



Multnomah County Oregon

Board of Commissioners & Agenda

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BOARD OF COMMISSIONERS

Diane Linn, Chair

501 SE Hawthorne Boulevard, Suite 600
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Email: mult.chair@co.multnomah.or.us

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Commission Dist. 1

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Lonnie Roberts, Commission Dist. 4

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MAY 27, 28 & 29, 2003

BOARD MEETINGS

FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	9:30 a.m. Tuesday School Aged Policy Framework Discussion
Pg 2	9:00 a.m. Wednesday Health Policy Discussion and Temporary Personal Income Tax Measure Discussions
Pg 2	6:00 p.m. Wednesday Public Hearing on the 2003-2004 Multnomah County Budget
Pg 3	9:30 a.m. Thursday Regular Board Meeting
Pg 4	10:30 a.m. Thursday Continued Public Hearing on Boundaries of the Proposed People's Utility District
Pg 5	Budget Work Session and Hearing Schedule

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 Multnomah Community
Television

(503) 491-7636, ext. 333 for further info
or: <http://www.mctv.org>

Tuesday, May 27, 2003 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION

WS-1 School Aged Policy Framework

Wednesday, May 28, 2003 - 9:00 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION

WS-2 Health Policy
Multnomah County Temporary Personal Income Tax Measure

Wednesday, May 28, 2003 - 6:00 PM
Multnomah County East Building, Sharron Kelley Conference Room
600 NE 8th, Gresham

PUBLIC HEARING

PH-1 Public Hearing on the 2003-2004 Multnomah County Budget. Testimony will be Limited to 3 Minutes per Person.

Thursday, May 29, 2003 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 9:30 AM
PUBLIC CONTRACT REVIEW BOARD

C-1 ORDER Approving an Exemption from the Formal Competitive Bid Process the Contract with Election Systems & Software, Inc. (ES&S) for the

Purchase of New Vote Tabulation Equipment, Unity Software and Election Support Services

SHERIFF'S OFFICE

- C-2 Budget Modification MCSO-03 EXT-12 Appropriating \$126,618.63 of Revenue from the Federal Bureau of Justice Local Law Enforcement Block Grant (LLEBG) to Assist in Purchasing River Patrol Vehicle and Overtime for Corrections at MCDC
- C-3 Budget Modification MCSO-03 EXT-13 Appropriating \$45,488 in Additional Revenue from the Oregon Department of Transportation to Continue Funding the DUII Intensive Supervision Program (DISP)
- C-4 Budget Modification MCSO-03 EXT-14 Appropriating \$20,095 Revenue from the Oregon State Sheriff's Association for Participating in the Seat Belt Grant for 2002-2003
- C-5 Budget Modification MCSO-03 EXT-15 Appropriating \$12,000 Revenue into this Fiscal Year's Budget from the Oregon State Sheriff's Association, for Participation in the DUII Overtime Enforcement Grant
- C-6 Budget Modification MCSO-03 EXT-16 Appropriating \$15,000 Annual Revenue from U.S. Customs Services' Contract to Assist in Anti-Smuggling Unit Operations from October 1, 2002 to September 30, 2005

DEPARTMENT OF COUNTY HUMAN SERVICES

- C-7 Government Revenue Contract (190 Agreement) 4600003987 with the City of Portland to Purchase Culturally Competent Services for the Latino Community from the City of Portland, North Portland Neighborhood Association, Acting as the Fiscal Agent on Behalf of the Latino Network

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.

DEPARTMENT OF HEALTH - 9:30 AM

- R-1 NOTICE OF INTENT to Apply for Refugee Preventive Health Grant

- R-2 NOTICE OF INTENT to Apply for a Federal Nurse Education, Practice, and Retention Career Ladder Program Grant
- R-3 NOTICE OF INTENT to Apply for a Family Planning Male Reproductive Health Research Grant
- R-4 NOTICE OF INTENT to Apply for Grant Funding from the Oregon Department of Human Services to Develop and Implement an Asthma Tracking System

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 9:55 AM

- R-5 RESOLUTION Approving Sale of Gresham Neighborhood Center (GNC) Building and Lease Option Agreement for Adjacent Parking Lot
- R-6 RESOLUTION Approving Justice Center Fire Alarm Upgrades (Project #1) and Justice Center Detention Electronics Project (Project #2) Plans and Authorization to Proceed with Public Bidding through Completion of Project #1

Thursday, May 29, 2003 - 10:30 AM
(OR IMMEDIATELY FOLLOWING REGULAR AGENDA)
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

CONTINUED PUBLIC HEARING

- PH-2 The Multnomah County Board of Commissioners will conduct a Continued Public Hearing to Consider the Boundaries of the Proposed Multnomah County People's Utility District. The electors' petition describes the proposed boundaries as: All of Multnomah County, except the areas within the boundaries of: the Interlachen People's Utility District and the Rockwood Water People's Utility District. The electors' petition describes the purposes of the levy as: To finance an engineer's report and the election under ORS 261.355(1). Public Testimony will be Limited to 3 Minutes per Person.
Written Testimony is Encouraged.

Submit Written Testimony to:
Deborah Bogstad, Board Clerk
deborah.l.bogstad@co.multnomah.or.us
501 SE Hawthorne Blvd., Suite 600
Portland, OR 97214

MULTNOMAH COUNTY 2003-2004 BUDGET WORK SESSIONS AND HEARINGS

**(Unless otherwise noted, all sessions will be held in the Multnomah Building
Commissioners Boardroom 100, 501 SE Hawthorne, Portland)**

Cable coverage of the May 6 through June 11 budget work sessions, hearings and Thursday Board meetings are produced through Multnomah Community Television. Call (503) 491-7636, ext. 332 for further info or log onto <http://www.mctv.org> for the program guide/playback schedule. The sessions, hearings and Board meetings are available via media streaming at http://www.co.multnomah.or.us/cc/live_broadcast.shtml. Contact Board Clerk Deb Bogstad (503) 988-3277 for further information.

**Wed, May 21
9:30 - 12:00 p.m.**

**Multnomah County Temporary Personal Income Tax
Measure Discussion**

**Wed, May 21
6:00 - 8:00 p.m.**

**Public Hearing on the 2003-2004 Multnomah
County Budget - Multnomah Building,
Commissioners Boardroom 100, 501 SE
Hawthorne, Portland**

**Tue, May 27
9:30 - 11:00 a.m.**

School Aged Policy Framework

**Wed, May 28
9:00 - 12:00 p.m.**

**Health Policy
Multnomah County Temporary Personal Income Tax
Measure Discussion**

**Wed, May 28
6:00 - 8:00 p.m.**

**Public Hearing on the 2003-2004 Multnomah
County Budget - Multnomah County East
Building, Sharron Kelley Conference Room, 600
NE 8th, Gresham**

**Tue, June 3
9:00 - 12:00 p.m.**

If Needed Budget Work Session

**Wed, June 4
1:00 - 4:00 p.m.**

**Revenue Forecast Update
Amendments
Shared Services**

**Thu, June 5
9:30 - 10:15 a.m.**

**Tax Supervising and Conservation Commission
Public Hearings on the Multnomah County 2002-
2003 Supplemental Budget; and the 2003-2004
Budget - Multnomah Building, Commissioners
Boardroom 100, 501 SE Hawthorne, Portland**

