions that will help to minimize the procurement, use and release of toxic substances in our government operations by using the framework of the Precautionary Principle as a guide. The Precautionary Principle, a fundamental aspect of environmental agreements throughout the world, offers the City and County a common-sense approach to preventing public health and environmental impacts wherever practical. By adopting this Toxics Reduction Strategy, the Portland City Council and the Multnomah County Board of Commissioners will establish a goal of replacing toxic substances, materials or products of concern with viable least-toxic alternatives by 2020. Achieving this goal will require continued action to build on existing efforts and collaboration at all levels and functions of our operations.

We wish to thank the City and County staff members and the individuals, organizations and professionals who provided valuable guidance on the development of this Strategy. This work would not be possible without their continued vision, expertise, innovation and dedication. Working together, we move closer to our vision of a sustainable healthy community and we lead by example, using government operations as a starting point for minimizing toxics in our community and protecting the health of our children.

Thank you for your interest in this vital issue.

Sincerely,



Dan Saltzman  
City of Portland Commissioner



Maria Rojo de Steffey  
Multnomah County Commissioner

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## Executive Summary

Many products and materials used in government operations contain toxic substances of concern. For instance, lead is still found in electronics and paints, mercury can be found in cars and fluorescent light tubes and arsenic can be found in some treated wood. Exposures to persistent, bioaccumulative and toxic pollutants (PBTs) in water, air and soil have been linked to serious health impacts, including cancer, asthma, birth defects, developmental disabilities, autism, endometriosis, and infertility (EPA, 2006; Lockwood, 2000; Collaborative for Health and Environment, 2006). The Precautionary Principle is an emerging paradigm that suggests taking precautionary measures when an activity raises threats of serious or irreversible harm, even if some of the cause-and-effect relationships are not fully established (UN, 1992; Wingspread, 1998). Such a precautionary approach involves several key components: establishing goals, seeking out and evaluating alternatives, community right-to-know reporting, full cost accounting, and developing more participatory and transparent decision-making methods.

Using the Precautionary Principle as a framework, the Toxics Reduction Strategy (Strategy) builds on existing efforts to reduce the use of toxics in government operations. In almost every category of goods or services, there are alternatives that offer reduced threats to human and environmental health. Using a systematic and documented process, staff and others with relevant expertise actively seek out and evaluate the availability, effectiveness and affordability of alternatives. With guidance from the City Council and the County Board of Commissioners, a Steering Committee facilitates the implementation of the Strategy. The Strategy outlines an initial plan that will be refined and expanded in years to come by the Steering Committee, staff, the community and other key stakeholders.

The long-term vision of the Strategy is to promote a healthy community and environment by eliminating the governmental purchase, release and use of toxic substances that present potential negative health or environmental impacts. Specifically, the Strategy establishes the goal of using the Precautionary Principle as a framework for replacing toxic substances, materials or products of concern with viable least-toxic alternatives by 2020. These efforts will be guided by the following principles:

- Use products and substances that do not contain or generate persistent bioaccumulative and toxic chemicals, heavy metals of concern, or known, probable or suspected carcinogens, mutagens, teratogens, endocrine disruptors, organ toxics or respiratory irritants.
- Use effective and progressive integrated pest management strategies to minimize reliance on pesticides of concern and to ensure careful screening of products and their application to minimize adverse impacts.
- Effectively utilize procurement tools that support toxics reduction in the purchase of all goods and services.
- Implement best management practices that support toxics reduction and proper waste management in all operations.

The vision, goal and guiding principles outline the overarching intent of the Strategy to minimize the use of toxics at the City and County, and the specific action recommendations outline first steps. Recommendations include, but are not limited to:

- Establish a purchasing policy, product specifications and boilerplate procurement language to specifically support the reduction of toxics.
- Completion of a comprehensive chemical inventory and development of a chemical management system.
- Evaluate alternative cleaning products, disinfectant practices, laundering services, light tubes, electronics, industrial paints, wheel weights, fuels, medical supplies, office supplies and building materials.
- Implement best management practices that support toxics reduction and proper waste management, such as the recycling of heavy metals and electronic wastes, and a comprehensive idle reduction program.
- Review, modify and update the Strategy on a regular basis.

In addition to minimizing potential adverse impacts to community health and the environment, other potential benefits exist, including: lowered costs related to pollution control, regulatory compliance, liability and worker safety; economic development opportunities through creating new markets for local businesses to provide safer alternative products, services, and technologies; and improved safety for emergency response personnel, especially firefighters. These efforts will enhance the quality of life in Portland, a priority for citizens who want to feel comfortable catching fish from our rivers, breathing our air and eating locally-grown foods.

# PART 1: Why a Toxics Reduction Strategy?

## Introduction

While not every chemical, whether naturally derived or synthetically manufactured, has been linked to specific health risks to people and the environment, some of these chemicals are known to be persistent and bioaccumulative, meaning they do not break down readily and tend to accumulate in living organisms. These substances may contaminate the air, the land, our food and our water. Unfortunately, toxicological data only exist for about 7% of 85,000 registered chemicals, and tens of thousand of chemicals are not even registered (Goldman & Koduru, 2000). These factors make it difficult for us to know definitively which products or toxic contaminants threaten our health and environment.

Through the emerging science of biomonitoring, the Centers for Disease Control and Prevention (CDC) has recently measured levels of 148 different metals, chemicals and their metabolites in humans, including mercury, pesticides and phthalates. According to the CDC, more research is needed to determine whether exposure levels reported are cause for health concerns (CDC, 2005). However, the presence of some of these persistent and bioaccumulative substances may have negative effects of which we are unaware. Recent studies have shown that some of these substances can impact the earliest stages of life, exposing developing fetuses to a combination of chemicals whose impacts are just beginning to be understood (Schettler, 2001). There is also great concern that exposure-related health outcomes are distributed unevenly across various sectors of society. One pivotal report, sponsored by The United Church of Christ Commission for Racial Justice, found race to be the single most important factor, more important than income, in the location of abandoned toxic waste sites (UCCCRJ, 1987).

For the purposes of this Toxics Reduction Strategy, “**toxics**” is defined as environmental pollutants that cause negative health or environmental impacts. These environmental pollutants can be in the air, water and/or land or in the indoor environment. The City and County are not limiting the term “toxics” to chemicals listed on one or more statutes or regulations.

*This definition is based on the wording used by the Environmental Protection Agency's CARE program.*

The Pacific Northwest, known for its pristine environment and high quality of life, has its share of toxic pollutants. Consider the following:

- Fourteen air pollutants in Multnomah County exceed health-based benchmarks. Six of those pollutants are more than 10 times national health standards (Multnomah County Health Department, 2003).
- The Oregon rate for asthma, which can be triggered by air toxics among other exposures, is higher than the national average (Oregon Asthma Network, 2005).
- The Willamette River is contaminated with industrial and agricultural toxics, including mercury, polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), chlorinated pesticides and dioxin. The section of the river in the heart of our city, the Portland Harbor, is listed for clean-up under the national Superfund program (Oregon DEQ, 2000; EPA, 2000).
- Certain fish species in 16 waterways in Oregon, including the Portland Harbor section of the Willamette River, contain mercury, PCBs and wood treating chemicals at levels harmful to health if consumed (Oregon Department of Human Services, 2004).
- Increasing body burdens (the level of bioaccumulation in humans) of toxic chemicals widely used as fire retardants have been found in human tissue and breast milk, including in women in the Pacific Northwest, and pose a potential public health threat to future generations (California Environmental Protection Agency, 2006; Northwest Environment Watch, 2004).
- Oregon women ranked eighth in the US for cancer incidence and mortality rate in 2001 and 2002, and Multnomah County had the third highest incidence rate in the state (545.9 per 100,000 people) (National Cancer Institute, 2001; Oregon State Cancer Registry, 2002; North American Association of Central Cancer Registries, 2005). It is important to note, however, that exposure to environmental pollutants is only one of a number of complex factors affecting cancer incidence and death rates.

Motivated by new research on toxic chemicals and their potential impacts on public and environmental health, communities across the nation are taking a proactive approach, stating their preference for safer alternatives to toxic chemicals wherever possible. In the U.S. "pollution prevention" is being adopted as a standard best practice for protecting public health, the environment and the economy. For example, from 1990 to 1999, Massachusetts companies implementing pollution prevention reported a reduction in chemical waste by 57 percent, a reduction in the use of toxic chemicals by 40 percent and a reduction in chemical emissions by 80 percent. These companies reported saving \$15 million as a result of these efforts. This figure does not include other benefits which are non-quantifiable, such as health, safety and environmental benefits, as well as other measures of well-being (Massey and Ackerman, 2002).

Historically, environmentally harmful activities have only been stopped after they have manifested extreme environmental degradation or exposed people to harm. In the cases of DDT, lead and asbestos, for instance, regulatory action took place only after disaster and disease occurred. The delay between first knowledge of harm and appropriate action to deal with it can be measured in a lower quality of life, numerous injuries and

#### **Precautionary Principle Approach to Decision Making:**

Where there are reasonable grounds for concern, the precautionary approach to decision-making is meant to help reduce the threat of serious or irreversible harm by triggering a process to select the least potential threat. The essential elements of the Precautionary Principle approach to decision-making include:

1. Anticipatory Action: Anticipatory action prevents harm. Government, business, community groups and the public share this responsibility.
2. Right to Know: The community has a right to know complete and accurate information on potential human health and environmental impacts associated with the selection of products, services, operations or plans. The burden to supply this information lies with the proponent, not with the general public.
3. Alternatives Assessment: An obligation exists to examine a full range of alternatives and select the viable alternative with the least potential impact on human health and the environment, including the alternative of doing nothing.
4. Full Cost Accounting: When evaluating potential alternatives, there is a duty to consider all the reasonably foreseeable costs, including raw materials, manufacturing, transportation, use, cleanup, eventual disposal and health costs even if such costs are not reflected in the initial price. Short-and long-term benefits and time thresholds should be considered when making decisions.
5. Participatory Decision Process: Decisions applying the Precautionary Principle must be transparent, participatory and informed by the best available information.

*From: San Francisco Precautionary Principle Ordinance, 2003.*

disabilities, tremendous costs for health care and remediation, and the loss of many human lives. The Precautionary Principle has emerged as one of the leading environmental health frameworks in shaping new policy. The Precautionary Principle is an example of a preventive and protective approach to identifying potentially harmful substances and evaluating safer alternatives to their use.

Portland and Multnomah County have earned the reputation of being a "green" community through decades of work to support urban sustainability through energy efficiency, waste reduction and recycling, green building and urban habitat protection. However, more work needs to be done by local governments to reduce the community's exposure to substances that are potentially harmful to human health and our environment. This Toxics Reduction Strategy was developed as a way to integrate the Precautionary Principle into existing processes and create a plan of action to identify and use safer alternatives whenever they are available, effective, and affordable.

## Background

In 2003 and 2004, the City, County and Oregon Center for Environmental Health, along with other partners including the Sustainable Development Commission and the national BE SAFE network, hosted workshops on environmental health and the Precautionary Principle. Based on the feedback from these workshops and other stakeholders, the Sustainable Development Commission and Oregon Center for Environmental Health developed a white paper to make the case for a toxics reduction strategy at the City and County (OCEH and SDC, 2004). Ultimately, a joint resolution was adopted in September of 2004 establishing a workgroup to develop a Toxics Reduction Strategy for City and County operations, using the Precautionary Principle as a framework (see Appendix B: 2004 Resolution to Develop Toxics Reduction Strategy).

## Strategy Development

In early 2005, a Toxics Reduction Workgroup (Workgroup) was formed, comprised of representatives from the community, environmental advocacy groups, local government, business, academia, and City and County staff. This Workgroup held monthly meetings that were open to members of the community beginning in May of 2005. The Workgroup: identified toxics of most concern in the local environment based on prior assessments; interviewed several City and County bureau and department stakeholders; and documented current chemical inventory procedures and reviewed several best practices in toxics reduction (see Appendix D: Bibliography and Additional Resources).

The best practice review focused on existing policies to reduce toxics that had been adopted and implemented locally as well as in other communities. This review provided the Workgroup with guidance on how best to organize the strategy, possible challenges in the application of toxics reduction and preliminary recommendations that are based on successful actions taken by other municipalities.

Based on published pollutant reduction lists by the Environmental Protection Agency, Oregon Department of Environmental Quality, Washington Department of Ecology, California Environmental Protection Agency, Oregon Environmental Council, as well as input from citizens, a Priority Chemicals of Concerns list was compiled as a starting framework to guide the strategy development process (see Appendix C: Table 1).

The Sustainable City Principles, adopted by the City of Portland in 1994, include a goal to "Prevent additional pollution through planned, proactive measures rather than only corrective action. Enlist the community to focus on solutions rather than symptoms."

The Workgroup focused on gathering information on pollutants likely to be contained in chemicals and products used at the City and County and where opportunities for replacement or reduction could be readily identified. This information was compiled in a Preliminary Target List (see Appendix C: Table 2) which was used by the Workgroup to create the Strategy's initial set of recommendations. Over time, additional pollutants may be added as subsequent health data and alternative products become available.

The Workgroup also conducted staff interviews and surveys at selected bureau and department sites. Through this process the Workgroup gained a better understanding of some of the substances and products

commonly used in local government operations. The survey included a cursory review of primary chemicals used by the bureau or department and questions to gather staff suggestions on how to reduce toxics while supporting smooth working operations.

Feedback from staff revealed that:

- Support exists among employees for a toxics reduction strategy and that several departments have been innovative in reducing toxics to date;

Multnomah County's priority-based budget setting process has enabled the County to focus on the top priorities of the community. One of these five priorities points to a healthy environment, and states that as a resident "I want to have clean, healthy neighborhoods with a vibrant sense of community."

- Staff want to actively participate and retain decision-making authority in any process that involves adopting products or practices which impact their work environment or responsibilities;
- Alternative products need to be evaluated based on their availability, durability, performance, initial and long-term cost, overall impact and their potential to create additional indirect costs; and
- Centralized procurement tools, such as product specifications, evaluation criteria and procurement guidelines, can be utilized in implementing efforts to reduce the use and impacts of toxics.

The City and County both have agency-wide sustainability projects and policies underway that support toxics reduction. For example, the County's adopted Sustainability Principles state: "Take necessary precautions to prevent toxic pollution and waste through proactive measures." Other efforts, such as the joint Sustainable Procurement Strategy, the City's Sustainable Paper Use Policy and the County's Green Cleaning Policy support further actions to reduce toxics in government operations. Below you will find a few brief examples of some of the exciting work in this area being done at the City and County.