**Tue, June 10
9:00 - 12:00 p.m.**

Amendments

**Tue, June 10
2:00 - 4:00 p.m.**

Amendments

**Wed, June 11
9:00 - 12:00 p.m.**

Amendments

**Wed, June 11
2:30 - 4:00 p.m.**

Amendments

**Thu, June 12
9:30 - 12:00 p.m.**

**Public Hearing and Resolution Adopting the 2003-
2004 Budget for Multnomah County Pursuant to
ORS 294
Public Hearing and Resolution Adopting the 2003-
2004 Budget for Dunthorpe Riverdale Sanitary
Service District No. 1
Public Hearing and Resolution Adopting the 2003-
2004 Budget for Mid County Street Lighting
Service District No. 14 and Making Appropriations
Public Hearing and Resolution Adopting the 2003-
2004 Mt. Hood Cable Regulatory Commission
Budget**

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: May 29, 2003

Agenda Item #: C-1

Est. Start Time: 9:30 AM

Date Submitted: 05/02/03

Requested Date: May 29, 2003

Time Requested: NA

Department: DBCS

Division: Finance/CPCA

Contact/s: Franna Hathaway

Phone (503)988-5111

Ext.: 22651

I/O Address: 503/4

Presenters: Consent Calendar

Agenda Title: ORDER Approving an Exemption from the Formal Competitive Bid Process the Contract with Election Systems & Software, Inc. (ES&S) for the Purchase of New Vote Tabulation Equipment, Unity Software and Election Support Services

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

The Department of Business and Community Services, Elections Division, is requesting for an exemption from the formal competitive bid process to contract with Election Systems & Software, Inc. (ES&S) for the purchase of new vote tabulation equipment (Model M650), Unity Software, and Election Support Services from May 30, 2003 to November 30, 2003.

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

ES&S is the only vendor certified in Oregon for the sale of vote tabulation equipment compatible with Multnomah County's use of voting bubbles on a paper ballot. It is of enormous public benefit to continue to use the same method of vote tabulation. Changing to a new vote tabulation system creates confused voters and diminishes voter participation. The purchase of the Model M650 ballot scanners will make voting easier for Multnomah County voters in that either pen or pencil may be used to mark the ballots. An additional feature of the Model

M650 is its ability to scan 19" ballots, thus increasing the potential number of offices/measures printed on the ballot. The existing Model 550 can only scan 14" ballots. In the November 2000 General Election, the large number of offices/measures results in the printing of two pages for each ballot. The printing cost of the ballots for that election was \$559,463.13. Using the Model M650, the cost to print single page ballots in November 2000 would have been reduced by \$200,000.

3. **Explain the fiscal impact (current year and ongoing).**
The amount of the contract will not exceed \$462,500.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

This exemption request is in accord with the requirements of Multnomah County Public Contract Review Board Administrative Rules 300-0050 and 310-0100(4).

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

Required Signatures:

A handwritten signature in black ink that reads "M. Cecilia Johnson". The signature is written in a cursive style with a large, looping initial "M" and a long, sweeping underline.

Department/Agency Director:

Date: 05/01/03

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:



MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES
JOHN KAUFFMAN, DIRECTOR OF ELECTIONS
1040 SE MORRISON ST
PORTLAND, OREGON 97214
(503) 988-3720 Phone
(503) 988-3719 Fax
Web Site: www.mcelections.org

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

April 16, 2003

Franna Hathaway
CPPO, Manager
Central Procurement and Contract Administration

Ms. Hathaway,

I request an exemption from competitive solicitation to contract with Election Systems & Software, Inc. (ES&S) for the purchase of new vote tabulation equipment (Model M650), Unity Software, and Election Support Services in an amount not to exceed \$462,500. May 30, 2003, is the estimated date by which it would be necessary to let the contract. I believe Multnomah County Public Contract Review Board Rule 300-0050 applies to this situation.

ES&S is the only vendor certified in Oregon for the sale of vote tabulation equipment compatible with Multnomah County's use of voting bubbles on a paper ballot. The public benefit derived from continuing to use the same method of vote tabulation is enormous. Changing to a new vote tabulation system creates confused voters and diminishes voter participation. The purchase of the Model M650 ballot scanners will make voting easier for Multnomah County voters in that either pen or pencil may be used to mark the ballots. An additional feature of the Model M650 is its ability to scan 19" ballots, thus increasing the potential number of offices/measures printed on the ballot. The Model 550 we currently use can only scan 14" ballots. This feature is important in considering the problems created when the number of offices/measures results in the printing of two pages for each ballot, as was required for the November 2000 General Election. The printing cost of the ballots for that election was \$559,463.13. Using the Model M650, the cost to print single page ballots in November 2000 would have been reduced by \$200,000.

Thank you for your consideration of this request.

Sincerely,

John Kauffman
Director of Elections
Extension 24685

OK

RECEIVED
PURCHASING SECTION
2003 APR 16 PM 4:48
MULTNOMAH COUNTY

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

ORDER NO. _____

Approving an Exemption from the Formal Competitive Bid Process the Contract with Election Systems & Software, Inc. (ES&S) for the Purchase of New Vote Tabulation Equipment, Unity Software and Election Support Services

The Multnomah County Board of Commissioners Finds:

- a. The Board, acting as the Multnomah County Public Contract Review Board to review, pursuant to PCRB Rules 300-0050 and 310-0100(4), a request from the Department of Business and Community Services, Elections Division, for an exemption from the formal competitive bid process the contract with Election Systems & Software, Inc. (ES&S) for the purchase of new vote tabulation equipment (Model M650), Unity Software and election support services for the period May 30, 2003 to November 30, 2003. The amount of the contract will not exceed \$462,500.
- b. ES&S is the only vendor certified in Oregon for the sale of vote tabulation equipment compatible with Multnomah County's use of voting bubbles on a paper ballot. It is of enormous public benefit to continue to use the same method of vote tabulation. Model M650 is able to scan 19" ballots, thus increasing the potential number of offices/measures printed on the ballot. The existing Model 550 can only scan 14" ballots. In the November 2000 General Election, the cost of printing the ballots was \$559,463.13. Using the Model M650, the printing cost would have been reduced by \$200,000.
- c. This exemption request is in accord with the requirements of Multnomah County Public Contract Review Board Administrative Rules 300-0050 and 310-0100(4).

The Multnomah County Board of Commissioners Orders:

The exemption from the formal competitive bid process for the contract with Election Systems & Software, Inc. (ES&S) for the purchase of new vote tabulation equipment (Model M650), Unity software, and election support services for the period May 30, 2003 to November 30, 2003 be approved.

ADOPTED this 29th day of May, 2003.

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

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____

John Thomas, Assistant County Attorney

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

ORDER NO. 03-074

Approving an Exemption from the Formal Competitive Bid Process the Contract with Election Systems & Software, Inc. (ES&S) for the Purchase of New Vote Tabulation Equipment, Unity Software and Election Support Services

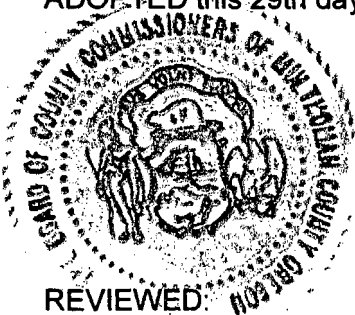
The Multnomah County Board of Commissioners Finds:

- a. The Board, acting as the Multnomah County Public Contract Review Board to review, pursuant to PCRB Rules 300-0050 and 310-0100(4), a request from the Department of Business and Community Services, Elections Division, for an exemption from the formal competitive bid process the contract with Election Systems & Software, Inc. (ES&S) for the purchase of new vote tabulation equipment (Model M650), Unity Software and election support services for the period May 30, 2003 to November 30, 2003. The amount of the contract will not exceed \$462,500.
- b. ES&S is the only vendor certified in Oregon for the sale of vote tabulation equipment compatible with Multnomah County's use of voting bubbles on a paper ballot. It is of enormous public benefit to continue to use the same method of vote tabulation. Model M650 is able to scan 19" ballots, thus increasing the potential number of offices/measures printed on the ballot. The existing Model 550 can only scan 14" ballots. In the November 2000 General Election, the cost of printing the ballots was \$559,463.13. Using the Model M650, the printing cost would have been reduced by \$200,000.
- c. This exemption request is in accord with the requirements of Multnomah County Public Contract Review Board Administrative Rules 300-0050 and 310-0100(4).

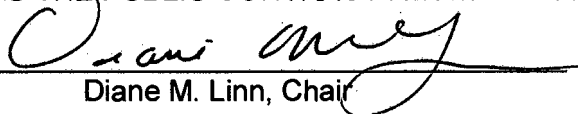
The Multnomah County Board of Commissioners Orders:

The exemption from the formal competitive bid process for the contract with Election Systems & Software, Inc. (ES&S) for the purchase of new vote tabulation equipment (Model M650), Unity software, and election support services for the period May 30, 2003 to November 30, 2003 be approved.

ADOPTED this 29th day of May, 2003.



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


Diane M. Linn, Chair

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John Thomas, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #: MCSO-03 EXT - 12

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 05.29.03
DEB BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: May 29, 2003

Agenda Item #: C-2

Est. Start Time: 9:30 AM

Date Submitted: 05/15/03

Requested Date: May 29, 2003

Time Requested: N/A

Department: Sheriff's Office

Division: Enforcement

Contact/s: Dave Braaksma

Phone: (503) 988-4415 Ext.: 84414

I/O Address: 503/350/Braaksma

Presenters: Sharie Lewis & Sgt. Dave Hadley

Agenda Title: Budget Modification to appropriate \$126,618.63 of Revenue from the Federal Bureau of Justice Local Law Enforcement Block Grant (LLEBG) to assist in purchasing a new vehicle for River Patrol and overtime for corrections at MCDC.

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Approval of Budget Modification
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** In 1996, Congress passed the Local Law Enforcement Block Grants Act (H.R.728). Each year since, Congress has appropriated funds for projects and purchases used for the reduction of crime and the improvement of public safety. The appropriation available to MCSO is \$126,618.63.
- 3. Explain the fiscal impact (current year and ongoing).**
This budget modification appropriates \$39,568.32 in additional revenue to the Sheriff's Enforcement budget to assist in replacing River Patrol vehicle and \$87,050.31 in additional revenue for overtime spent to book offenders into the Justice Center in this fiscal year.

4. Explain any legal and/or policy issues.

None

5. Explain any citizen and/or other government participation that has or will take place. The grant is administered by the State and Local Assistance Division (SLAD) of the Bureau of Justice Administration (BJA).

Required Signatures:

Department/Agency Director:



Date: 5/14/03

Budget Analyst

By:

Christian Yeager

Date: 05/15/03

Dept/Countywide HR

By:

Date:

BUDGET MODIFICATION: # MCSO 03-EXT-12

EXPENDITURES & REVENUES

This bud mod allocates money for LLEBG Grant

Budget Fiscal Year: 02/03

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	60-30	1505			SOENF.OTG	50170	0	(87,050.31)	(87,050.31)		Fed Revenue
2	60-30	1505			SOENF.OTG	60110	0	62,178.64	62,178.64		Overtime
3	60-30	1505			SOENF.OTG	60130	0	15,494.92	15,494.92		Salary related Expenses
4	60-30	1505			SOENF.OTG	60140	0	7,461.64	7,461.64		Insurance
5	60-30	1505			SOENF.OTG	60350	0	1,915.11	1,915.11		Indirect (Central 2.2%)
6											
7	60-50	1505			SOENF.RPV	50170	0	(39,568.32)	(39,568.32)		Fed Revenue
8	60-50	1505			SOENF.RPV	60550	0	38,697.82	38,697.82		Equipment
9	60-50	1505			SOENF.RPV	60350	0	870.50	870.50		Indirect (Central 2.2%)
10											
11	70-01	3500		705210		50316		(7,461.64)	(7,461.64)		Increase Insurance Revene
12	70-01	3500		705210		60330		7,461.64	7,461.64		Increase Offsetting Exp
13								0			
14								0			
15								0			
16								0			
17								0			
18								0			
19								0			
20								0			
21								0			
19								0			
								0	0		Total - Page 1
								0	0		GRAND TOTAL

AGENDA PLACEMENT REQUEST

BUD MOD #: MCSO-03 EXT - 13

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-3 DATE 05.29.03
DEB BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: May 29, 2003

Agenda Item #: C-3

Est. Start Time: 9:30 AM

Date Submitted: 05/15/03

Requested Date: May 29, 2003

Time Requested: N/A

Department: Sheriff's Office

Division: Enforcement

Contact/s: Dave Braaksma

Phone: (503) 988-4415 **Ext.:** 84414

I/O Address: 503/350/Braaksma

Presenters: Sharie Lewis & Sgt. Jason Gates

Agenda Title: Budget Modification adding \$45,488 in additional revenue from the Oregon Department of Transportation to continue funding of the DUII Intensive Supervision Program (DISP).

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Approval of Budget Modification
2. **Please provide sufficient background information for the Board and the public to understand this issue.** The DUII Intensive Supervision Program (DISP) is a rehabilitation and sentencing program for those individuals with 2 or more DUII convictions within the County. Funding from DISP is used for the cost of an FTE to track the progress of 100% of those accepted into the program, and to coordinate various agency and provider components.
3. **Explain the fiscal impact (current year and ongoing).**
The total grant amount equals \$60,650. This bud modification adds \$45,488 in additional revenue in our FY 02/03 Enforcement budget. There will be \$15,163 left of the grant to

be in the FY 03/04 Budget. The Federal Grant awarded spans October 2002 through September 2003.

4. Explain any legal and/or policy issues.

None

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

The Oregon Department of Transportation (ODOT) administers this grant program.