## **CITY SUCCESSES**

<b><u>Chemical Substitutions</u></b>	<b><u>Minimal Pesticides in Parks</u></b>	<b><u>Chemical Reductions</u></b>
A new protocol was developed by the City's Wastewater Treatment Plant to find a less toxic alternative to disinfect wastewater effluent. Sodium Hypochlorite 12%-15% (liquid bleach) was recently substituted for the use of liquid chlorine, eliminating an extremely hazardous human and environmental health threat and resulting in nearly \$200,000 in annual savings from avoided safety and reporting requirements.	City Park's Integrated Pest Management Program has been hailed nationwide as a progressive model that addresses potential impacts and has reduced reliance on pesticides. Parks also worked with Salmon-Safe, Inc. to develop best practice third-party certification standards for urban restoration efforts and land management practices that help preserve habitat and waterways for salmonids. Portland Parks is currently the only park system in the country to receive the Salmon Safe designation.	In an effort to reduce employee exposure to hazardous products, the City's Water Bureau conducted a complete review of chemicals, reduced their inventory by 29% and established a new chemical/product procurement process requiring a health and safety review before purchasing. Working together with the Bureau of Maintenance, an effective online Material Safety Data Sheet system was developed.

## **COUNTY SUCCESSES**

<b><u>Chemical Safety Reviews</u></b>	<b><u>Green Cleaners</u></b>	<b><u>Pollution Prevention in Fleet</u></b>
As a way to evaluate the potential impact of chemical products and specify safe handling techniques for new products, a chemical review procedure was developed by the County to ensure employee safety when using chemical products in the workplace. This has been adopted as County Administrative Procedure RSK-21.	As a part of the Sustainable Procurement Strategy, general cleaning products used in facility maintenance at the County were reviewed for their human health and environmental impacts. As a result, a Green Cleaning Policy was adopted to phase-in sustainable cleaning products and the procurement of Green Seal certified products is underway.	County Fleet Maintenance shops have done significant work to incorporate Pollution Prevention into their daily operations, earning designations as a GREAT business from City of Gresham, and as an EcoLogical business by the region's Pollution Prevention Outreach Team.

Based on the Workgroup's initial findings of the pollutants of greatest concern in our region, identifying where government operations can have an impact and reviewing the efforts of peer government agencies, a collection of proposed actions have been compiled in the Recommendations section of the Strategy. These recommendations serve as an initial starting point for toxics reduction and will be evaluated and updated regularly to ensure continuous improvement.

## PART 2: Recommendations

The Toxics Reduction Strategy is intended to be a working example of the Precautionary Principle, adopting the notion that "An ounce of prevention is worth a pound of cure." More specifically, where threats of serious or irreversible damage to people or the environment exist, lack of full scientific certainty about cause and effect shall not be viewed as sufficient reason for the City or County to postpone cost-effective measures to prevent the degradation of the environment or to protect the health of its citizens. This perspective offers an approach to toxics reduction that can be used in conjunction with traditional risk assessment and risk management models.

Where there are reasonable grounds for concern, the precautionary approach to decision-making is meant to help reduce harm by triggering a process to seek alternatives that pose the least potential threat using the best information available. Gaps in scientific data uncovered by the examination of alternatives provide guideposts for future research, but should not prevent protective action from being taken by the City or County. As new scientific data become available, the City and County will review their decisions and make adjustments when warranted.

The intent of the Strategy is to provide the process framework for the City and County's efforts to reduce the use and impacts from toxic substances of concern by seeking viable least-toxic alternatives in a variety of opportunity areas. The Strategy outlines an initial plan that will be refined and expanded in years to come by the Steering Committee, City and County staff, and other key stakeholders. Staff from bureaus and departments with relevant responsibilities and expertise have the primary responsibility for investigating, evaluating and testing the viability of alternatives, and for making final recommendations for bureaus and departments to consider for implementation.

While utilizing the tenets of the Precautionary Principle, the long-term vision and goal (see below) of the Strategy are accomplished by:

- Assessing current practices and replicating those that exemplify best management practices in other bureaus and departments;
- Evaluating alternative products and practices through a transparent, participatory and informed process; and
- Preventing new toxic substances of concern from entering operations through the effective utilization of a variety of procurement and chemical management tools.

The guiding principles outlined below provide the context for these efforts and should not be construed as blanket bans or directives. It is understood that the toxicity of a product or substance is only one factor that enters into an assessment of its suitability for use. Other factors that will be considered include, but are not limited to, the impacts of a product or chemical's life cycle, costs, staffing, equipment warranties and capital investment requirements, as well as expected benefits such as savings, avoided costs, improved safety and reduced liability (see Part 3: Implementation).

In evaluating alternatives, a concerted effort will be made to utilize the hierarchy provided in the US EPA's *Pollution Prevention Act of 1990*:

- Pollution should be *prevented* or *reduced* at the source whenever feasible;
- Pollution that cannot be prevented should be *recycled* in an environmentally safe manner whenever feasible;
- Pollution that cannot be prevented or recycled should be *treated* in an environmentally safe manner whenever feasible; and
- Disposal or other release into the environment should be employed only as a last resort and should be conducted in an environmentally safe manner.

## ***Long-term Vision***

Promote a healthy community and environment by eliminating the governmental purchase, release and use of toxic substances that present potential negative health or environmental impacts.

## ***Goal***

By using the Precautionary Principle as a framework, replace toxic substances, materials or products of concern with viable least-toxic alternatives by 2020.

## ***Guiding Principles***

1. Use products and substances that do not contain or generate persistent bioaccumulative and toxic chemicals, heavy metals of concern, or known, probable or suspected carcinogens, mutagens, teratogens, endocrine disrupters, organ toxics or respiratory irritants.
2. Use effective and progressive integrated pest management strategies to minimize reliance on pesticides of concern and to ensure careful screening of products and their application to minimize adverse impacts.
3. Effectively utilize procurement tools that support toxics reduction in the purchase of all goods and services.
4. Implement best management practices that support toxics reduction and proper waste management in all operations.

## ***Proposed Actions***

The tables below provide specific preliminary actions designed to move the City and County toward achieving the Strategy's vision and goal. The Strategy, including the proposed actions, is a "living document" and will be reviewed, modified, and updated on a regular basis (see Part 3: Implementation). The recommendations outlined below provide initial steps that build on existing efforts and are not intended to serve as an exhaustive, all-inclusive list. In addition, the topical header statements (gray boxes) are meant to assist the reader in navigating the recommendations and to connect the proposed actions back to the guiding principles above. The language used for both the proposed actions and the topical header statements is intended to reflect the ideal outcome of each recommendation and should not be interpreted as a blanket directive or ban. Staff are responsible for evaluating the viability of the proposed actions and for making final recommendations for bureaus and departments to consider for implementation.

The action items are divided into Foundation Building & Ongoing, Short-term, and Mid-term actions with the general focus areas of:

- Procurement
- Use & Management
- Disposal & Recycling
- Performance Measurement
- Education & Outreach

These action items provide a road map and timeline for the initial toxics reduction efforts included in the Strategy. The timelines are meant to assist the City and County in building a comprehensive program that will effectively minimize toxics over time. The short-term actions are intended to build the foundation of the Strategy and ensure the completion of actions already underway. The mid-term actions are intended to identify more complex actions for the City and County to undertake. Throughout the implementation of the Strategy, the City and County will work to realize the Strategy's goal and inspire other local governments, businesses and the community to take action as well.

A preliminary effort has been made to identify the primary City bureau(s) and/or County department(s) that have expertise in the issue and/or whose work may be impacted by the proposed actions (italicized text following each proposed action item in the tables below). These bureaus and departments will be included on any workgroups created for the various proposed action items (see acronym legend at end of this section for clarification). In addition, staff are encouraged to invite additional co-workers, stakeholders and other persons with relevant expertise to join the groups to provide information and assistance that may add value to their work (see Part 3: Implementation for more details).

## Foundation Building & Ongoing Actions

### PROCUREMENT

### FOUNDATION BUILDING ACTIONS 2006-2010

<b>Purchases</b>	<b>Develop and utilize purchasing tools to assist the City and County in achieving the vision and goal of the Toxics Reduction Strategy.</b>
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1. In collaboration with bureaus, departments and qualified experts, develop a comprehensive list of chemicals, materials, substances and products to be banned from purchase by the City and County.
  - This list will include substances prohibited by legislation, as well as other toxic substances for which viable alternatives are available for specific applications.
  - This list will include the recently banned flame retardants pentabrominated diphenyl ether and octabrominated diphenyl ether.
  - Create a process for timely review to authorize exemptions for specific applications where no viable alternatives are available.
  - Provide training regarding the banned list to educate staff and external stakeholders involved in all types of public procurement, including small, intermediate and informal processes. Training should be incorporated into existing staff training opportunities (e.g. purchasing training) whenever possible.
  - Ensure this list is regularly reviewed, updated and communicated to staff.
  - Explore the ability to include penalties or consequences for non-compliance by vendors during the procurement process or contract term.
  
2. In collaboration with bureaus, departments and qualified experts, develop a comprehensive purchasing policy, standard specifications and procurement guidelines.
  - Assist with the development of specifications and/or guidelines regarding procuring the least toxic alternatives for materials, substances and products purchased through all types of public procurement, including small, intermediate and informal procurement.
  - In assessing economic feasibility, long-term public health and environmental considerations should be considered, as well as avoided costs, improved safety and reduced liability.
  - As part of the purchasing policy, work collaboratively with the "State Procurement Interagency Team" (created by Governor Kulongoski's sustainability Executive Order No. 06-02) to incorporate specifications for least toxic alternatives into future State solicitations.

STEERING COMMITTEE

CITY: BOP, OSD

COUNTY: CPCA, SUST

CITY: BOP, OSD

COUNTY: CPCA, SUST

3. Develop boilerplate procurement language that places the burden of proof on a vendor to demonstrate that their product(s) are safe for human health and the environment.
- Language should include requirements for the vendor to provide information sufficient to permit a reasonable evaluation of the potential human and environmental health impacts of the substances contained in the product(s) (such as full ingredient lists or third-party certification).
  - Language should give the City and County authority to make procurement decisions that, based on the Precautionary Principle, take anticipatory action to prevent harm to human health and the environment. This authority shall be in accordance with Oregon Public Contracting Code (ORS 279 A, B and C) and other relevant public procurement regulations.

CITY: BOP, OSD  
COUNTY: CPCA, SUST

## USE & MANAGEMENT

## FOUNDATION BUILDING ACTIONS 2006-2010

<b>Inventory</b>	<b>Conduct a City- and County-wide inventory to ensure the Strategy adequately addresses toxics substances of concern currently in use.</b>
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4. Departments and bureaus will conduct an inventory of all chemicals, products and substances that are used by the City and County on an annual basis.
- The inventory will include estimates of quantities or volumes used annually, as well as those that are stockpiled or no longer used, as applicable.
  - The workgroup will develop the inventory scope (e.g. what type of "products" or "substances," which bureaus or departments will participate, etc.) and a reporting template to capture all data in electronic form.
  - Using credible resources, expertise and publicly available lists, the Steering Committee will provide technical assistance in identifying and prioritizing toxics of concern that are found in the inventoried chemicals, products and substances.
  - Inventory will include materials that become medical, biological or hazardous wastes and will document waste treatment methods (e.g. incineration).
  - Bureau and department staff will ensure that a current MSDS (Material Safety Data Sheet) is on file for all applicable chemicals, products or substances identified in the inventory.

CITY: ALL  
COUNTY: ALL

5. Based on the City- and County-wide baseline use inventory and associated toxics analysis (outlined above), the Steering Committee, in collaboration with stakeholder bureaus and departments, will:
- Review and update the action items and banned list for purchases outlined in the Toxics Reduction Strategy accordingly.
  - Include the development of procurement specifications for persistent bioaccumulative and toxic (PBT) chemicals not already addressed in these initial recommendations as future action items.

STEERING COMMITTEE

## PERF. MEASUREMENT

## FOUNDATION BUILDING ACTIONS 2011-2015

<b>Strategy Review</b>	<b>Conduct comprehensive review of progress toward achieving the goal of replacing toxic substances, materials or products of concern with viable least-toxic alternatives by 2020.</b>
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6. Create evaluation workgroup with stakeholders from the City, County and community to review and update the Strategy and incorporate any remaining actions required to achieve the goal.

STEERING COMMITTEE

## EDUCATION & OUTREACH

## ONGOING ACTIONS

7. Coordinate staff training on the Strategy and toxics reduction techniques including use of the Precautionary Principle.
  - As needed, facilitate staff access to guidance from professionals with specific and relevant expertise, including other City and County staff and external parties.
  - Develop a mechanism for sharing information and programs across bureaus and departments.

STEERING COMMITTEE

8. Develop a comprehensive outreach and education program for local governments in the Portland Metro region, businesses and the community about pollution prevention techniques and using the Precautionary Principle framework for reducing and eliminating toxics.

CITY: OSD  
COUNTY: SUST

### Short-term Actions: 2006 through 2010

## PROCUREMENT

## SHORT-TERM ACTIONS 2006-2010

<b>Cleaners</b>	<b>Seek to use industrial and commercial cleaning chemicals and products that do not contain potentially harmful substances.</b>
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9. Using the County's recent cleaning products procurement and Green Cleaning Policy as a guide, the City will establish guidelines for the purchase and use of non-toxic cleaning products, including the products used by janitorial contractors.

CITY: BGS, Parks, BOP, Fire  
COUNTY: N/A

10. Seek effective, least-toxic alternatives to disinfectants containing toxic substances or presenting other human health hazards.
  - Limit the purchase and use of hazardous disinfectants to only those applications where absolutely necessary (e.g. where aggressive contamination outbreaks are possible).
  - Use of hazardous disinfectants is to be done only by workers trained in the use of the particular disinfectant(s).

CITY: BGS, Parks, BOP, Fire  
COUNTY: SUST, Stores, MCSO, Health, Risk

11. Ensure all uniform laundering services contracted by the City and County use non-toxic cleaning products and processes.
  - All uniform supply and laundering service contractors have, and are in compliance with, required water discharge and pre-treatment permits.
  - Any contracts or pricing agreements secured or negotiated by the City or County require PERC-free (perchloroethylene) dry cleaning processes.
  - Encourage staff to use PERC-free dry cleaning options for personal uniform laundering (e.g. public safety officers).

CITY: PS, BOP  
COUNTY: CPCA, MCSO, Health, FM

<b>Dioxin</b>	<b>Seek to use products and materials that do not create dioxins during their manufacture, use or disposal.</b>
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12. Per adopted policies on paper use, ensure all white copy/printer paper purchased and used for City and County business is "Process Chlorine Free" (PCF) and encourage the purchase of non-chlorine bleached envelopes, file folders, paper towels and toilet paper. Encourage external parties purchasing paper or ordering print jobs from the City or County to specify similar non-chlorine bleached products as applicable.

CITY: ALL, BOP, P&D

COUNTY: Stores

13. Promote the purchase of PVC-free office supplies by City and County staff.

CITY: ALL, BOP

COUNTY: CPCA, Stores

14. Inventory all PVC medical devices and gloves currently in use by County health clinics and public safety. Identify where alternatives exist, and develop and implement a phase out plan.