Required Signatures:

Department/Agency Director:



Date: 5/14/03

Budget Analyst

By:

Christian Yeager

Date: 05/15/03

Dept/Countywide HR

By:

Date:

BUDGET MODIFICATION: # MCSO 03-EXT- 13

EXPENDITURES & REVENUES

This bud mod allocates money for Disp Grant employee costs

Budget Fiscal Year: 02/03

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	60-53	1505			SODISP.1	60000		28,509.75	28,509.75		Permanent
2	60-53	1505			SODISP.1	60130		6,148.58	6,148.58		Salary related Expenses
3	60-53	1505			SODISP.1	60140		8,259.53	8,259.53		Insurance
4	60-53	1505			SODISP.1	60240		1,569.17	1,569.17		Supplies
5	60-53	1505			SODISP.1	60350		1,000.73	1,000.73		Indirect (Central 2.2%)
6	60-53	1505			SODISP.1	50190		(45,487.75)	(45,487.75)		Fed/State Revenue-Fed thru State of OR
7								0.00			
8	70-01	3500		705210		50316		(8,259.53)	(8,259.53)		Increase Insurance Revenue
9	70-01	3500		705210		60330		8,259.53	8,259.53		Increase Offsetting Expenditure
10								0.00			
11								0.00			
12								0.00			
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									0	0	Total - Page 1
									0	0	GRAND TOTAL

AGENDA PLACEMENT REQUEST

BUD MOD #: MCSO-03 EXT - 14

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 05.29.03
DEB BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: May 29, 2003
Agenda Item #: C-4
Est. Start Time: 9:30 AM
Date Submitted: 05/15/03

Requested Date: May 29, 2003

Time Requested: N/A

Department: Sheriff's Office

Division: Enforcement

Contact/s: Dave Braaksma

Phone: (503) 988-4415 **Ext.:** 84414

I/O Address: 503/350/Braaksma

Presenters: Sharie Lewis & Sgt. Jason Gates

Agenda Title: Budget Modification to appropriate \$20,095 of Revenue from the Oregon State Sheriff's Association for participating in the Seat Belt Grant for 2002-2003

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?**
Board approval of bud mod
2. **Please provide sufficient background information for the Board and the public to understand this issue.**
The Sheriff's Office participates in a Seat Belt Enforcement Grant. The grant, using federal dollars, is administered by the Oregon State Sheriff's Association (OSSA). OSSA reimburses the Sheriff's Office for overtime incurred during saturation patrols and workshop attendance.
3. **Explain the fiscal impact (current year and ongoing).**
The total award equals \$ 20,095, with the grant period starting October 2002 and running through September 2003. The grant does not allocate funds to indirect so the cost was absorbed through other functions of the grant to cover this cost. This bud modification

adds \$15,071 in additional revenue for our FY 02/03 Enforcement budget for continued participation in the program. The remaining prorated portion of the grant (\$5,024) will be budgeted in FY 03/04. As this grant is direct reimbursement for participation in seatbelt enforcement, there will be no impact to personnel levels. Since participation in saturation patrols and workshops are directly tied to this grant, if this grant does not continue funding after September 2003, the Sheriff's Office will cease its participation.

4. Explain any legal and/or policy issues.


None.

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

None.

Required Signatures:

Department/Agency Director:



Date: 5/14/03

Budget Analyst

By:

Christian Yeager

Date: 05/15/03

Dept/Countywide HR

By:

Date:

BUDGET MODIFICATION: # MCSO 03-EXT- 14

EXPENDITURES & REVENUES

This bud mod allocates money for OSSA Seatbelt Grant

Budget Fiscal Year: 02/03

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	60-50	1505			SODUI.2	60110	0	9,506.94	9,506.94		Permanent
2	60-50	1505			SODUI.2	60130	0	3,755.76	3,755.76		Salary related Expenses
3	60-50	1505			SODUI.2	60140	0	1,808.55	1,808.55		Insurance
4	60-50	1505			SODUI.2	50210	0	(15,071.25)	(15,071.25)		NonGovt Agency Grants
5											
6	70-01	3500		705210		50316		(1,808.55)	(1,808.55)		Increase Insurance revenue
7	70-01	3500		705210		60330		1,808.55	1,808.55		Increase Offsetting Exp
8								0			
9								0			
10								0	0		
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29								0			
									0	0	Total - Page 1
									0	0	GRAND TOTAL

AGENDA PLACEMENT REQUEST

BUD MOD #: MCSO-03 EXT-15

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-5 DATE 05.29.03
DEB BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: May 29, 2003
Agenda Item #: C-5
Est. Start Time: 9:30 AM
Date Submitted: 05/15/03

Requested Date: May 29, 2003

Time Requested: N/A

Department: Sheriff's Office

Division: Enforcement

Contact/s: Dave Braaksma

Phone: (503) 988-4415

Ext.: 84414

I/O Address: 503/350/Braaksma

Presenters: Sharie Lewis & Sgt. Jason Gates

Agenda Title: Budget Modification to appropriate \$12,000 of revenue into this fiscal year's budget from the Oregon State Sheriff's Association, for participation in the DUII Overtime Enforcement Grant.

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?**
Board approval of bud mod
- 2. Please provide sufficient background information for the Board and the public to understand this issue.**
The Oregon State Sheriff's Association (OSSA) pays the Sheriff's Office for participating in its DUII Enforcement program. OSSA will pay the overtime of officers that document arrests, accidents, and ages of individuals who have been charged with DUII offenses.
- 3. Explain the fiscal impact (current year and ongoing).**
The actual Grant amount equals \$16,000. This bud modification adds \$12,000 in additional revenue for our FY 02/03 Enforcement budget to continue our Oregon State

Sheriff's Association DUII Overtime Enforcement Grant program. The Federal Grant awarded spans October 2002 through September 2003. The remaining budget of \$4,000 will be budgeted in FY 03/04. As this grant is direct reimbursement for overtime related to participation in DUII enforcement, there will be no impact to personnel levels. Since participation is directly tied to this grant, if this grant does not continue funding after September 2003, our ability to fund overtime for DUII enforcement will be limited current general fund resources.

4. Explain any legal and/or policy issues.

None

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

None

Required Signatures:

Department/Agency Director:



Date: 5/14/03

Budget Analyst

By:

Christian Yeager

Date: 05/15/03

Dept/Countywide HR

By:

Date:

BUDGET MODIFICATION: # MCSO 03-EXT- 15

EXPENDITURES & REVENUES

This bud mod allocates funding for OSSA DULL (overtime enforcement)

Budget Fiscal Year: 02/03

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	60-53	1505			SODUI.1	60110	-	7,569.60	7,569.60		Permanent
2	60-53	1505			SODUI.1	60130	-	2,990.40	2,990.40		Salary related Expenses
3	60-53	1505			SODUI.1	60140	-	1,440.00	1,440.00		Insurance
4	60-53	1505			SODUI.1	50210	-	(12,000.00)	(12,000.00)		NonGovt Agency Grants
5								0	0		
6	70-01	3500		705210		50316		(1,440)	(1,440)		Increase Insurance Rev
7	70-01	3500		705210		60330		1,440	1,440		Increase Offsetting Exp
8								0			
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									0	0	Total - Page 1
									0	0	GRAND TOTAL

AGENDA PLACEMENT REQUEST

BUD MOD #: MCSO-03 EXT - 16

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-6 DATE 05.29.03
DEB BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: May 29, 2003

Agenda Item #: C-6

Est. Start Time: 9:30 AM

Date Submitted: 05/15/03

Requested Date: May 29, 2003

Time Requested: N/A

Department: Sheriff's Office

Division: Enforcement

Contact/s: Dave Braaksma

Phone: (503) 988-4415 **Ext.:** 84414

I/O Address: 503/350/Braaksma

Presenters: Sharie Lewis & Sgt. Dave Hadley

Agenda Title: Budget Modification to appropriate \$15,000 per year of Revenue from U.S. Customs Services contract to assist in their Anti-Smuggling Unit operations from the period of October 1, 2002 to September 30, 2005.