CITY: PS, Fire

COUNTY: Health, MCSO, SUST

<b>Mercury</b>	<b>Seek to use products that do not contain mercury including medical products, lab chemicals, dental products, consumer products (such as switches, thermostats, gauges and barometers) and vehicles.</b>
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15. Specify low-mercury lamps for all fluorescent lighting, to be recycled at the end of use.

CITY: BGS, Parks, Fire, BOP, OSD, Water, PDOT

COUNTY: FM

16. As called for under the Oregon Mercury Reduction Act of 2001, beginning in 2006:

- All new thermostats installed are mercury free.
- Ensure manufacturer adheres to requirement of mercury-free switches in new vehicle and equipment purchases.

CITY: BGS, Parks, Fleet, Fire

COUNTY: FM, CPCA, Fleet

## USE & MANAGEMENT

## SHORT-TERM ACTIONS 2006-2010

<b>Heavy Metals</b>	<b>Seek to use products that do not contain heavy metals of concern and ensure the responsible capture and recycling for those that are currently in use.</b>
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17. Inventory and label equipment and devices that contain mercury.
- Include thermostats, as required by Oregon Mercury Reduction Act of 2001.
  - Develop and implement a plan to remove and/or replace with mercury-free alternatives, including switches in vehicles, traffic light signals and other equipment.

CITY: BGS, Parks, Fleet, Fire, PDOT

COUNTY: FM, Fleet

18. As the market allows, purchase and use non-toxic industrial paints, including paints used on roads, bridges and other metal structures.

CITY: PDOT, Water

COUNTY: DCM, Fleet, Bridges, FM

19. Replace lead wheel weights on City and County fleet vehicles with viable non-toxic alternatives.

CITY: Fleet  
COUNTY: Fleet

20. Increase purchase of renewable electricity for County operations, especially for electricity from sources that contribute toxic pollution to the environment, such as mercury.

CITY: N/A  
COUNTY: SUST, FM

<b>Vehicle Emissions</b>	<b>Minimize particulate matter, and other emissions of concern, from City and County vehicles and equipment.</b>
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21. Develop goals and an implementation plan to significantly increase the use of alternative fuels such as biodiesel in vehicles, as well as off-road equipment.

CITY: Fleet, large user bureaus.  
COUNTY: Fleet

22. Install retrofit emission control technologies on vehicles and equipment.

- Seek any additional financial resources as needed (i.e. grant funding).

CITY: Fleet, large user bureaus, OSD  
COUNTY: Fleet, SUST

23. Implement comprehensive emission reduction programs.

- To help achieve additional resource conservation and global warming goals, the programs should include gasoline-powered vehicles and equipment, in addition to diesel vehicles.
- Implement a comprehensive idle reduction program that includes vendors and contractors servicing the City or the County.
- Develop strategies to improve vehicle utilization, including right-sizing, efficient travel (e.g. consolidated maintenance routes, carpooling, etc.) and fuel efficiency guidelines.

CITY: Fleet, Water, BES, PDOT, Parks, PS  
COUNTY: Fleet, Transportation, Animal Control, FM, MCSO

## DISPOSAL & RECYCLING

## SHORT-TERM ACTIONS 2006-2010

<b>Heavy Metals</b>	<b>Ensure best management practices are implemented for the proper management, recycling and disposal of products containing heavy metals.</b>
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24. Recycle all mercury-containing fluorescent light tubes and non-alkaline batteries through reputable sources that can ensure heavy metals are captured.

CITY: BGS, Parks, Fleet, Fire, Water  
COUNTY: FM

25. Ensure best management practices are implemented for products or materials (typically wood and metal) that contain, or have been treated or coated with materials containing heavy metals of concern; including arsenic, lead and hexavalent chromium.

CITY: BGS, Parks, Water, BES, PDOT  
COUNTY: FM

26. Install mercury amalgam separators at County dental clinics and ensure proper disposal of collected mercury.  
*CITY: N/A*  
*COUNTY: Health*

27. Ensure best management practices are implemented for the responsible reuse, recycling and disposal of electronic wastes, including computers, monitors, peripherals, phones, printers, copiers, etc.  
*CITY: BTS, P&D*  
*COUNTY: IT, Central Stores*

### Mid-term Actions: 2011 through 2015

## PROCUREMENT

## MID-TERM ACTIONS 2011-2015

<b>PVC, Dioxins and Heavy Metals</b>	<b>Seek to use products that do not contain, release or produce polyvinyl chloride (PVC), heavy metals of concern or dioxins.</b>
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28. Identify additional opportunities to establish procurement specifications and evaluation criteria that support the use of, when feasible, PVC-free flooring, piping (including storm pipe and landscaping pipe), building materials and finishes, electronics, office and medical supplies.

- When appropriate, consider products meeting applicable third-party certifications and/or standards (e.g. Green Seal, California's Specification Section 01350, etc.).

*CITY: BOP, BGS, BTS, Fire, PDOT*  
*COUNTY: CPCA, FM, Stores*

29. As the market allows, develop specifications for the purchase of electronics, paints and plastic products that do not contain heavy metals of concern, including lead, mercury, cadmium, chromium or arsenic.

*CITY: BOP, BTS, PDOT*  
*COUNTY: CPCA, IT, FREDs, Bridges, Stores*

30. Develop electronic product vendor "take back" specifications for the next round(s) of City and County procurement contracts.

- Include in procurement contracts for new computers, monitors, peripherals, phones, printers and copiers.
- Specify least-toxic components and casings.
- Ensure responsible recycling and disposal of all components by selected "take back" vendors.

*CITY: BTS, BOP*  
*COUNTY: CPCA, IT, Stores*

31. Continue to research all types of products for their contribution to the creation or release of heavy metals or dioxins during the manufacture, generation or disposal of such products, including electricity generated from the combustion of fossil fuels.

*CITY: BOP, OSD*  
*COUNTY: CPCA, SUST*

<b>Flame Retardants</b>	<b>Identify any emerging alternatives for office furniture, carpets, electronics, equipment and products that are free of all toxic flame retardants.</b>
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32. Establish procurement specifications and evaluation criteria that support the use of products that do not contain the flame retardant decabromodiphenyl ether (DecaBDE) (if not already banned in the State of Oregon during this timeframe).

*CITY: BOP, OSD*  
*COUNTY: CPCA, SUST*

<b>Vendor Practices</b>	<b>Use the government's purchasing power to influence the marketplace and encourage toxics reduction by those providing products and services to the City and County.</b>
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33. Establish procurement specifications and evaluation criteria that encourage vendors and contractors to utilize alternative fuels and/or emission control technologies that significantly reduce particulate matter and other air emissions of concern.

- Evaluate opportunities to encourage the use of alternative fuels and/or emission control technologies for garbage haulers and taxi cabs.
- Seek to require contractors to use, at a minimum, ultra-low sulfur diesel in off-road equipment.
- Develop a method for tracking progress and monitoring results.

CITY: BOP, OSD, BES, Water  
COUNTY: CPCA, Fleet, Roads

34. Establish procurement specifications and evaluation criteria that encourage vendors to provide non-toxic products and services, as well as practice toxics reduction strategies in their internal business operations, including the use of alternative fuels and renewable power.

CITY: BOP, OSD  
COUNTY: CPCA, SUST

## USE & MANAGEMENT

## MID-TERM ACTIONS 2011-2015

<b>Chemical Management</b>	<b>Develop and implement a jurisdiction specific City- and County-wide chemical management program for all chemicals and products containing chemicals.</b>
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35. Ensure the chemical management program addresses best practices for chemical procurement, delivery/distribution, inventorying, use (including chemical substitution research), collection, monitoring/reporting, training, treatment and disposal.

- Explore a variety of management approaches, including the model of contracting for Chemical Management Services.
- Utilize a support tool database, such as Zero Waste Alliance's Chemical Assessment and Ranking System (CARS), in conjunction with information on how chemical products are used, to assess and rank chemicals and to set goals for substitution or elimination. The database will include publicly available and well-documented information on the potential chemical hazards related to human health and safety, ecological health and ecosystem-wide impacts.
- Evaluate and update comprehensive list of chemicals, materials, substances and products that are banned from purchase or use by the City and County. Ensure this list is regularly reviewed, updated and communicated to staff.
- Establish a jurisdiction specific electronic or online Material Safety Data Sheet (MSDS) database for all bureaus and departments.
- Establish an effective method for managing inventory data, including annual use quantities and the differentiation between historical and current chemical use.
- Establish a plan to safely recycle or dispose of obsolete chemicals and products in storage.

CITY: OSD, Risk, Water, BES, PDOT, Fleet, P&D, Parks  
COUNTY: SUST, Risk, FM

<b>Pesticides</b>	<b>Adopt successful and certified integrated pest management (IPM) approaches that seek to reduce reliance on pesticides of concern.</b>
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36. Develop an implementation plan to expand progressive IPM practices to all property owned, operated or maintained by the City or County.
- Include outdoor areas such as right-of-ways and indoor pest control.
  - Facilitate the City- and County-wide adoption of model management programs, as applicable. Consider those of Portland Parks and Recreation (including Salmon Safe certification), the Bureau of Environmental Services, and other jurisdictions such as the City of Bainbridge Island (WA) and the City of San Francisco.
  - Incorporate strategies and best management practices for land-use planning, landscape and park design, revegetation and invasive species removal.
  - When applicable, strive for qualified and sufficiently comprehensive third-party review that confirms the implementation of best practices.

CITY: Parks, BES, PDOT, Water, BGS  
COUNTY: FM, Roads

37. Continue identification of opportunities to reduce pesticide usage by Vector Control services provided by County to the maximum extent practicable, providing a balance with other community health needs.
- Include land use, statutes and other guidelines as apart of the review criteria.
  - Include integrated pest management practices and use ORS 634.650 for guidance.

CITY: N/A  
COUNTY: Vector

<b>Heavy Metals</b>	<b>Seek to use products that are not treated or coated with heavy metals of concern or other toxic substances.</b>
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38. Continue and expand existing efforts to use alternatives to materials treated or coated with heavy metals of concern or other toxic substances, including wood and metal used for outdoor structures.

CITY: Parks, PDOT, Water  
COUNTY: FM, Roads

<b>Facility Maintenance</b>	<b>Seek to use facility maintenance products and practices the help to achieve the Toxics Reduction Strategy vision and goal.</b>
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39. Implement best management practices for maintenance and improvements done in office and other applicable space that is leased from a third-party for use by the City and County, including tenant improvements, building materials and finishes, and janitorial cleaning services.

CITY: BGS, OSD  
COUNTY: FM

40. Continue efforts to minimize chlorine use, while meeting health standards, and explore chlorine-free alternatives for the management of public swimming pools.

CITY: Parks  
COUNTY: EnvHlth

**Legend for bureau and department acronyms:**

<b>CITY</b>		<b>COUNTY</b>	
ALL	All Bureaus	ALL	All Departments
BES	Bureau of Environmental Services	Bridges	Bridge Section
BGS	Bureau of General Services	CPCA	Central Procurement and Contracts Administration
BoP	Bureau of Purchases	DCM	Department of County Management
BTS	Bureau of Technology Services	EnvHlth	Environmental Health Division
Fire	Fire Bureau	Fleet	Fleet section
Fleet	City Fleets	FREDS	Fleet, Records, Electronic, & Distribution Services
N/A	Not Applicable	Health	Health Department
OSD	Office of Sustainable Development	MCSO	Multnomah County Sheriff's Office
Parks	Parks & Recreation	N/A	Not Applicable
P&D	Printing and Distribution	Risk	Risk Management
PDOT	Office of Transportation	Roads	Land Use and Transportation Division
PS	Public Safety	Stores	Central Stores, Material Management
Risk	Risk Management	SUST	Sustainability Initiative, Department of County Management
Water	Water Bureau	Vector	Vector Control, Environmental Health Div.

## **PART 3: Implementation**

### ***Steering Committee***

A Toxics Reduction Steering Committee will facilitate and coordinate the evaluation and implementation of the proposed actions identified in the Strategy. The Steering Committee is made up of key City and County staff who have relevant expertise and responsibilities, as well as external community partners who can add value to these efforts through their knowledge, experience or resources. The Steering Committee will be convened by the City's Office of Sustainable Development and the County's Sustainability Initiative, in consultation with the leadership of affected bureaus and departments. The Steering Committee will seek feedback and guidance from additional parties with specific and relevant expertise in such areas as medicine, community health, toxicology, regulations, ecology, operations and purchasing. The Steering Committee will focus on the following key roles:

- Identify and promote current City and County programs that utilize best management practices to reduce the use of toxic substances of concern in their operations.
- Provide technical assistance and support to staff evaluating proposed actions and alternatives.
- Facilitate access to guidance from professionals with specific and relevant expertise.
- Coordinate staff training on toxics reduction techniques, including use of the Precautionary Principle.
- Prioritize and refine proposed actions to create a manageable work plan.
- Ensure recommendations strive to achieve the Strategy's goal to the maximum extent feasible, and adequately evaluate the direct and indirect costs, performance, safety and other considerations.
- Facilitate communication and collaboration among bureaus and departments in the implementation of the Strategy.
- Provide annual progress updates to City Council and the County Board.
- Identify opportunities to promote successes and solicit feedback from members of the community.
- In collaboration with affected bureaus and departments, ensure continuous improvement by reviewing and updating the Strategy as needed, and at least once every three years.

### ***Implementation Process***

While the Strategy's vision, goal and guiding principles outline the overarching intent of efforts to minimize the use of toxics at the City and County, the specific implementation process will be established by the Steering Committee. In partnership with bureaus and departments, sustainability program staff will facilitate the development of an implementation process that serves as a blueprint for implementing the proposed actions outlined in the Recommendations section of the Strategy. This implementation process is expected to include mechanisms to ensure the following key actions:

- Define proposed scope of the specific project(s).
- Identify internal and external stakeholders.
- Describe current practices.
- Research best management practices and identify potential alternatives.
- Evaluate feasible alternatives (see Alternatives Assessment & Impacts Analysis discussion below).
- Seek feedback and input from potentially affected parties and other stakeholders.
- Recommend viable alternatives (if any).
- Seek necessary approvals, as needed.
- Develop and carry out implementation plan.
- Measure and report on progress or results.

Several implementation process models have been put forward. One, based on the joint City/County Sustainable Procurement Strategy, involves the creation of action specific interagency taskforces to share resources, achieve economies of scale and facilitate the coordination of efforts between bureaus and departments. A second option would establish clear goals, while allowing individual bureaus or departments to develop their own

implementation plans. In addition, as part of the development of the Strategy, the Workgroup has developed a variety of draft guides and reporting templates to assist staff in these efforts. These materials provide a starting point for further discussion as the implementation process is finalized by the Steering Committee, in partnership with staff from affected bureaus and departments.