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?**
Approval of Budget Modification
2. **Please provide sufficient background information for the Board and the public to understand this issue.**
The Sheriff's Office entered into a government contract with U.S. Customs on December 3rd of 2002. Per the agreement, U.S. Customs will reimburse the Sheriff's Office \$15,000 annually for overtime incurred by patrol deputies while assisting in performing anti-smuggling activity.
3. **Explain the fiscal impact (current year and ongoing).**
The total contract award equals \$15,000. As this contract overlaps fiscal years, amounts will be prorated for each fiscal year impacted. This budget modification adds \$11,250 in

additional revenue to the FY 02/03 Enforcement budget. The remaining prorated portion of \$3,750 will be added to the FY 03/04 Enforcement Budget. It has yet to be determined whether U.S. Customs will continue this anti-smuggling task force in the future, thus only the \$3,750 for FY 03/04 can be anticipated. As this is reimbursement for services rendered, no personnel actions will be the result of this bud mod.

4. Explain any legal and/or policy issues.

None

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

None

Required Signatures:

Department/Agency Director:



Date: 5/14/03

Budget Analyst

By:

Christian Yeager

Date: 05/15/03

Dept/Countywide HR

By:

Date:

EXPENDITURES & REVENUES

This bud mod allocates money received from US Customs for Anti-Smuggling Assistance

Budget Fiscal Year: 02/03

Line No.	Fund Center	Fund Code	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Cost Center	WBS Element						
1	60-52	1505			SOENF.ASU	60000	-	6,849.00	6,849.00		Permanent
2	60-52	1505			SOENF.ASU	60130	-	2,803.50	2,803.50		Salary Related
3	60-52	1505			SOENF.ASU	60140	-	1,350.00	1,350.00		Insurance
4	60-52	1505			SOENF.ASU	60350	-	247.50	247.50		Indirect (Central 2.2%)
5	60-52	1505			SOENF.ASU	50170	-	(11,250.00)	(11,250.00)		Federal/State Revenue-Fee for Services
6											
7	70-01	3500		705210		50316		(1,350)	(1,350)		Increase Insurance reveue
8	70-01	3500		705210		60330		1,350	1,350		Increase offsetting Exp
9								0			
10								0			
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28								0			
									0	0	Total - Page 1
									0	0	GRAND TOTAL

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: May 29, 2003

Agenda Item #: C-7

Est. Start Time: 9:30 AM

Date Submitted: 05/20/03

Requested Date: May 29, 2003

Time Requested: N/A

Department: DCHS

Division: MHAS

Contact/s: Tom Ochinerro

Phone: (503) 988-3031

Ext.: 83031

I/O Address: 166/700

Presenters: Consent – Tom Ochinerro/ Emilio H. Combe – Latino Network

Agenda Title: 190 Agreement 4600003987 with the City of Portland to purchase culturally competent services for the Latino Community from the City of Portland, North Portland Neighborhood Association, acting as the fiscal agent on behalf of the Latino Network.

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

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

The Department of County Human Services (DCHS) recommends Board of County Commissioners (BCC) approve the 190 agreement with the City of Portland, North Portland Neighborhood Association, acting as the fiscal agent for the Latino Network.

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

The Department of County Human Services is contracting with the with the City of Portland, North Portland Neighborhood Association, acting as the fiscal agent for the Latino Network, who is providing overall programmatic program coordination and management oversight of a culturally competent mental health program specifically designed to benefit Latinos. This initiative is being undertaken as a part of a larger effort

originally proposed and coordinated by the Latino Network and represents a substantial part of Phase I, with the Latino Network receiving program funding through an IGA with their fiscal agent and Cascadia receiving a separate contract to provide clinical oversight. Phase two, envisioned for next fiscal year, will include adjustments to the initial program design and significant client services. Developing culturally competent mental health services within our system of care is a major program priority – this contract will be the fourth cultural competent contract to be put in place this year, the others being services for Asians through the Chinese Service Center, services for American Indians/Alaskan Natives through NARA, and services for African American clients through the Albina Ministerial Alliance and the African American Commission on Mental Health.

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

Funding budgeted for this contract is in the Department budget. Total contract amount will be is \$80,000, which is all CGF. Procurement authority is not required for IGA's.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

❖ How will the county indirect and departmental overhead costs be covered?

4. Explain any legal and/or policy issues.

N/A

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

N/A

Required Signatures:

Department/Agency Director: *Patricia Pate* Date: 05/20/03

Budget Analyst

By: Date:

Dept/Countywide HR

By: Date:

BOGSTAD Deborah L

From: LOPRESTI Kristie M
Sent: Tuesday, May 20, 2003 10:05 AM
To: HENRY Patrick W; BOGSTAD Deborah L; BELL Iris D
Subject: Expedited Agenda Placement Item

Hello All - I have been asked to expedite this document to be included on the next board agenda. I will give you a short narrative of explanation and then please let me know what you will need from me to make this happen. The Latino Network began providing culturally competent services in January of this year with the expectation of a contract within 30 days. This required Multnomah County DCHS to enter into an intergovernmental agreement with the City of Portland. A non-190 agreement was produced and sent to the City for signature in March. The City held onto the document for 2 months and then rejected the non-190 agreement and requested a 190 agreement. Our legal department believes this to be a non-190, but the City is unable to make that distinction. The City will not process the invoices from the Latino Network until the agreement is revised as a 190 agreement that means it must go before the BCC. The Latino Network has been providing services without payment since January. It is the hope of our Department Director, Patricia Pate that we can expedite the process and include this document on the next agenda. I have enclosed an electronic copy and can bring the hard copy over for signature by Patrick today. Please let me know if this is possible. Thank, Kristie



City
MultComp_CAF_Feb



CityofPDXLatino190



Latino Network
IGA_Feb 03 revi...

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

Contract #: **4600003987**

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

Amendment #: **0**

Class I <input type="checkbox"/> Professional Services not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Revenue not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Intergovernmental Agreement (IGA) not to exceed \$50,000 <input type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Architectural & Engineering not to exceed \$10,000 (for tracking purposes only)	Class II <input type="checkbox"/> Professional Services that exceed \$50,000 or awarded by RFP or Exemption (regardless of amount) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue that exceeds \$50,000 or awarded by RFP or Exemption (regardless of amount)	Class III <input checked="" type="checkbox"/> Intergovernmental Agreement (IGA) that exceeds \$50,000 <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS AGENDA # <u>C-7</u> DATE <u>05-29-03</u> DEB BOGSTAD, BOARD CLERK
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Department: <u>County Human Services</u>	Division: <u>Mental Health/Addiction Services</u>	Date: <u>May 20, 2003</u>
Originator: <u>Dr. Davidson</u>	Phone: <u>26865</u>	Bldg/Rm: <u>166/7</u>
Contact: <u>G. Jelusich</u>	Phone: <u>24692</u>	Bldg/Rm: <u>166/7</u>

Description of Contract **This contract purchases culturally competent services for the Latino Community from the City of Portland, North Portland Neighborhood Association, acting as the fiscal agent on behalf of the Latino Network.**

RENEWAL: <input type="checkbox"/>	PREVIOUS CONTRACT #(S): <u>N/A</u>
RFP/BID: <u>IGA 190 Agreement</u>	RFP/BID DATE: _____
EXEMPTION: _____	EXEMPTION EXPIRATION DATE: _____
#/DATE: _____	ORS/AR # <u>N/A</u>
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NONE (Check all boxes that apply)	

Contractor City of Portland, No. Ptld Neighborhood Assoc, Fiscal agent for the Latino Network	
Address <u>2410 N. Lombard Street</u> <u>Portland OR 97217</u>	Remittance Address _____ (If different) _____
Phone <u>(503) 823.4524</u>	Payment Schedule / Terms
Employer ID# or SS# <u>93-6002236</u>	<input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt
Effective Date <u>January 1, 2003</u>	<input checked="" type="checkbox"/> Monthly \$ <u>Invoice</u> <input type="checkbox"/> Net 30
Termination Date <u>June 30, 2003</u>	<input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other
Original Contract Amount \$ <u>80,000</u>	
Total Amt of Previous Amendments \$ <u>0</u>	<input type="checkbox"/> Requirements \$ _____
Amount of Amendment \$ <u>0</u>	
Total Amount of Agreement \$ <u>80,000</u>	Encumber <input type="checkbox"/> Yes <input type="checkbox"/> No

REQUIRED SIGNATURES

Department Manager <u>[Signature]</u>	DATE <u>5/20/03</u>
Purchasing Manager _____	DATE _____
County Counsel <u>[Signature]</u>	DATE <u>5/20/03</u>
County Chair <u>[Signature]</u>	DATE <u>5-29-03</u>
Sheriff _____	DATE _____
Contract Administration _____	DATE _____

SAP VENDOR CODE 40377						DEPT REFERENCE					
LINE #	FUND	AGENCY	ORG	SUB ORG	ACTIVITY	OBJ/ REV	SUB OBJ	REP CAT	LGFS DESCRIPTION	AMOUNT	INC DEC
01								See	Attached		
02											
03											

INTERGOVERNMENTAL AGREEMENT)
#4600003987

This is an Agreement between the City of Portland, North Portland Neighborhood Association (FISCAL AGENT) for the Latino Network (CONTRACTOR) and Multnomah County (COUNTY).

PURPOSE: The purpose of this agreement is to create a formal relationship between the COUNTY and FISCAL AGENT. The City of Portland, North Portland Neighborhood Association shall act solely as the fiscal agent on behalf of the CONTRACTOR-Latino Network. Latino Network, under separate contract to the City of Portland, will develop a community-based and controlled culturally and linguistically specific Latino behavioral health agency to deliver behavioral health services to the Latino community within Multnomah County. Further, Latino Network shall develop a more comprehensive and coordinated system of behavioral health care with existing behavioral health care and other appropriate social service agencies serving Latino children and families within Multnomah County. This intergovernmental agreement is between FISCAL AGENT-City, acting on behalf of CONTRACTOR-Latino Network, and Multnomah COUNTY.

The parties agree as follows:

1. **TERM.** The term of this agreement shall be from January 1, 2003 to June 30, 2003. This period shall be referred to as "Phase I". This agreement may be renewed upon agreement of the parties and extended from July 1, 2003 to June 30, 2004, and this period shall be referred to as "Phase II".
2. **RESPONSIBILITIES OF FISCAL AGENT AND CONTRACTOR.** The City shall act as the fiscal agent for the Latino Network during the course of this Phase I effort. The Latino Network will undertake and execute all activities and perform services under this agreement except those of a fiscal agency.

WORK STATEMENT: FISCAL AGENT shall:

A. Hire and/or pay for the following personnel, by paying the cost of existing Latino Network contract staff, and through contracts with appropriate temporary contract staff or consultants, to conduct the project:

1.) Latino Network Existing Co-Directors (Ph.D.; MA) as Team Leader(s):	\$35,000
2.) Contract staff/consultant to prepare culturally specific clinical model of services:	\$15,000
3.) Contract staff/consultant for organizational development and legal consultation:	\$10,000
4.) Contract staff/consultant to develop financial sustainability plan & implement fundraising activities:	\$20,000
TOTAL:	\$80,000

B. With the personnel identified in Paragraph A, CONTRACTOR shall:

- 1.) Coordinate the development of a community-based and community controlled culturally and linguistically specific Latino behavioral health agency to deliver services to the Latino community within Multnomah County.
- 2.) Convene potential partners in individual and group meetings to develop partnership linkages to improve the integration of wrap-around behavioral health services, health

services, and social services between existing behavioral health and social services agencies serving Latino children and families, and the new community-based and

- 3.) Community controlled culturally and linguistically specific Latino behavioral health agency.
- 4.) Identify the legal and regulatory requirements for incorporation and behavioral health licensure of the new behavioral health agency in the State or Oregon.
- 5.) Define and develop the organizational structure and other requirements necessary for the creation and operation of the new behavioral health agency in the State or Oregon.
- 6.) Develop a Latino culturally and linguistically clinical model of service delivery for use by the new Latino behavioral health agency. This model will include the use of "promotores/as," or community mental health workers, to provide outreach and "treatment readiness" services to encourage Latino children and families to become informed Mental Health consumers.
- 7.) Develop a funding strategy, prepare and submit applications for funding for sustainability of the new behavioral health agency upon expenditure of the funding provided by Multnomah County for this program.

DELIVERABLES (PHASE 1): CONTRACTOR AND FISCAL AGENT shall provide to Multnomah County:

- A. A written comprehensive systems development program report describing development, start-up and operation of the new community-based and community controlled culturally and linguistically specific Latino behavioral health agency in Multnomah County, including:
- B. Organizational structure and other organizational requirements necessary for the creation and operation of the new behavioral health agency in the State or Oregon
- C. Appropriate linkages to other behavioral health and social service agencies ..
- D. Latino culturally and linguistically clinical model of service delivery, including the use of "promotores/as," or community mental health workers, to develop an outreach and "treatment readiness" component to encourage Latino children and families to become informed Mental Health consumers.
- E. Incorporation and licensure requirements consistent with legal and regulatory requirements of Multnomah County and the State of Oregon.
- F. Funding strategy, prepare and submit applications for funding for sustainability of the new behavioral health agency.
- G. Timeline for implementation.

Copies of the completed applications for incorporation and licensure to be submitted to the State of Oregon and Multnomah County for the new community-based and community controlled culturally and linguistically specific Latino behavioral health agency in Multnomah County.

3. RESPONSIBILITIES OF COUNTY. The COUNTY agrees to:

Pay FISCAL AGENT and CONTRACTOR up to \$80,000. COUNTY shall pay amounts due to FISCAL AGENT upon receipt of a proper cost reimbursement invoice (See Exhibit 5 for a sample invoice – FISCAL AGENT may substitute an existing invoice if information presented is substantially similar) and any required progress and expenditure reports.