The implementation process should assist staff in the development of alternative policy, product or equipment recommendations (which may include continuing to use existing products and practices because viable alternatives do not exist). Instead of asking "What level of harm is acceptable?", staff are encouraged to ask questions like "How much contamination can be avoided?", "What are the alternatives to this product or activity, and are they safer?" and "Is this activity even necessary?". In general, the implementation process is expected to address the following key elements, each of which is elaborated on below:

- Staff workgroups;
- Alternatives assessment and impact analysis;
- Stakeholder review and input;
- Alternative product or practice testing;
- Implementation decisions; and
- Reporting.

### **Staff Workgroups**

When appropriate, the Steering Committee convenes staff from the various City bureaus and County departments that are the relevant users of a particular product, chemical or practice. These workgroups are encouraged to invite additional staff and other persons with expertise in the field to join the groups to provide information and assistance that may add value to their work. Not all recommended actions will require the creation of such a workgroup. Bureau and department supervisors are expected to support the Strategy by providing staff sufficient time, as a part of their regular job duties, to meaningfully participate in the implementation of the Strategy.

Each workgroup develops a work plan including major milestones, roles and responsibilities, additional internal and/or external stakeholder identification, best management practices, proposed performance benchmark(s), staff training needs, education plans and timelines.

### **Alternatives Assessment and Impact Analysis**

Utilize alternatives assessment as a part of process for making recommendations for the purchase of alternative products or chemicals, the implementation of best management practices, or the installation and use of new technologies. As available information allows, weigh the relative benefits and costs of the various alternatives, known as full-cost accounting. The alternatives assessment and impact analysis should consider the following (as applicable):

- Contains persistent, bioaccumulative and toxic (PBTs) pollutants?
- Contains carcinogen, mutagen or teratogen?
- Contains endocrine disrupter?
- Contains heavy metals of concern?
- Presents a high health hazard? (flammable, poisonous, caustic, etc.)
- Contributes to global warming?
- Depletes the ozone layer?
- Performance considerations?
- Availability?
- Manufacturer location?
- Direct cost considerations? (e.g. product price)
- Indirect cost considerations? (e.g. labor, disposal, training)
- Potential savings or avoided costs?
- Bureau/Department concerns or impacts? (e.g. equipment warranties)
- Waste disposal or recycling issues?
- Health or safety issues minimized or created?
- Reduced liability?
- Regulatory issues or requirements?
- Other relevant factors.

In partnership with key City and County staff and individuals with relevant expertise, the Steering Committee will develop guidelines, tools, training and other materials to assist staff in doing such an analysis in a consistent and meaningful way.

#### **Stakeholder Review and Input**

Staff are responsible for seeking and considering input from potentially affected parties, both internal and external, on their proposed recommendations for policy, procedure, product or equipment changes.

#### **Alternative Product or Practice Testing**

If prudent, staff should coordinate the testing of proposed changes in chemicals, products or practices they are looking to recommend. This testing may be done as a part of the development of the workgroup's final recommendations, or it may be done as part of the implementation process after the recommendations have been approved by affected bureaus and departments.

#### **Implementation Decisions**

Staff are responsible for evaluating the viability of the proposed actions and alternatives, and for making final recommendations for bureaus and departments to consider for implementation. In some instances, a recommended alternative product or process might work for certain bureaus or departments, but not for others.

#### **Reporting**

Using the progress reports and updates from staff working on the proposed actions, the Steering Committee will provide an annual update to the Council and Board on the City and County's overall progress.

### ***Staffing Resources and Impacts***

Both the City and County face significant budget constraints and reduced staffing resources. It is understood that additional City and County resources are unlikely and that use of existing government resources is required to support this Strategy. Every effort will be made to work within existing staff resources and staff time commitments. If effective utilization of existing resources does not cover the staffing costs for the actions identified in the Strategy, staff will jointly work to seek funding from outside sources.

Joint staffing from the County's Sustainability Initiative and the City's Office of Sustainable Development will support the key Strategy efforts. In addition, staff from other bureaus and departments who are relevant users of a particular product, chemical or practice will participate in implementing the proposed actions. The amount of time that is required of bureau and department staff will depend on the complexity and the scale of the action.

Staff will set their own work and meeting schedules and will be given the flexibility to adjust their individual time commitments based on other workload priorities. It is expected that bureaus and departments will assign staff as needed and that employees will assume these duties as part of their daily work. These efforts can be done in concert with routine operations of staff and a good faith effort made not to duplicate the efforts of others.

## **Appendices**

Appendix A: Definitions

Appendix B: 2004 Resolution to Develop Toxics Reduction Strategy

Appendix C: Priority Chemical and Preliminary Target Lists

Appendix D: Bibliography and Resources

## Appendix A: Definitions

The following terms are defined for the purpose of this Toxics Reduction Strategy. These definitions are not all encompassing, but are useful "working definitions."

- **Carcinogen:** Carcinogens are defined as those chemicals listed as known, probable, or possible human carcinogens by the International Agency for Research on Cancer (IARC), the National Toxicology Program (NTP), the U.S. Environmental Protection Agency, the Occupational Health and Safety Administration, or California Proposition 65.
- **Chemical:** For the purpose of this Toxics Reduction Strategy, chemical refers to human-made or synthetic compounds that are used, released or found in products.
- **Endocrine disruptors:** Endocrine disruptors are chemicals that interfere with the normal function of hormones and the way hormones control growth, metabolism and body functions.
- **PBTs:** Persistent, bioaccumulative and toxic pollutants (PBTs) are highly toxic, long-lasting substances that can build up in the food chain to levels that are harmful to human and ecosystem health. They are associated with a range of adverse human health effects, including effects on the nervous system, reproductive and developmental problems, cancer and genetic impacts.
- **Pesticide:** A pesticide is any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest. This definition includes insecticides, herbicides, fungicides, rodenticides, and antimicrobials as well as plant growth regulators, defoliants and desiccants. All pesticides that are legal for sale are registered with the US EPA. *This definition is based on the national pesticide law, the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA).*
- **Phthalates:** A class of widely used industrial compounds known technically as dialkyl or alkyl aryl esters of 1,2-benzenedicarboxylic acid. Phthalates can be found in many consumer goods, including products made of flexible polyvinyl chloride plastic (PVC), cosmetics and other personal care goods, pesticides, building materials, lubricants, adhesives and film, among other items.
- **Pollutant:** Any substance introduced into the environment, whether natural or man-made, that causes concern because it has, or could have, adverse impacts on human or ecological health.
- **Pollution Prevention (P2):** Source reduction and other practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources, or protection of natural resources by conservation.
- **Respiratory Irritant:** Any substance including particles, vapors, gases, fumes or mist which can cause inflammation or other adverse reactions in the respiratory system (lungs, nose, mouth, larynx and trachea).
- **Sustainability:** Meeting the needs of the present without compromising the ability of future generations to meet their needs.
- **Teratogen:** A substance that interrupts or alters the normal development of a fetus, with results that are evident at birth.
- **Toxics:** For the purposes of this Toxics Reduction Strategy, "toxics" is defined as environmental pollutants that cause negative health or environmental impacts. These environmental pollutants can be in the air, water and/or land or in the indoor environment. The City and County are not limiting the term toxics to chemicals listed to one or more statutes or regulations. *This definition is based on the wording used by the Environmental Protection Agency's CARE program.*

## **Appendix B: 2004 Resolution to Develop Toxics Reduction Strategy**

The following resolution was adopted jointly by both the City of Portland and Multnomah County in September of 2004, directing the development this Toxics Reduction Strategy. While the text shown below is the County's resolution, the City adopted an almost identical version concurrently.

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### **RESOLUTION NO. 04-140**

Recognizing National Pollution Prevention Week and Directing Development of a Toxics Reduction Strategy Jointly with the City of Portland Using the Precautionary Principle

#### **The Multnomah County Board of Commissioners Finds:**

- a. On April 20, 2004, the Sustainable Development Commission of Portland and Multnomah County (SDC) and the Oregon Center for Environmental Health sponsored the *Precautionary Principle Workshop: A New Approach for Protecting Human Health and the Environment*, about toxic pollution prevention.
- b. The Precautionary Principle is an effective policy framework for decision-making to prevent harm to human health and the environment, and states that "Where threats of serious or irreversible harm to people or nature exist, anticipatory action will be taken to prevent damages to human and environmental health, even when full scientific certainty about cause and effect is not available, with the intent of safeguarding the quality of life for current and future generations."
- c. The attached SDC report, *Precautionary Approaches for Health and the Environment*, finds that every Multnomah County resident has an equal right to a safe and healthy environment; but considerable evidence suggests this right is compromised, including the following:
  - o An estimated 700 contaminants are present and accumulate within the human body, many of them toxics that have known health risks.
  - o Cancer, asthma, birth defects, developmental disabilities, autism, endometriosis, and infertility are becoming increasingly common and are linked to toxic exposures from the environment.
  - o Children suffer disproportionately from environmental health risks and toxic pollution.
  - o Low income and politically marginalized communities are disproportionately exposed to toxic substances and pollution.
- d. Toxic substances have a profound negative impact on the indoor and outdoor environment, as shown by SDC report findings that:
  - o A section of the lower Willamette River is listed as a Superfund site, designating it as one of the most polluted rivers in the country. River sediment is polluted with unsafe levels of toxics, including mercury, PCBs, dioxins, DDT, as well as pesticides and herbicides.
  - o Fish from the Willamette and Columbia Rivers are contaminated with toxic pollutants at high levels resulting in consumption advisories from the Oregon Department of Health and Human Services.
  - o Fourteen air toxics in Multnomah County exceed health-based benchmarks, with six pollutants more than ten times national health standards.

- e. Several regional governments have taken precautionary approaches to reduce toxic pollution, including the City of San Francisco, City of Oakland, City of Seattle, and the State of Washington.
- f. The Oregon Department of Environmental Quality has been directed to develop a plan to eliminate persistent bioaccumulative toxics in Oregon by 2020, and local governments in Oregon are encouraged to participate.
- g. Multnomah County has made progress in the area of toxics use reduction by including green building strategies, initiation of a pollution prevention program, eco-certification of fleet shops, and promoting best practices for pollution prevention through a water quality program.
- h. The County has adopted that support pollution prevention, including the Local Action Plan on Global Warming (Resolution 01-052), Sustainable Procurement Strategy (Resolution 02-058), and Sustainability Principles (Resolution 04-019) The Sustainability Principles state that Multnomah County will "Take necessary precautions to prevent toxic pollution and waste through proactive measures."
- i. Preventing toxic pollution is economically sustainable; and as indicated in the SDC report:
  - o Toxic substances have negative impacts at all stages of the product life cycle, including manufacture, use, and disposal.
  - o Pollution prevention lowers business costs related to pollution control, liability, and worker safety.
  - o Quality of life, a key reason businesses locate in the Portland Metropolitan area, is associated with social, economic and environmental indicators.
  - o Costs to society for diseases related to toxic substances such as loss of wages, increased expense for special education and medical treatment can be reduced.
  - o A Toxics Reduction Strategy would initiate economic development by creating new opportunities for local business to provide safer alternative products, processes, and technologies.
- j. Multnomah County considers prevention of toxic pollution a high priority for action to reduce risk to public and environmental health, and intends by this resolution to encourage the reduction of use of toxic substances through pollution prevention and by utilizing the precautionary principle.

**The Multnomah County Board of Commissioners Resolves:**

- 1. The Board, in honor of National Pollution Prevention Week, recognizes the work that has been done to date by Multnomah County and the City of Portland to support reduction and elimination of public and environmental exposures to toxic pollutants.
- 2. The County, under the leadership of Commissioner Maria Rojo de Steffey, will participate in a workgroup to create a Toxics Reduction Strategy for government operations using the precautionary principle. The workgroup will include delegates from the City of Portland, Multnomah County, SDC and the community. The Sustainability Division of the Department of Business and Community Services will work with the workgroup, SDC, appropriate County departments, and the City of Portland to support this effort.
- 3. This Toxics Reduction Strategy should identify short-term and long-range goals for toxics reduction in government operations, actions to support those goals and be completed within one year of adoption of this resolution.

## ***Appendix C: Priority Chemical and Preliminary Target Lists***

The following Priority Chemical and Preliminary Target Lists are primarily comprised of pollutants listed on existing, published source lists prioritized by international, national and state government agencies, other municipalities and non-government groups. Table 1: Priority Chemicals of Concern is a working compendium of toxic chemicals identified by the Strategy Workgroup. This list is intended to be a resource for staff implementing the Strategy and requires further investigation on potential use and presence, if any, in City and County operations. Table 2: Preliminary Target List are pollutants identified by the Workgroup likely to be contained in chemicals and products used at the City and County and where opportunities for replacement or reduction could be readily identified and used. This list was used by the Workgroup to create the Strategy's initial set of recommendations.

The primary focus of the Strategy's toxics reduction efforts is in consumable products. Many of the toxic chemicals in these lists are constituents within products used (or potentially used) by City and County operations. Toxic chemicals may also be found in durable goods and may pose a risk to human and/or environmental health. For example, polybrominated diphenyl ethers (PBDE) are flame retardants used in furniture and other durable goods. They are bioaccumulative chemicals found throughout the environment, including the human body.

Some consumables may also produce by-products that are more toxic than the original chemical. For example, diesel fuel used in heavy machinery and vehicles produces exhaust that is harmful to human health. In identifying diesel as a chemical of concern, we may be able to incorporate new technologies and alternative fuels that will reduce or eliminate diesel exhaust.

These lists are intended to identify initial opportunities for toxics reduction where the City and County can have a positive impact. They are not intended to represent a list of banned substances. In addition, source list references have been provided as a resource to be used by the City and County to identify future opportunities to replace toxic substances, materials and products of concern with viable least-toxic alternatives. Over time, additional chemicals and/or source lists may be added as further information becomes available.

**Table 1. Priority Chemicals of Concern** - See next page for sources.

A working compendium of toxic chemicals identified by the Toxics Reduction Strategy (TRS) Workgroup, based on pollutants listed on existing, published source lists prioritized by international, national and state government agencies, other municipalities and non-government groups. This list is intended to be a resource for workgroups implementing this Strategy and requires further investigation on potential use and presence, if any, in City and County operations.