Payment Terms and Reports

- A. Chargeable Expenditures. FISCAL AGENT may charge expenditures under this Contract only if they are:
- 1.) In payment for services performed under this Contract;
 - 2.) In payment of an obligation incurred during the Contract period;
 - 3.) Performed in conformance with all applicable state and federal regulations and statutes; and
 - 4.) Not in excess of maximum payable under this Contract.
- B. Reporting Requirements.
- 1.) Reporting requirements specific to payment terms identified in Attachment A are described below.
 - 2.) If required, the Annual State DHS Carryover Report is due 30 days after receipt of the forms. COUNTY shall provide notification, forms, and instructions to FISCAL AGENT subject to carryover reporting at least thirty (30) days prior to the report due date.
 - 3.) Notwithstanding any other payment provision of this Contract, failure of FISCAL AGENT to submit required reports when due, may result in the withholding or reduction of payments under this Contract. Such withholding of payment for cause may continue until FISCAL AGENT submits required reports, or establishes, to COUNTY'S satisfaction, that such failure arose out of causes beyond the control and without the fault or negligence of FISCAL AGENT.
- C. Recovery of Funds. Any COUNTY funds spent for purposes not authorized by this Contract shall be deducted from future payments or refunded to COUNTY at COUNTY'S discretion. Payments by COUNTY in excess of authorized amounts shall be deducted from payment or refunded to COUNTY no later than thirty (30) calendar days after Contract expiration or after notification by COUNTY. FISCAL AGENT shall be responsible for any prior contract overpayments and unrecovered advances provided by COUNTY. Repayment of prior period obligations shall be made by FISCAL AGENT in a manner specified by COUNTY.
- D. Refunds. Any refunds to the state or federal government resulting from state (OAR 309-013-0120 through 0220) or federal audits shall be the sole responsibility of FISCAL AGENT. FISCAL AGENT agrees to make all such repayments within twenty working days of receipt of formal notification by COUNTY of disallowance of FISCAL AGENT expenditures, or fees.
- E. Protection Against Loss or Damages. COUNTY shall have the right to withhold from payments due FISCAL AGENT such sums as are necessary in COUNTY'S sole opinion to protect COUNTY from any loss, damage, or claim which may result from FISCAL AGENT'S or CONTRACTOR'S failure to perform in accordance with the terms of the Contract or failure to make proper payment to suppliers or subcontractors.
- F. Request for Payment. FISCAL AGENT shall submit all final requests for payment or an estimate of the final requests for payments no later than July 20th or the next working

day after July 20th to the Department of County Human Services (DCHS). DCHS will not process final requests or estimates for final request for payment documents not received within the specified time and the expense shall be the FISCAL AGENT'S responsibility.


Cost Reimbursement Payment Terms. Cost reimbursement Contracts are paid monthly based on expenditure report or paid by monthly allotment based on FISCAL AGENT'S annual budget.

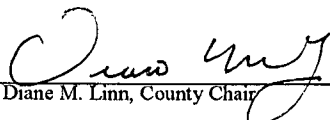
Cost Reimbursement Based on Monthly Allotment Payment Terms.

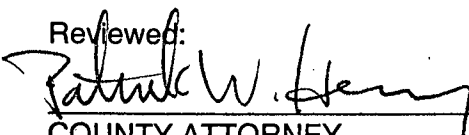
- A. COUNTY shall pay for Cost Reimbursement Based on Monthly Allotment Contracts, in equal monthly allotments of annual contract amounts paid in advance. COUNTY shall not reimburse FISCAL AGENT for costs incurred beyond FISCAL AGENT'S monthly allotment. Payments may be adjusted periodically by the COUNTY to reflect:
 - i. Increases or decreases in annual contract amounts;
 - ii. Amounts of client services contributions, if applicable;
 - iii. Under-or over utilization of contract services.
 - B. For Cost Reimbursement Based on Monthly Allotment payments, a Phase I Budget (see Contractor Annual Budget Form, Exhibit 6C) is due within one month and twenty (20) calendar days of contract effective date. Revised annual budget(s) is due within thirty (30) calendar days of COUNTY'S receipt of executed contract amendments if cumulative year-to-date dollar changes for that service item exceeds 25%. FISCAL AGENT shall submit an Annual Budget only for those service items (elements) that are paid on cost reimbursement basis.
 - C. One Quarterly year-to-date Budget Comparisons (see Quarterly Budget Comparison Report Form, Exhibit 6B) is due the 20th calendar day after the end of March 2003. Reported expenditures shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, orders, and any other accounting document pertaining in whole or in part to the contract in accordance with Generally Accepted Accounting Principles (GAAP), Oregon Administrative Rules, and applicable federal requirements. Expenditures shall be segregated by service item (elements) within the agency accounting system and so reported on the required fiscal reports. CONTRACTOR shall maintain all above referenced accounting documents within a local facility.
4. **TERMINATION.** This agreement may be terminated by either party upon 30 days written notice.
 5. **INDEMNIFICATION.** Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, COUNTY shall indemnify, defend and hold harmless FISCAL AGENT-CITY from and against all liability, loss and costs arising out of or resulting from the acts of County, its officers, employees and agents in the performance of this agreement. Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300 FISCAL AGENT-CITY shall indemnify, defend and hold harmless COUNTY from and against all liability, loss and costs arising out of or resulting from the acts of FISCAL AGENT-CITY, its officers, employees and agents in the performance of this agreement.
 6. **INSURANCE.** Each party shall each be responsible for providing worker's compensation insurance as required by law. Neither party shall be required to provide or show proof of any other insurance coverage.
 7. **ADHERENCE TO LAW.** Each party shall comply with all federal, state and local laws and ordinances applicable to this agreement.

8. **NON-DISCRIMINATION.** Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.
9. **ACCESS TO RECORDS.** Each party shall have access to the books, documents and other records of the other which are related to this agreement for the purpose of examination, copying and audit, unless otherwise limited by law.
10. **SUBCONTRACTS AND ASSIGNMENT.** Neither party will subcontract or assign any part of this agreement without the written consent of the other party, excepting the services to be performed by the Latino Network, whose consent to subcontract is hereby granted.
11. **THIS IS THE ENTIRE AGREEMENT.** This Agreement constitutes the entire Agreement between the parties. This Agreement may be modified or amended only by the written agreement of the parties.
12. **ADDITIONAL TERMS AND CONDITIONS:**
a. None

MULTNOMAH COUNTY, OREGON

By 
Title Director
Date 5/20/03

By: 
Diane M. Linn, County Chair
Date: 5.29.03

Reviewed:

COUNTY ATTORNEY
FOR MULTNOMAH COUNTY

By _____
Title _____
Date _____

By _____
Title _____
Date _____

Approved as to form:

CITY ATTORNEY

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-7 DATE 05.29.03
DEB BOGSTAD, BOARD CLERK

Multnomah County, Department of County Human Services

Service Contract No. 4600003987

Exhibit 5 – Invoice Form

Invoice Number: _____

Invoice Date: _____

Release Order #: _____

(Begins w/45...)