## **CHEMICALS**

### **Pesticides**

2,4-Dichlorophenoxyacetic acid (2,4, D)<sup>5</sup>

### **Organochlorines**

Endosulfan<sup>3</sup>  
Dicofol<sup>3</sup>  
Lindane<sup>11</sup>  
Methoxychlor<sup>3,13</sup>  
Pentachlorophenol<sup>9,11</sup>  
Heptachlor and Heptachlor epoxide<sup>3,8,11</sup>

### **Organophosphates**

Chlorpyrifos<sup>5</sup>  
Malathion<sup>5</sup>  
Parathion<sup>5</sup>  
Pendimethalin<sup>3</sup>  
Pentachlorobenzene/  
pentachloronitrobenzene  
(PCNB)<sup>3,4,14</sup>  
Tetrachlorobenzene,<sup>2,3,5,6</sup>  
Trifluralin<sup>3,14</sup>

### **Solvents**

Trichloroethylene (TCE)  
5,11,12  
Trichloroethane (TCA)<sup>5</sup>  
Benzene<sup>6,11,12,13</sup>  
Hexachlorobenzene<sup>1,2,3,8,11</sup>  
Hexachlorobutadiene<sup>3</sup>  
Perchloroethylene<sup>5,10</sup>

### **Metals**

Arsenic<sup>7,11,12,13</sup>  
Cadmium<sup>3,4,11,12,13,14</sup>  
Chromium (Hexavalent VI)<sup>5,11,12,13</sup>  
Lead<sup>1,2,3,4,5,6,7,11,12,14</sup>  
Mercury<sup>1,2,3,4,5,6,7,11,12,14</sup>

### **Other Endocrine disruptors**<sup>7,9,10</sup>

Nonylphenol/4-nonylphenol  
(branched)<sup>3</sup>  
Bisphenol-A<sup>6,9</sup>

### **Brominated flame retardants (BFR)**<sup>5,6,7</sup>

Octabrominated diphenyl ether (OctaBDE)  
Decabromodiphenyl ether (DecaBDE)  
Pentabromodiphenyl ether (PBDE)  
Tetrabromobisphenol A<sup>3</sup>

### **Volatile organic chemicals (VOCs)**<sup>7</sup>

**Irritants**  
Acrolein<sup>6,12,13</sup>

### **Polyaromatic Hydrocarbons (PAHs)** 3,4,10,13

Benzo(a)pyrene<sup>1,2,11</sup>

### **Dioxins and Furans** 1,2,3,4,5,6,7,8,9,11,12,13,14

### **Naphthalenes**<sup>3,11,14</sup>

### **Perfluorooctane sulfonates (PFOS)**<sup>3,7,11</sup>

### **Phthalate esters**<sup>3,5,6,7,11</sup>

Di(2-ethylhexyl)phthalate (DEHP)  
Di-isodecyl phthalate (DIDP)  
Di-n-hexyl phthalate (DnHP)

Formaldehyde<sup>5,6,11,12,13</sup>

Vinyl chloride<sup>7,11,12</sup>

Chlorine<sup>12,13</sup>

Styrene<sup>9</sup>  
and Octachlorostyrene<sup>1,2</sup>

### **Contaminant**

### **Source Mixtures**

Particulate Matter (PM)<sup>7</sup>  
Diesel fuel exhaust<sup>6,7,9,10,11,12,13</sup>

### **Legacy Chemicals\***

Aldrin/dieldrin<sup>1,2,3,11</sup>  
Chlordane<sup>1,2,3,11</sup>  
Chlordecone (Kepone)<sup>3,11</sup>  
DDT, DDD, DDE<sup>1,2,3,11</sup>  
PCBs<sup>1,2,3,4,8,11,12,14</sup>  
Endrin<sup>8,11</sup>  
Mirex<sup>1,2,8,11</sup>  
Toxaphene<sup>1,2,3,8</sup>

\* Most uses of the Legacy Chemicals have been banned in the United States. However, these chemicals are bioaccumulative and do not break down easily in our environment. Future actions on the Legacy Chemicals will likely be focused on ensuring no stockpiles exist at City and County facilities and the proper management of contaminated sites.

## Priority Chemical of Concern Source Lists:

These source lists are subject to change with the availability of additional resources. Therefore, this list shall be reviewed regularly to determine whether new resources should be used.

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2. Oregon Department of Environmental Quality, *P2 for Persistent, Bioaccumulative Toxic Pollutants (PBT's)*, retrieved July, 2005 from <http://www.deq.state.or.us/nwr/epoc/ch2.htm>.
3. WA Department of Ecology, *Persistent Bioaccumulative Toxins (PBT List Section)*, retrieved Sept., 2005 from [http://www.ecy.wa.gov/laws-rules/wac173333/p0407\\_cont\\_a.pdf](http://www.ecy.wa.gov/laws-rules/wac173333/p0407_cont_a.pdf).
4. Dieckhoner, T., City of Seattle, *PBT Reduction Strategy: Progress Report to City Council*, retrieved Sept., 2005 from <http://www.ci.seattle.wa.us/environment/Documents/PBTStrategy3-07-03.pdf>.
5. Tolman, S., The Commonwealth of Massachusetts, *An Act for A Healthy Massachusetts: Safer Alternatives to Toxic Chemicals*, retrieved July, 2005 from <http://www.mass.gov/legis/bills/senate/st00/st00553.htm>.
6. Oregon Environmental Council, *Children at Risk: How Toxic Chemicals Threaten Oregon's Children and What We Can Do About It*, retrieved Oct., 2005 from [www.oeconline.org/kidshealth/childrenatrisk](http://www.oeconline.org/kidshealth/childrenatrisk).
7. Toxic Reduction Strategy Workgroup recommendations September 2005 until January 2006.
8. United Nations Environment Program (UNEP), *Stockholm Convention Persistent Organic Pollutants*, retrieved Jan. 2006 from [http://www.pops.int/documents/guidance/beg\\_guide.pdf](http://www.pops.int/documents/guidance/beg_guide.pdf).
9. Community stakeholder input - Chemicals/products and practices suggested by local citizens.
10. Oregon Partnership for Cancer Control (2005), *Oregon Comprehensive Cancer Plan*, retrieved July, 2005, <http://www.oregon.gov/DHS/ph/cancer/docs/cancerplan/cplan05.pdf>.
11. State of California, Environmental Protection Agency, Office of Environmental Health Hazard Assessment, *Safe Drinking Water and Toxic Enforcement Act of 1986 (Prop 65), Chemicals known to the State to cause cancer or reproductive toxicity, February 3, 2006*, retrieved March 2006 from [http://www.oehha.ca.gov/prop65/prop65\\_list/files/P65single20306.pdf](http://www.oehha.ca.gov/prop65/prop65_list/files/P65single20306.pdf).
12. Oregon Department of Environmental Quality, Oregon Air Toxics Program, *Notice of Proposed Rule Making, Ambient Benchmarks for 49 air toxics*, retrieved March, 2006 [http://www.deq.state.or.us/news/publicnotices/uploaded/060207\\_5621\\_05-AQ-002\\_Benchmarks.pdf](http://www.deq.state.or.us/news/publicnotices/uploaded/060207_5621_05-AQ-002_Benchmarks.pdf).
13. State of California, Environmental Protection Agency, Office of Environmental Health Hazard Assessment, *All chronic reference exposure levels adopted by OEHHA as of February 2005*, retrieved March, 2006 from [http://www.oehha.ca.gov/air/chronic\\_rels/AllChrels.html](http://www.oehha.ca.gov/air/chronic_rels/AllChrels.html).
14. Environmental Protection Agency (EPA), National Partnership for Environmental Priorities, *31 Priority Chemicals*, retrieved March, 2006 from <http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>.

**Table 2. Preliminary Target List**

Pollutants identified by the Workgroup likely to be contained in chemicals and products used at the City and County and where opportunities for replacement or reduction could be readily identified. This list was used by the Workgroup to create the Strategy's initial set of recommendations.

Chemical	Environmental & Health Considerations (all from <a href="http://www.osha.gov">http://www.osha.gov</a> unless indicated)	Potential Sources
Arsenic	Replaces phosphate in cell functions. Carcinogen, reproductive and circulatory problems.	Treated wood, playgrounds.
Brominated Flame Retardants including PentaBDE, OctaBDE and DecaBDE	Persistent, bioaccumulative toxic., possible developmental neurotoxicity ( <a href="http://www.ec.gc.ca/">http://www.ec.gc.ca/</a> ) ( <a href="http://www.ehponline.org/members/2003/6559/6559.html">http://www.ehponline.org/members/2003/6559/6559.html</a> )	Flame retardants in electronics, furniture, textiles.
Cadmium	Carcinogen, kidney damage, possible reproductive effects.	Batteries, industrial batteries-servers, emergency backup, substations, computer monitors, autobody refinishing.
Chromium (Hexavalent VI)	Heavy metal, carcinogen.	Chromates used as pigments for photography, in pyrotechnics, dyes, paints, inks, and plastics. They can also be used for stainless steel production, textile dyes, wood preservation, leather tanning, and as anti-corrosion coatings.
Diesel Exhaust	Exhaust contains air pollutants that exacerbate asthma, emphysema, allergies, potential carcinogen.	Fleet, construction, generators, coal fired plants
Dioxins/Furans	Endocrine disruptors, reproductive effects, carcinogen, persistent, bioaccumulative. ( <a href="http://www.cfsan.fda.gov">www.cfsan.fda.gov</a> ).	Dioxins are unintentionally formed during a variety of industrial processes that include chlorinated substances. Medical and hazardous waste incineration, backyard burning, biomass combustion, diesel exhaust, pesticide manufacturing, paper production, oil, PCB production, water and electrical system piping and conduit.
Lead	Heavy metal, Stored in bone, travels across placenta. Linked to wide range of health effects including cancer, brain damage, muscle weakness, sterility ( <a href="http://www.epa.gov">www.epa.gov</a> )	Batteries, lead paint on water tanks, bridges, dams and parts. Lead joint compound - Water Department. Cathode ray tube - computers and televisions.
Mercury	Heavy metal, neurotoxin, leads to brain, lung, kidney damage.	Dental amalgam, thermostats in buildings, car trunk switches, medical devices, fluorescent lamps, batteries, coal-fired plants emissions
Perchloroethylene	Skin, liver, and kidney damage, and possibly cancer. The inhalation of the chemical has been shown to cause numerous health effects such as dizziness, loss of coordination, memory loss, and blistering of skin.	Dry-cleaning chemical
Pesticides with serious acute, chronic, or sub-lethal impacts to human health and environment, including EPA Toxicity Category I and Category II	Multiple problems depending on chemical: possible carcinogens, endocrine disruptors, neurotoxins, many are persistent, bioaccumulative.	Golf courses, parks, anti-microbial disinfectants (correctional facilities, health clinics), landscape maintenance, interior pest management
Vinyl Chloride	Vinyl chloride (VC) is manufactured exclusively for polymerization into polyvinyl chloride (PVC), a plastic which across its life cycle - from manufacture to use to disposal - PVC relies upon and creates chemicals that are potentially hazardous to humans and the environment, including mercury, lead, dioxin, cancer-causing vinyl chloride monomer (VCM) and phthalates. <a href="http://www.ehponline.org">http://www.ehponline.org</a> <a href="http://www.besafenet.com">http://www.besafenet.com</a>	PVC Medical devices (can also contain phthalates), plastic products (office supplies, electronics, furniture, carpets, etc), building materials

## Appendix D: Bibliography and Resources

### Bibliography:

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## **Additional Resources for Further Information:**

### **PRECAUTIONARY PRINCIPLE**

"The Precautionary Principle in Action: A Handbook"  
[www.sehn.org/rftdocs/handbook-rtf.rtf](http://www.sehn.org/rftdocs/handbook-rtf.rtf)

"Putting Precaution into Practice: Implementing the Precautionary Principle" [www.sehn.org/pppractc.html](http://www.sehn.org/pppractc.html)

San Francisco Department of the Environment:  
[www.sfenvironment.com/aboutus/innovative/pp/](http://www.sfenvironment.com/aboutus/innovative/pp/)

Seattle Precautionary Principle Working Group white paper:  
[www.iceh.org/pdfs/CHE-WA/PrecautionaryPrinciple/PPWhitePaper.pdf](http://www.iceh.org/pdfs/CHE-WA/PrecautionaryPrinciple/PPWhitePaper.pdf)

The Louisville Charter for Safer Chemicals  
[www.louisvillecharter.org/](http://www.louisvillecharter.org/)

### **REPORTS**

"Precautionary Approaches for Health and the Environment: Making the Case for a Toxic Reduction Strategy and Portland and Multnomah County":  
[http://www.oregon-health.org/precaution\\_resources.html](http://www.oregon-health.org/precaution_resources.html)

"The Toxic Gap," Oregon Environmental Council:  
[www.oregoncouncil.org/reports/toxic%20gap%20report.PDF](http://www.oregoncouncil.org/reports/toxic%20gap%20report.PDF)

"The Environmental Health of Multnomah County", Multnomah County Health Department:  
[www.mchealth.org/enviroreport/](http://www.mchealth.org/enviroreport/)

Chemicals of Concern in King County  
[www.govlink.org/hazwaste/publications/COC\\_Report.pdf](http://www.govlink.org/hazwaste/publications/COC_Report.pdf)

CDC National Report on Human Exposure to Environmental Chemicals  
[www.cdc.gov/exposurereport/](http://www.cdc.gov/exposurereport/)

"Body Burden- The Pollution in Newborns"  
[www.ewg.org/reports/bodyburden2/](http://www.ewg.org/reports/bodyburden2/)

### **ECONOMICS AND TOXICS REDUCTION**

"Prospering With Precaution," Tufts University:  
[http://ase.tufts.edu/gdae/policy\\_research/PrecautionReport02.htm](http://ase.tufts.edu/gdae/policy_research/PrecautionReport02.htm)

"Pricing the Priceless: Cost Benefit Analysis of Environmental Protection:"  
[www.healthytomorrow.org/pdf/priceless.pdf](http://www.healthytomorrow.org/pdf/priceless.pdf)

### **PBT REDUCTION STRATEGIES/RESOURCES**

Oregon Department of Environmental Quality Toxics Reduction Strategy:  
[www.deq.state.or.us/news/ToxicStrategyEQCFinal.pdf](http://www.deq.state.or.us/news/ToxicStrategyEQCFinal.pdf)

Washington State Department of Ecology Proposal Strategy to Continually Reduce Persistent, Bioaccumulative Toxins (PBT's) in Washington State:  
[www.ecy.wa.gov/pubs/0003054.pdf](http://www.ecy.wa.gov/pubs/0003054.pdf)

City of Seattle PBT Reduction Strategy  
<http://seattle.gov/environment/Documents/PBTStrategy3-07-03.pdf>

New Hampshire Dioxin Reduction Strategy  
[www.des.state.nh.us/ARD/Dioxin/strategy.pdf](http://www.des.state.nh.us/ARD/Dioxin/strategy.pdf)

Oregon Department of Environmental Quality- Mercury Reduction Strategy  
[www.deq.state.or.us/wmc/factsheets/mercuryreductionstrategyfs.pdf](http://www.deq.state.or.us/wmc/factsheets/mercuryreductionstrategyfs.pdf)

Washington State Mercury Action Plan  
[www.ecy.wa.gov/biblio/0203016.html](http://www.ecy.wa.gov/biblio/0203016.html)

Detailed Study of Non-Mercury Alternatives as an Environmental Attribute  
[www.mercurypolicy.org/new/documents/NonMercuryAlternativesUSMilitary0206.pdf](http://www.mercurypolicy.org/new/documents/NonMercuryAlternativesUSMilitary0206.pdf)

### **PESTICIDE RESOURCES**

Salmon-Safe High Risk Pesticide List  
[www.salmonsafe.org/urban/salmonsafe-urban54.pdf](http://www.salmonsafe.org/urban/salmonsafe-urban54.pdf)  
page 23

EPA List of Chemicals Evaluated for Carcinogenic Potential  
[www.epa.gov/pesticides/carlist/](http://www.epa.gov/pesticides/carlist/)

San Francisco Reduced-Risk Pesticide List  
[www.sfenvironment.com/aboutus/innovative/ipm/pest\\_list05/index.htm](http://www.sfenvironment.com/aboutus/innovative/ipm/pest_list05/index.htm)

EPA 25b Minimum Risk Pesticides  
[www.epa.gov/opppdp1/biopesticides/regtools/25b\\_list.htm](http://www.epa.gov/opppdp1/biopesticides/regtools/25b_list.htm)

Pesticide Action Network Database  
[www.pesticideinfo.org/Index.html](http://www.pesticideinfo.org/Index.html)

Oregon State University – National Pesticide Information Center  
<http://npic.orst.edu/tech.htm>

Pesticide Free Parks  
[www.pesticide.org/portland/PFPhome.html](http://www.pesticide.org/portland/PFPhome.html)

Northwest Coalition to the Alternatives to Pesticides  
[www.pesticide.org/](http://www.pesticide.org/)

### **PURCHASING POLICIES/RESOURCES**

Portland / Multnomah County Sustainable Procurement Strategy  
[www.co.multnomah.or.us/dbcs/sustainability/](http://www.co.multnomah.or.us/dbcs/sustainability/)

City of Seattle's PBT Purchasing Resolution  
[www.healthybuilding.net/pdf/municipal\\_purchasing/Seattle\\_pbt\\_res\\_02.pdf](http://www.healthybuilding.net/pdf/municipal_purchasing/Seattle_pbt_res_02.pdf)

Green Purchasing in King County  
[www.govpro.com/Newsletters/Images/1005King.pdf](http://www.govpro.com/Newsletters/Images/1005King.pdf)

City of Olympia's Pesticide and PBT Purchasing  
Resolution  
[www.watoxics.org/content/pdf/OLY\\_Res\\_FINAL.pdf](http://www.watoxics.org/content/pdf/OLY_Res_FINAL.pdf)

City of San Francisco Less Toxic Purchasing  
[www.sfenvironment.com/aboutus/innovative/epp/index.htm](http://www.sfenvironment.com/aboutus/innovative/epp/index.htm)

Electronic Product Environmental Assessment Tool  
[www.epeat.net/](http://www.epeat.net/)

Inform Purchasing for Pollution Prevention  
[www.informinc.org/p3\\_00.php](http://www.informinc.org/p3_00.php)

Green Seal Certified Products  
[www.greenseal.org/certproducts.htm](http://www.greenseal.org/certproducts.htm)

#### **USEFUL WEBSITES**

Science and Environmental Health Network website:  
[www.ci.sf.ca.us/sfenvironment/index.htm](http://www.ci.sf.ca.us/sfenvironment/index.htm)

Oregon Center for Environmental Health:  
[www.oregon-health.org](http://www.oregon-health.org)

Multnomah County Sustainability Initiative  
[www.co.multnomah.or.us/dbcs/sustainability/](http://www.co.multnomah.or.us/dbcs/sustainability/)



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-4 DATE 05.11.06  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-4  
Est. Start Time: 10:10 AM  
Date Submitted: 04/17/06

### PROJECT REALLOCATION: FPM-08

**Agenda Title:** Reallocation of Facilities Capital Project Funds FPM-08, Kelly Building Data Center Fire Suppression Project and Building System Emergency Repair Mini-Fund

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

<b>Date Requested:</b>	<u>May 11, 2006</u>	<b>Time Requested:</b>	<u>5 min</u>
<b>Department:</b>	<u>County Management</u>	<b>Division:</b>	<u>Facilities &amp; Property Mgmt.</u>
<b>Contact(s):</b>	<u>John Lindenthal, Alan Proffitt</u>		
<b>Phone:</b>	<u>503 988 4213</u>	<b>Ext.</b>	<u>84213</u>
		<b>I/O Address:</b>	<u>274</u>
<b>Presenter(s):</b>	<u>John Lindenthal, Doug Butler</u>		

### General Information

**1. What action are you requesting from the Board?**

Requested action is to approve additional project authorization of \$250,000 for the Kelly Building Data Center Fire Suppression System in Fund 2507, Capital Improvement (CP08.41.03) and to add \$180,000 to the county-wide Building System Emergency Repairs (BSER) for total of \$430,000.

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

The Board included the following Budget Note in the FY05 Adopted Budget. No reallocation of funds from capital or maintenance projects shall occur without review and approval from the Chief Financial Officer. Projects that will exceed their budgeted appropriation in excess of five percent up to \$25,000 will need to be approved by the Chief Financial Officer; over \$25,000 will need to be brought back to the Board for approval. Facilities shall report to the Board on a semi-annual basis the progress of capital projects and the financial status of capital and maintenance projects." This filing is in response to

that requirement and complies with the new County Administrative Procedure, Fin-15, created to implement this process.

The request for the Kelly Building project restores funds to a previous Facilities Capital Improvements Project and adds an additional \$80,000 to reflect our most current estimate of cost. The Kelly building was declared surplus by Board Resolution 06-010 January 19, 2006. Facilities was directed to commence a major project to move the operation at the Kelly building to the Multnomah Building. At that time, the Fire Suppression project was deemed unnecessary and the funding authority of \$170,000 of the approximate \$220,000 total was transferred to the MCIJ kitchen project through FPM06-04 approved by the Board on February 9, 2006. The source of funds to pay for the Kelly building move was expected to be the open market sale of the Martha Washington building. Since then, the Martha Washington building has been designated by the Board for possible housing use with the probable loss of sales revenue. With the loss of the revenue stream to pay for the Kelly building move, the move has been canceled.

The Fire Suppression project is required by the Fire Marshall. With the County now keeping the Kelly Building, the project must go forward. The project will now require approximately \$80,000 more in funding than anticipated in the late fall of 2004 when the FY06 budget was put together. The necessity to rebid the project and expected bids based on the original bid submittal indicates an overall cost closer to \$300,000. Note: A separate part of the project is funded from IT in the amount of \$150,000 for a project total of \$450,000.

The BSER mini-fund is funded each year to respond to unanticipated breakages and major maintenance needs in Tier II and Tier III buildings. Because of the large deferred maintenance backlog in Tier II and Tier III buildings, some breakage of systems and equipment is expected, if not identifiable prior to the beginning of the year. A total of \$500,000 was included in the adopted budget for FY06 for this mini-fund. The fund is managed by the construction and operations managers and the capital budget analyst within Facilities. There has been quite a draw on the fund this budget year and the fund currently has only \$41,000 of the initial \$500,000 remaining unauthorized. Projects have included beam replacement at the Courthouse, replacement of inmate damaged doors at Justice Center, and a domestic water pressure booster at McCoy. There is approximately \$125,000 to \$150,000 as of April 3 requiring BSER funding, including \$100,000 to replace failing domestic water distribution piping in the Courthouse. The remaining authorization capacity will be set aside for emergencies that may occur between now and the end of the fiscal year. Given the activity to date in the BSER mini-fund, it is possible that additional funding may be required late in the fiscal year. If that occurs, better knowledge of individual WBS project costs will assist in developing funding resources.

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

Current year: No overall fiscal impact. Transfer \$230,000 budget expenditure authority from Detention Electronics and \$200,000 expenditure authority from the Fire Alarm portion of Detention Electronics, all within the Capital Improvement Fund. The expenditure budget was \$1,088,800 for Detention Electronics and Fire Alarm expenditures in Fund 2507 in addition to the \$3.5 million budgeted in Fund 2500. The \$430,000 transfer represents the

impact of charging applicable FY06 Detention Electronics and Fire Alarm project costs to the Justice Bond Fund, Fund 2500. The overall Detention Electronics project will be coming in under budget after revenues are applied, part of the excess can be applied to the BSER and Kelly projects.

**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.

## 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?  
N/A
- What budgets are increased/decreased?  
No budget change except at project level.
- What do the changes accomplish?  
N/A
- Do any personnel actions result from this budget modification? Explain.  
No.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?  
N/A
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?  
N/A
- If a grant, what period does the grant cover?  
N/A
- If a grant, when the grant expires, what are funding plans?  
N/A

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

## ATTACHMENT B

PROJECT REALLOCATION: FPM-08

### Required Signatures

Facilities &  
Property  
Management  
Director:



Date: 04/17/06

Chief Financial  
Officer:



Date: 04/17/06

Budget Director:



Date: 04/17/06

Project Reallocation Bud Mod: FPM06\_08

**EXPENDITURES & REVENUES**

FPM06-08

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		WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center							
1											
2	72-50	2507			CP08.41.03	60530	50,323	300,323	250,000		Kelly Building Fire Suppression
3	72-50	2507			CP08.06.04	60530	1,500	181,500	180,000		BSER
4	72-50	2507			CP08.05.24A	60530	608,657	378,657	(230,000)		JC Detention Electronics
5	72-50	2507			CP08.05.24B	60530	480,143	280,143	(200,000)		JC Det Electronics-Fire Suppression
6											
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29								0			
									0	0	Total - Page 1
									0	0	GRAND TOTAL



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-5 DATE 5/11/06  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-5  
Est. Start Time: 10:13 AM  
Date Submitted: 04/17/06

### BUDGET MODIFICATION: NOND - 05A

**Agenda Title:** Budget Modification NOND-05A Appropriating Revenues from the the WK Kellogg Foundation for Staffing the Youth Innovation Fund Project

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

<b>Date Requested:</b>	<u>May 11, 2006</u>	<b>Time Requested:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Non-Departmental</u>	<b>Division:</b>	<u>CCFC</u>
<b>Contact(s):</b>	<u>Wendy Lebow, Joshua Todd</u>		
<b>Phone:</b>	<u>503-988-5839</u>	<b>Ext.</b>	<u>86981</u>
<b>Presenter(s):</b>	<u>Wendy Lebow, Joshua Todd</u>		
<b>I/O Address:</b>	<u>167200</u>		

### General Information

#### 1. What action are you requesting from the Board?

The Commission on Children, Families, and Communities (CCFC) recommends approval of Budget Modification NOND-05A, appropriating funds from the W.K. Kellogg Foundation for staffing the Youth Innovation Fund project.

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

The Youth Innovation Fund project (YIF) is funded by the W.K. Kellogg Foundation, and is a grant that is in the process of being renewed. The first YIF grant began in 2003, focused on a community youth assessment and youth philanthropy in Portland. The grant finds a niche within the larger shared goal of every young person having a high quality education that prepares them for adulthood, career and citizenship. The YIF is supporting this broad goal by promoting expanded service learning and student voice in Portland Public schools. Service learning is a key tool to increase student achievement and satisfaction, a view widely held by Portland high school students, national experts, educators, and researchers. In addition, YIF can help achieve these objectives through continuing to support and develop nontraditional leaders, providing examples of service that can

help teachers and students, and advocating for service-learning and youth voice opportunities for all students. The strong consortium of partners who have been, and will continue, supporting YIF are: Portland Public Schools (lead partner and fiscal agent), Portland State University, City of Portland, Office of Mayor Potter, KBOO, Portland Schools Foundation and the Multnomah County Commission on Children, Families and Community (CCFC).

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

The revenue will pick-up a portion (0.25) of the CCFC Youth Development Coordinator. The 0.75 Youth Co-Coordinator is a temporary position. As the work of this grant cycle gets more fully underway, additional funding opportunities will be pursued actively.

**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.**

Citizen involvement includes engaging a diverse group of youth in assisting with governance of the Youth Innovation Fund Project. The government consortium partners are Portland Public Schools, Portland State University and City of Portland, Office of Mayor Potter.

# 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?

CCFC will receive \$54,198 from the W.K. Kellogg Grant. Part of the grant pays for .25 FTE of a current Program Coordinator. This in turn will create savings in the State Commission on Children and Families funding streams. The State budget is a biennial budget. We will use these savings to help with our State deficits for FY07 budget. We are in the first year of the biennium.
- What budgets are increased/decreased?

The Kellogg Grant Funding will be increased. This is the first year of the biennium, and the CCFC's State funds are available for the biennium. The saving accrued from receipt of the grant will be applied to FY07 year expenses.
- What do the changes accomplish?

The Kellogg Grant allows CCFC to provide a coordination role to enhance service learning and youth voice with Portland Public Schools and other partners.
- Do any personnel actions result from this budget modification? Explain.

A 0.75 FTE Youth Co-Coordinator (a temporary position) is funded through this grant.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?

Direct and indirect charges are covered by the grant.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

This is the second and final funding round for this grant. As the work of this grant cycle gets more fully underway, additional funding opportunities will be actively pursued.
- If a grant, what period does the grant cover?

The grant period is 7/1/05 through 6/30/07.
- If a grant, when the grant expires, what are funding plans?

The CCFC will pick-up the grant-funded (0.25) portion of the Youth Development Coordinator. The Youth Co-Coordinator is a temporary position and won't be extended unless additional funds are secured. Possible funding sources have already been identified, and grantwriting will proceed in the near future.

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

## ATTACHMENT B

BUDGET MODIFICATION: NOND - 05A

### Required Signatures

Department/  
Agency Director:

*Wendy Lebn*

Date: 04/14/06

Budget Analyst:

*Debra*

Date: 04/14/06

Department HR:

Date:

Countywide HR:

Date:

Budget Modification or Amendment ID: **Bud Mod Nond 05A****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: 06

Line No.	Fund Center	Fund Code	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Cost Center	WBS Element						
1	10-53	32132	40			CCFC.YOUTH.32132	60000	3,930	23,513	27,443		Permanent
2	10-53	32132	40			CCFC.YOUTH.32132	60130	1,200	7,440	8,640		Salary Related Expns
3	10-53	32132	40			CCFC.YOUTH.32132	60140	235	5,835	6,070		Insurance Benefits
4	10-53	32132	40			CCFC.YOUTH.32132	60350	35	859	894		Central Indirect
5	10-53	32132	40			CCFC.YOUTH.32132	60355	0	0	-		Dept Indirect
6	10-53	32132	40			CCFC.YOUTH.32132	60360	0	546	546		Intl Svc Finance Ops
7	10-53	32132	40			CCFC.YOUTH.32132	60365	0	542	542		Intl Svc HumanResOps
8	10-53	32132	40			CCFC.YOUTH.32132	60100	0	9,028	9,028		Temporary
9	10-53	32132	40			CCFC.YOUTH.32132	60135	0	749	749		Non Base Fringe
10	10-53	32132	40			CCFC.YOUTH.32132	60145	0	286	286		Non Base Insurance
11	10-53	32132	40			CCFC.YOUTH.32132	50210	(5,400)	(48,798)	(54,198)	0	OP-Nongovt'l Prog
12												
13	10-52	23470	40			CCFC.SCHOOL.23470	60000	24,956	18,811	(6,145)		Permanent
14	10-52	23470	40			CCFC.SCHOOL.23470	60130	7,629	5,688	(1,941)		Salary Related Expns
15	10-52	23470	40			CCFC.SCHOOL.23470	60140	5,466	4,107	(1,359)		Insurance Benefits
16	10-52	23470	40			CCFC.SCHOOL.23470	50180	(38,051)	(28,606)	9,445	0	IG-OP Direct State
17												
18	10-53	21490	40			CCFC.YOUTH.21490	60000	27,657	8,883	(18,774)		Permanent
19	10-53	21490	40			CCFC.YOUTH.21490	60130	8,400	2,489	(5,911)		Salary Related Expns
20	10-53	21490	40			CCFC.YOUTH.21490	60140	6,018	1,866	(4,152)		Insurance Benefits
21	10-53	21490	40			CCFC.YOUTH.21490	50190	(42,075)	(13,238)	28,837	0	IG-OP Fed Thru State
22												
23	10-53	32082	40			CCFC.YOUTH.32082	60000	142,811	140,308	(2,503)		Permanent
24	10-53	32082	40			CCFC.YOUTH.32082	60130	43,657	42,869	(788)		Salary Related Expns
25	10-53	32082	40			CCFC.YOUTH.32082	60140	30,980	30,426	(554)		Insurance Benefits
26	10-53	32082	40			CCFC.YOUTH.32082	50180	(217,448)	(213,603)	3,845	0	IG-OP Direct State
											0	
										0	0	Total - Page 1
										#REF!	#REF!	GRAND TOTAL



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-6 DATE 5-11-06  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-6  
Est. Start Time: 10:15 AM  
Date Submitted: 04/12/06

### BUDGET MODIFICATION: DCJ - 30

**Agenda Title:** Budget Modification DCJ-30 Reclassifying an Office Assistant 2 to an Office Assistant Senior in the Juvenile Services East Office, as Determined by the Class/Comp Unit of Central Human Resources

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

Date Requested:	<u>May 11, 2006</u>	Time Requested:	<u>3 minutes</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Juvenile Services Division</u>
Contact(s):	<u>Shaun Coldwell</u>		
Phone:	<u>503-988-3961</u>	Ext.	<u>83961</u>
	I/O Address:		<u>503/250</u>
Presenter(s):	<u>James Opoka</u>		

### General Information

**1. What action are you requesting from the Board?**

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify an Office Assistant 2 to an Office Assistant Senior, having been reviewed by the HR Class Comp and deemed necessary for change in classification.

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

Reclassification of an Office Assistant 2 to an Office Assistant Senior in the juvenile services East County office, Program # 50042, was approved for recommendation to the Board of County Commissioners by HR Class Comp on March 23, 2006, to become effective August 13, 2005.

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

The personnel position, Position # 701510, is funded 50% by County general fund and 50% by the State Juvenile Crime Prevention Governor's Plan revenue. The \$3,435 increased cost of the reclassification to Office Assistant Senior is funded by a reduction to Counseling Management's general fund Temporary Employee expense budget and by a reduction to the East Office Governor's

Plan operational Supplies budget.

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

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other non-merit factor.

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

N/A

# 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?  
Insurance revenue increases by \$101.  
Department Indirect increases by \$3.  
HR Operations increase by \$35.  
FIN Operations decrease by (\$106).
- What budgets are increased/decreased?  
The operational Supplies budget decreases by (\$1,651) and FIN Ops by (\$106). Insurance increases by \$101, Department Indirect by \$3, and HR Operations by \$35.
- What do the changes accomplish?  
A juvenile services Office Assistant 2 is reclassified to an Office Assistant Senior with reductions to Temporary personnel and operational Supplies supplying the offsetting increase in personnel expense.
- Do any personnel actions result from this budget modification? Explain.  
Yes. An Office Assistant 2 personnel position is reclassified to an Office Assistant Senior position, retroactive to August 13, 2005.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?  
The county indirect changes net to zero. The increase in central human resources and departmental overhead costs are covered by a reduction to operational Supplies. Central finance is decreased by (\$106).
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?  
There is no change in revenue. The personnel position's reclassification will continue in fiscal year 2007.
- If a grant, what period does the grant cover?  
N/A
- If a grant, when the grant expires, what are funding plans?  
N/A

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

## ATTACHMENT B

BUDGET MODIFICATION: DCJ - 30

### Required Signatures

Department/  
Agency Director:

*Sharon Crowe for Joanne Fuller*

Date: 04/04/06

Budget Analyst:

*CEE*

Date: 04/11/06

Department HR:

*James J. Opoka*

Date: 04/05/06

Countywide HR:

*Walter Opoka*

Date: 04/06/06

Budget Modification ID: **DCJ-30****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: 2006

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	50-50	1000	50		508100		60000	166,611	167,868	1,257		Incr Perm, OA 2 recl to OA Sr
2	50-50	1000	50		508100		60130	52,947	53,331	384		Incr Sal-Related
3	50-50	1000	50		508100		60140	41,009	41,084	75		Incr Insurance
4	50-50	1000	50		508100		60365	5,877	5,913	36		Incr HR Ops
5									0		<b>1,752</b>	<b>Total Cctr 508100 JSD East</b>
6	50-50	1000	50		507000		60100	11,223	9,748	(1,475)		Decr Temporary
7	50-50	1000	50		507000		60135	1,450	1,259	(191)		Decr NB Sal-Related
8	50-50	1000	50		507000		60145	382	332	(50)		Decr NB Insurance
9	50-50	1000	50		507000		60365	3,300	3,264	(36)		Decr HR Ops
10									0		<b>(1,752)</b>	<b>Total Cctr 507000 JSD CM</b>
11	50-50	21470	50		CJ011.GOV.BASIC.PROB.CO		60000	293,315	294,573	1,258		Incr Perm, OA 2 recl to OA Sr
12	50-50	21470	50		CJ011.GOV.BASIC.PROB.CO		60130	89,759	90,144	385		Incr Sal-Related
13	50-50	21470	50		CJ011.GOV.BASIC.PROB.CO		60140	67,837	67,913	76		Incr Insurance
14	50-50	21470	50		CJ011.GOV.BASIC.PROB.CO		60240	3,530	1,879	(1,651)		Decr Supplies
15	50-50	21470	50		CJ011.GOV.BASIC.PROB.CO		60355	21,281	21,284	3		Incr Dept Indirect
16	50-50	21470	50		CJ011.GOV.BASIC.PROB.CO		60360	961	855	(106)		Decr FIN Ops
17	50-50	21470	50		CJ011.GOV.BASIC.PROB.CO		60365	3,692	3,727	35		Incr HR Ops
18									0		<b>0</b>	<b>Total JCP Governor's Plan</b>
19	72-10	3500	20		705210		50316		(101)	(101)	<b>(101)</b>	Incr Insurance Revenue
20	72-10	3500	20		705210		60330		101	101	<b>101</b>	Incr Insurance Offsetting Exp
21	50-00	1000	50		509600		50370		(3)	(3)	<b>(3)</b>	Incr Dept Indirect Revenue
22	50-00	1000	50		509600		60170		3	3	<b>3</b>	Incr Prog Svcs/Busn Svcs
23	72-80	3506	20		712006		50310		(35)	(35)	<b>(35)</b>	Incr HR Ops svc reimb
24	72-80	3506	20		712006		60240		35	35	<b>35</b>	Incr HR Ops offsetting exp
25	72-10	3506	20		711100		50310		106	106	<b>106</b>	Decr FIN Ops svc reimb
26	72-10	3506	20		711100		60240		(106)	(106)	<b>(106)</b>	Decr FIN Ops offsetting exp
27									0			
28									0			
29									0			
										<b>0</b>	<b>0</b>	<b>Total - Page 1</b>
										<b>0</b>	<b>0</b>	<b>GRAND TOTAL</b>

**ANNUALIZED PERSONNEL CHANGE**Change 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
1000	6001	61899	OA 2 GF Cctr 508100	701510	(0.50)	(15,002)	(4,587)	(5,313)	(24,902)
1000	6001	61899	OA Sr GF Cctr 508100	701510	0.50	16,431	5,023	5,398	26,852
1505	6001	61900	OA 2 Gov.Prob	701510	(0.50)	(15,003)	(4,586)	(5,313)	(24,902)
1505	6001	61900	OA Sr Gov.Prob	701510	0.50	16,432	5,024	5,399	26,855
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					0.00	2,858	874	171	3,903

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

						CURRENT YEAR			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6001	61899	OA 2 GF Cctr 508100	701510	(0.44)	(13,202)	(4,036)	(4,675)	(21,913)
1000	6002	61899	OA Sr GF Cctr 508100	701510	0.44	14,459	4,420	4,750	23,629
1000			NB Frg/Ins on (\$1,475) Temp base				(191)	(50)	(241)
1505	6001	61900	OA 2 Gov.Prob	701510	(0.44)	(13,203)	(4,036)	(4,675)	(21,914)
1505	6002	61900	OA Sr Gov. Prob	701510	0.44	14,461	4,421	4,751	23,633
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					0.00	2,515	578	101	3,194



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-7 DATE 5-11-06  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-7  
Est. Start Time: 10:18 AM  
Date Submitted: 04/12/06

### BUDGET MODIFICATION: DCJ - 31

**Agenda Title:** Budget Modification DCJ-31 Reclassifying an Office Assistant Senior to an Administrative Secretary in Juvenile Services Management, as Determined by the Class/Comp Unit of Central Human Resources

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

<b>Date Requested:</b>	<u>May 11, 2006</u>	<b>Time Requested:</b>	<u>3 minutes</u>
<b>Department:</b>	<u>Dept. of Community Justice</u>	<b>Division:</b>	<u>Juvenile Services Division</u>
<b>Contact(s):</b>	<u>Shaun Coldwell</u>		
<b>Phone:</b>	<u>503-988-3961</u>	<b>Ext.</b>	<u>83961</u>
<b>Presenter(s):</b>	<u>James Opoka</u>	<b>I/O Address:</b>	<u>503/250</u>

### General Information

**1. What action are you requesting from the Board?**

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify an Office Assistant Senior to an Administrative Secretary, having been reviewed by the HR Class Comp and deemed necessary for change in classification.

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

Reclassification of an Office Assistant Senior to an Administrative Secretary was approved for recommendation to the Board of County Commissioners by HR Class Comp on March 30, 2006, to become effective September 13, 2005.

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

The personnel position, Position # 701893, is funded 50% by County general fund in Juvenile Services Management Program Offer # 50032 and 50% by the Reclaiming Futures grant, Program Offer # 50053. The total \$1,090 increased cost of the reclassification to Administrative Secretary is funded by a reduction to Juvenile Support Services Travel/Training general fund expense budget and

by a reduction to the Reclaiming Futures grant's operational Supplies expense budget.

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

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other non-merit factor.

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

N/A

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## ATTACHMENT A

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### Budget Modification

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If the request is a **Budget Modification**, please answer all of the following in detail:

- What revenue is being changed and why?  
Insurance revenue increases by \$48.  
HR Operations increase by \$24.  
FIN Operations decrease by (\$34).
- What budgets are increased/decreased?  
The Travel/Training budget decreases by (\$557) and the operational Supplies budget decreases by (\$523). FIN Ops decreases by (\$34), Insurance increases by \$48, and HR Operations increases by \$24.
- What do the changes accomplish?  
A juvenile services Office Assistant Senior is reclassified to an Administrative Secretary, accompanied by reductions to Travel/Training and operational Supplies to provide the offsetting increase in personnel expense.
- Do any personnel actions result from this budget modification? Explain.  
Yes. An Office Assistant Senior personnel position is reclassified to an Administrative Secretary position, retroactive to September 13, 2005.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?  
The county and departmental indirect changes net to zero. The \$24 increase in central human resources and Central finance decrease of (\$34) is covered in the budget modification.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?  
There is no change in revenue. The personnel position's reclassification will continue in fiscal year 2007.
- If a grant, what period does the grant cover?  
N/A
- If a grant, when the grant expires, what are funding plans?  
N/A

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

BUDGET MODIFICATION: DCJ - 31

### Required Signatures

Department/  
Agency Director:

*Sharon Anderson for Joanne Fuller*

Date: 04/10/06

Budget Analyst:

*CEE*

Date: 04/11/06

Department HR:

*James J. Opoka*

Date: 04/10/06

Countywide HR:

*Heidi Quip*

Date: 04/10/06

Budget Modification ID: **DCJ-31****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: 2006

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	50-50	1000	50				60000	292,986	293,385	399		Incr Perm, OA Sr to Adm Sec
2	50-50	1000	50				60130	90,673	90,795	122		Incr Sal-Related
3	50-50	1000	50				60140	88,409	88,433	24		Incr Insurance
4	50-50	1000	50				60260	1,400	843	(557)		Decr Travel/Training
5	50-50	1000	50				60365	0	12	12		Incr HR Ops
6									0		0	<b>Total JSS 509200 GF</b>
7	50-50	68491	50			CJ024.RECLAIM FUTURE	60000	98,695	99,094	399		Incr Perm, OA Sr to Adm Sec
8	50-50	68491	50			CJ024.RECLAIM FUTURE	60130	30,171	30,293	122		Incr Sal-Related
9	50-50	68491	50			CJ024.RECLAIM FUTURE	60140	19,161	19,185	24		Incr Insurance
10	50-50	68491	50			CJ024.RECLAIM FUTURE	60240	3,259	2,736	(523)		Decr Supplies
11	50-50	68491	50			CJ024.RECLAIM FUTURE	60360	15,119	15,085	(34)		Decr FIN Ops
12	50-50	68491	50			CJ024.RECLAIM FUTURE	60365	4,980	4,992	12		Incr HR Ops
13	50-50		50						0		0	<b>Total JSD Reclaim Future</b>
14	72-10	3500	20		705210		50316	(48)	(48)	(48)		Incr Insurance Revenue
15	72-10	3500	20		705210		60330	48	48	48		Incr Insurance Offsetting Exp
16	72-80	3506	20		712006		50310	(24)	(24)	(24)		Incr HR Ops svc reimb
17	72-80	3506	20		712006		60240	24	24	24		Incr HR Ops offsetting exp
18	72-10	3506	20		711100		50310	34	34	34		Decr FIN Ops svc reimb
19	72-10	3506	20		711100		60240	(34)	(34)	(34)		Decr FIN Ops offsetting exp
20								0				
21								0				
22								0				
23								0				
24								0				
25								0				
26								0				
27								0				
28								0				
29								0				
									0		0	<b>Total - Page 1</b>
									0		0	<b>GRAND TOTAL</b>

**ANNUALIZED PERSONNEL CHANGE**

Change 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
1000	6002	64500	Reclass OA Sr to Adm Secretary	701893	(0.50)	(19,471)	(5,952)	(5,581)	(31,004)
1000	6005	64500	Reclass to Adm Sec from OASr	701893	0.50	20,066	6,134	5,617	31,817
1505	6002	64501	Reclass OA Sr to Adm Secretary	701893	(0.50)	(19,471)	(5,952)	(5,581)	(31,004)
1505	6005	64501	Reclass to Adm Sec from OASr	701893	0.50	20,066	6,134	5,617	31,817
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					0.00	1,190	364	72	1,626

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

						CURRENT YEAR			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6002	64500	Reclass OA Sr to Adm Secretary	701893	(0.34)	(6,523)	(1,994)	(1,870)	(10,387)
1000	6005	64500	Reclass to Adm Sec from OASr	701893	0.34	6,922	2,116	1,894	10,932
1505	6002	64501	Reclass OA Sr to Adm Secretary	701893	(0.34)	(6,523)	(1,994)	(1,870)	(10,387)
1505	6005	64501	Reclass to Adm Sec from OASr	701893	0.34	6,922	2,116	1,894	10,932
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					0.00	798	244	48	1,090



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-8 DATE 5.11.06  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-8  
Est. Start Time: 10:19 AM  
Date Submitted: 04/25/06

### BUDGET MODIFICATION: DCJ - 32

**Agenda Title:** Budget Modification DCJ-32 Appropriating \$14,701 from the Oregon Department of Human Services for Treatment at DCJ's Juvenile Secure Residential Alcohol and Drug Treatment Unit (RAD)

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

<b>Date Requested:</b>	<u>May 11, 2006</u>	<b>Time Requested:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Dept. of Community Justice</u>	<b>Division:</b>	<u>Juvenile Services</u>
<b>Contact(s):</b>	<u>Shaun Coldwell</u>		
<b>Phone:</b>	<u>503-988-3961</u>	<b>Ext.</b>	<u>83961</u>
		<b>I/O Address:</b>	<u>503/250</u>
<b>Presenter(s):</b>	<u>Wayne Scott and Thuy Vanderlinde</u>		

### General Information

#### 1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to appropriate \$14,701 from Oregon Department of Human Services (DHS) in order to provide treatment at DCJ's Juvenile Secure Residential A&D Treatment Unit (RAD).

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

The Department of Human Services has requested a two month extension of treatment in the RAD unit for a 16 year old female youth in their custody. The client has been in treatment in the RAD unit since November 1, 2005 and her six month treatment program ended on April 30, 2006. This six month treatment program was approved by the Board on Budget Modification DCJ-17. This youth occupies a 16th bed that was added to RAD with Marion County funds; no beds were taken from Multnomah County youth to accommodate this treatment episode. The client has severe meth addiction problems, has been physically and mentally abused, had been living on the streets, has learning disabilities, has demonstrated high risk behavior in the community and does not have

family support. DHS is requesting this extension for two months of treatment to allow time for placement in an independent living program and to continue service to maintain a healthy lifestyle. She is currently on a waiting list for the independent living program. This youth has made great progress while in RAD and DHS does not want to see her without a safety net when she leaves the RAD program. This youth has become stabilized, is clean and sober, has received treatment for her mental health issues and has learned how to take care of herself while in the RAD program. This one-time only funding from DHS will continue to pay for one Child Care Specialist and one part-time Alcohol & Drug Counselor hired through the Morrison Center Contract. The Child Care Specialist will continue to provide supervision, pro-social skill building, and safety and security. The Alcohol & Drug Counselor has a dual diagnosis mental health background and will continue to provide psychiatric and alcohol & drug treatment.

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

This budget modification includes revenue and expenditures covering the period May 1, 2006 through June 30, 2006.

The inter-governmental agreement provides funds for professional services to provide alcohol and drug and psychiatric treatment to a female youth from Marion County and to maintain the youth in a secure drug and alcohol treatment environment.

**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.**

# 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?  
State Department of Human Services revenue increases by \$14,701 for FY 2006.
- What budgets are increased/decreased?  
Juvenile Services Division, Residential Alcohol and Drug Treatment (RAD) Professional Services increases by \$13,165.  
Central Indirect increases by \$86.  
Department indirect increases by \$604  
Finance Operations Cost increases by \$846
- What do the changes accomplish?  
Professional Services increases by \$13,164 to provide treatment to a youth in RAD. Treatment will be provided by Morrison Center.
- Do any personnel actions result from this budget modification? Explain.  
N/A
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?  
The inter-governmental agreement covers Central Indirect, Department Indirect and Central Finance costs.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?  
The revenue is one-time-only. The FY06 agreement is effective May 1, 2006 through June 30, 2006.
- If a grant, what period does the grant cover?  
The FY06 inter-governmental agreement is May 1, 2006 through June 30, 2006
- If a grant, when the grant expires, what are funding plans?  
This grant covers one 2 month episode of Residential and Alcohol Treatment for a youth from Marion County.

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

## ATTACHMENT B

BUDGET MODIFICATION: DCJ - 32

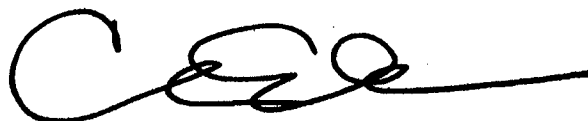
### Required Signatures

Department/  
Agency Director:



Date: 04/25/06

Budget Analyst:



Date: 04/21/06

Department HR:

Date:

Countywide HR:

Date:

Budget Modification or Amendment ID: **DCJ-32****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: **06**

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	50-50	32162	50			CJ035.DHS.RAD	50180	(85,796)	(100,497)	(14,701)	(14,701)	Incr DHS Revenue 1 bed x \$241/day x 61 days
2	50-50	32162	50			CJ035.DHS.RAD	60170	64,267	77,432	13,165		Incr Prof Svc Morrison Ctr
3	50-50	32162	50			CJ035.DHS.RAD	60350	511	597	86		incr central indirect .65%
4	50-50	32162	50			CJ035.DHS.RAD	60355	3,601	4,205	604		incr dept indirect 4.59%
5	50-50	32162	50			CJ035.DHS.RAD	60360	2,466	3,312	846		Incr. Fin Ops 6.43%
6											14,701	
7									0			
8												
9												
10	19	1000	20		9500001000		50310		(86)	(86)		incr central indirect rev to GF
11	19	1000	20		9500001000		60470		86	86		CGF Contingency Exp.
12	50-00	1000	50		509600		50370		(604)	(604)		incr dept indirect
13	50-00	1000	50		509600		60170		604	604		incr Prof Svc/Bus Svcs
14	72-10	3506	20		711100		50310		(846)	(846)		incr Fin Ops Revenue
15	72-10	3506	20		711100		60420		846	846		incr. offsetting expenditure
16											0	
17												
18												
19												
20												
21												
22									0		0	
										0	0	Total - Page 1
										0	0	GRAND TOTAL



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: R-9  
Est. Start Time: 10:20 AM  
Date Submitted: 04/25/06

**BUDGET MODIFICATION:** -

**Agenda Title:** Update on Multnomah County Sheriff's Office Operations and Policy Issues

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

<b>Date Requested:</b>	May 11, 2006	<b>Time Requested:</b>	10-20 Minutes
<b>Department:</b>	Office of the Sheriff	<b>Division:</b>	Executive Office
<b>Contact(s):</b>	Christine Kirk		
<b>Phone:</b>	503.988.4301	<b>Ext.</b>	84301
<b>I/O Address:</b>	503/350		
<b>Presenter(s):</b>	Business Services Director Larry Aab and Chief of Staff Christine Kirk		

### General Information

**1. What action are you requesting from the Board?**

Informational briefing only on overtime expenditures to date.

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

The Sheriff has offered to provide regularly scheduled briefings on major policy issues and operational choices to the Board on a regular basis. Topics initially shall include – staffing levels, state budget reductions, law enforcement options, services in the jail, and other topics as requested. This time will also allow the Board an opportunity to ask questions and indicate areas where they would like more information.

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

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

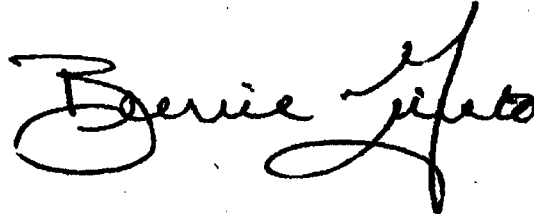
5. Explain any citizen and/or other government participation that has or will take place.

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**Required Signatures**

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Department/  
Agency Director:



Date: 04/25/06

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

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# Update on Overtime, 10 Months Into FY 05/06

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Multnomah County Sheriff's Office  
Presentation to the Board of County  
Commissioners – May 11, 2006

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# Update on Overtime Use Since Last Board Briefing

- RFP for scheduling software.
    - The RFP has been evaluated and scored and a vendor has been selected
    - Notification letters have been sent and appeal period ends Friday
    - Multi-department team is being assembled to negotiate contract and determine total cost of ownership
-

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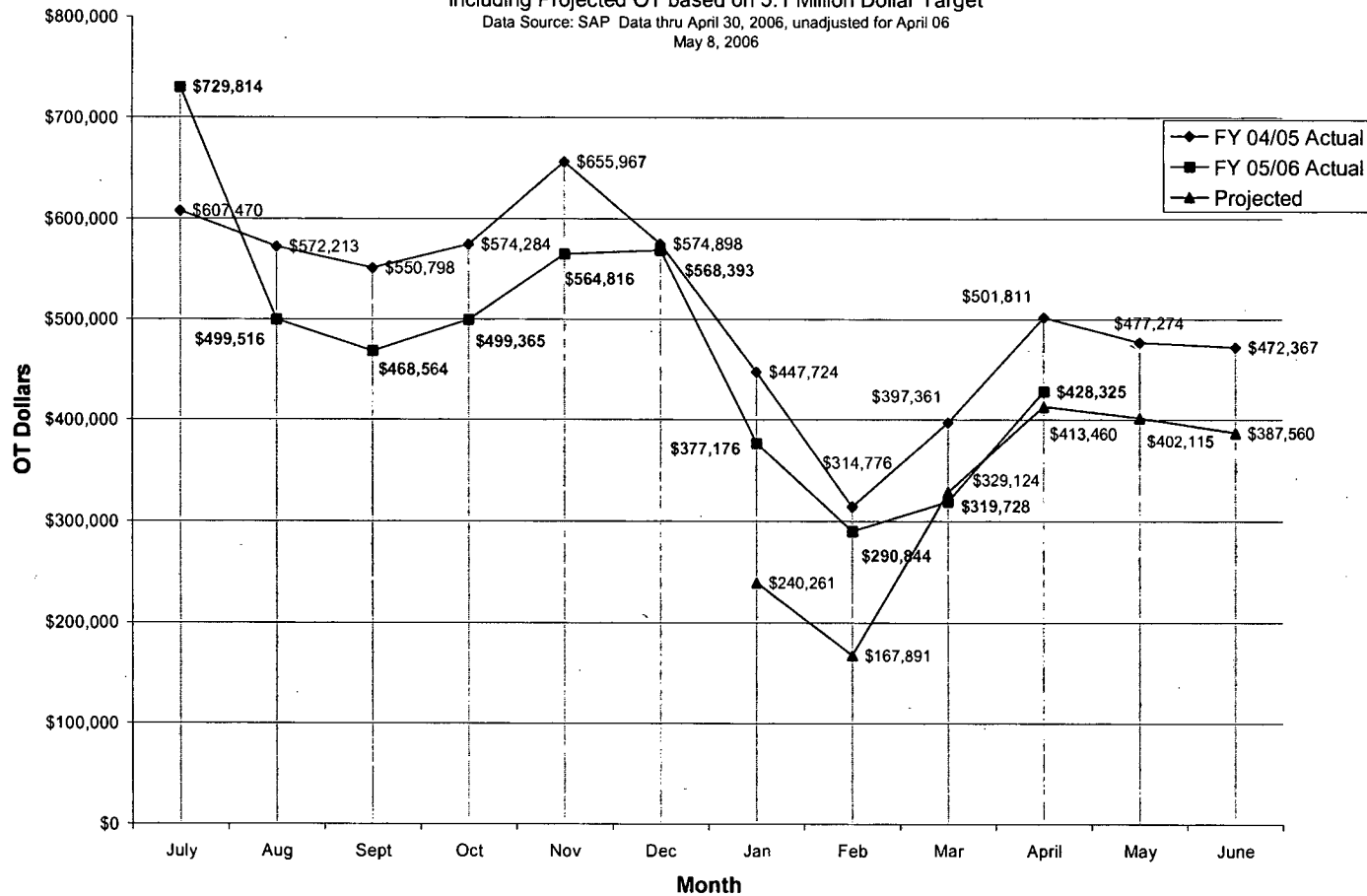
## Update on Overtime Use Since Last Board Briefing

- Determine other avenues to address reporting weaknesses in SAP.
    - Continue to evaluate reporting weaknesses in time entry and making changes with SAP.
    - SAP Team is an important element in developing business rules for reporting time
    - Defining business rules in the new scheduling software that will standardize reporting criteria will be an important element to understanding and managing overtime.
-

# Update on Overtime Use Since Last Board Briefing

Comparison of Actual OT Expenditures for FY 05 and FY06,  
including Projected OT based on 5.1 Million Dollar Target

Data Source: SAP Data thru April 30, 2006, unadjusted for April 06  
May 8, 2006



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## Next Steps

- Continue Closely Monitoring Overtime
  - Write Specifications for Post Factor Study
  - Schedule a Board Briefing to Provide Information and Total Cost of Ownership Estimates for Scheduling Software
-



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

### Board Clerk Use Only

Meeting Date: 05/11/06  
Agenda Item #: E-1  
Est. Start Time: 10:35 AM  
Date Submitted: 05/04/06

### BUDGET MODIFICATION:

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

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

<b>Date Requested:</b>	May 11, 2006	<b>Time Requested:</b>	15-30 mins
<b>Department:</b>	Non-Departmental	<b>Division:</b>	County Attorney
<b>Contact(s):</b>	Agnes Sowle		
<b>Phone:</b>	503 988-3138	<b>Ext.</b>	83138
<b>I/O Address:</b>	503/500		
<b>Presenter(s):</b>	Agnes Sowle and Invited Others		

### General Information

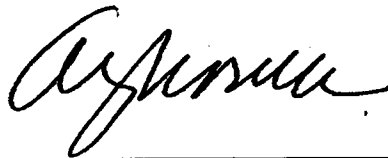
1. What action are you requesting from the Board?  
No Final Decision will be made in the Executive Session.
2. Please provide sufficient background information for the Board and the public to understand this issue.  
Only Representatives of the News Media and Designated Staff are allowed to Attend.  
Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session.
3. Explain the fiscal impact (current year and ongoing).
4. Explain any legal and/or policy issues involved.  
ORS 192.660(2)(h).
5. Explain any citizen and/or other government participation that has or will take place.

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**Required Signatures**

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**Department/  
Agency Director:**



**Date:** 04/27/06

**Budget Analyst:**

**Date:**

**Department HR:**

**Date:**

**Countywide HR:**

**Date:**