Organization Name: _____

Preparer of Invoice: _____

Street or Mailing Address: _____

City, State, and Zip Code: _____

Phone Number: _____ New Vendor Number: _____

If you have more than one Release Order attached to your contract, please identify each separate number

R.O. Item #	Material Code	Type or Description of Service	Date(s) of Service	# Units	Unit Rate	Total

Grand Total:

I hereby certify that I am authorized to prepare this invoice on behalf of _____ (organization name). I further certify that the information provided on this invoice is true and correct to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____

Telephone Number: _____

For Multnomah County Use Only: DCHS Program Approval to Pay:

Program Manager Signature: _____ Date: _____

Multnomah County, Department of County Human Services**Service Contract No. 4600003987****EXHIBIT 6B – Quarterly Budget Comparison Report Form**

For Quarter Ended _____

Contractor: _____

Release Order Item

#: _____

Address: _____

Phone #: _____

	Source/Type Description	YTD BUDGET	YTD ACTUALS	VARIANCE Over/ Under
REVENUE				
This Contract				
State		_____	_____	_____
County General Fund		_____	_____	_____
Local 2145		_____	_____	_____
Title XIX		_____	_____	_____
Other:	_____	_____	_____	_____
	_____	_____	_____	_____
Other State Funds:				
	_____	_____	_____	_____
Federal Funds:				
	_____	_____	_____	_____
	_____	_____	_____	_____
Client Fees				
Third Party Payments		_____	_____	_____
Contributions		_____	_____	_____
United Way		_____	_____	_____
Other:	_____	_____	_____	_____
TOTAL REVENUE				
EXPENDITURES				
Personnel				
Salaries & Wages		_____	_____	_____
Taxes & Benefits		_____	_____	_____
Total Personnel				
Services and Supplies				
Communications		_____	_____	_____
Professional Services		_____	_____	_____
Depreciation		_____	_____	_____
Education & Training		_____	_____	_____
Equipment Rental		_____	_____	_____
Indirect Expenses		_____	_____	_____
Insurance		_____	_____	_____
Occupancy		_____	_____	_____
Office Supplies		_____	_____	_____
Postage		_____	_____	_____
Printing		_____	_____	_____
Other:	_____	_____	_____	_____
Total Services & Supplies				
TOTAL EXPENDITURES				

EXCESS OF REVENUE OVER EXPENSE

I understand that all expenditures reported are subject to audit and that all expenditures must be program related and allowable according to applicable cost principles and regulations. I certify that I am an authorized representative of the above organization and that this statement of expenditures is accurate and true, to the best of my knowledge.

Organization's Authorized Signature: _____

Date: _____

Name, Please Print: _____

Phone #: _____

Multnomah County, Department of County Human Services

Service Contract No. 4600003987

Exhibit 6C – Contractor Annual Budget Form

For FY July _____ through June _____

Contractor: _____

Address: _____

	Source/Type Description	Release Order Item #	Release Order Item #	Release Order Item #
REVENUE				
This Contract				
State		_____	_____	_____
County General Fund		_____	_____	_____
Local 2145		_____	_____	_____
Title XIX		_____	_____	_____
Other:	_____	_____	_____	_____
	_____	_____	_____	_____
Other State Funds:				
	_____	_____	_____	_____
Federal Funds:				
	_____	_____	_____	_____
	_____	_____	_____	_____
Client Fees		_____	_____	_____
Third Party Payments		_____	_____	_____
Contributions		_____	_____	_____
United Way		_____	_____	_____
Other:	_____	_____	_____	_____
TOTAL REVENUE				
EXPENDITURES				
Personnel				
Salaries & Wages		_____	_____	_____
Taxes & Benefits		_____	_____	_____
Total Personnel		_____	_____	_____
Services and Supplies				
Communications		_____	_____	_____
Professional Services		_____	_____	_____
Depreciation		_____	_____	_____
Education & Training		_____	_____	_____
Equipment Rental		_____	_____	_____
Indirect Expenses		_____	_____	_____
Insurance		_____	_____	_____
Occupancy		_____	_____	_____
Office Supplies		_____	_____	_____
Postage		_____	_____	_____
Printing		_____	_____	_____
Other:	_____	_____	_____	_____
Total Services & Supplies		_____	_____	_____
TOTAL EXPENDITURES				

TOTAL BUDGETED EXPENDITURES FOR ENTIRE ORGANIZATION: \$ _____

Required for determination of Annual Audit Requirements

Authorized Organization Signature: _____

Name, Please Print: _____

Date: _____

Phone #: _____

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: May 29, 2003

Agenda Item #: R-1

Est. Start Time: 9:30 AM

Date Submitted: 05/05/03

Requested Date: May 29, 2003

Time Requested: 5 mins

Department: Disease Prevention and Control

Division: Health Department

Contact/s: Jodi Davich

Phone: 503-988-3663

Ext.: 26561

I/O Address: 106/14/1410

Presenters: Bruce Bliatout

Agenda Title: Notice of Intent to Apply for Refugee Preventive Health Grant

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

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

The Multnomah County Health Department (MCHD) is requesting approval to respond to a Request for Proposals to provide Preventative Health Services from the Office of Refugee Resettlement (ORR), a part of the federal Department of Health and Human Services. This is a competitive grant competition. Funded projects will provide preventive health services to refugees for a two-year period beginning July 1, 2003. The Health Department recommends that this request be approved.

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

In FY 2002, approximately 1,220 refugees resettled in the Portland metropolitan area. Of these, 1082 received health and TB screenings. 559 (55%) tested positive for TB. Of this group, 386 (64%) were recommended for TB therapy.

The Multnomah County Health Department offers refugee screening, health assessment and services through the Mid-County Health Center. The Mid-County Health Center serves as the refugee-screening clinic for the Portland metropolitan area. Clients are referred to the Multnomah County Health Department's Tuberculosis Prevention and Treatment Center for TB related services.

Screening services for refugees are supported by Refugee Medical Assistance funds. Currently refugee screening is under the direction of the Oregon State Refugee Program and the specified Medical Screening Protocol for Newly Arriving Refugees is being implemented. This protocol incorporates the use of existing mainstream resources for services. These efforts are enhanced with a current ORR Refugee Preventive health grant that provides outreach staff. Unfortunately, this project ends 6/30/03.

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

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?** Federal Office of Refugee Resettlement.
- ❖ **Specify grant requirements and goals.** The proposed ORR Preventive Health project will provide funds to continue enhanced TB services. The positions supported by the grant will work as a team to ensure that refugees receive all available interventions to promote follow-up and adherence to TB therapy, including preventive therapy. Efforts to overcome specific cultural and linguistic barriers will be addressed by having culturally appropriate materials, teaching materials, written information and interpretive services for clients. In addition, culturally appropriate health education will be provided to refugee serving agencies and community organizations.
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?** This is a two year, one time only project that will support our current health prevention efforts in the refugee community. We will request approximately \$200,000 per year. Funds will be used to support bilingual outreach workers, participant incentives, materials and supplies. No new county funds are needed to support this project.
- ❖ **What are the estimated filing timelines?** Proposals will be due in the latter part of May, 2003.
- ❖ **If a grant, what period does the grant cover?** The project will begin on July 1, 2003 and continue through June 30, 2005.
- ❖ **When the grant expires, what are funding plans?** To reapply for similar funds from the Office of Refugee Resettlement.

- ❖ **How will the county indirect and departmental overhead costs be covered?** The County indirect and departmental overhead costs will be built into the project budget.

4. **Explain any legal and/or policy issues.** There are no legal and/or policy issues. The delivery of TB treatment and public health education services by the MCHD is well established. The proposed grant funds would sustain and improve current efforts.
5. **Explain any citizen and/or other government participation that has or will take place.** Citizen stakeholders are represented on the MCHD's Community Health Council. The project will involve working with representatives from refugee organizations, the Oregon Health Division, Adult and Family Services, and community-based refugee organizations.

Required Signatures:

Department/Agency Director: Lillian Shirley Date: 05/02/03

Budget Analyst: Karyne Dargan Date: 05/02/03

Dept/Countywide HR: Kathleen Fuller Poe Date: 05/02/03

BOGSTAD Deborah L

From: DAVICH Jodi W
Sent: Monday, May 26, 2003 6:43 PM
To: BOGSTAD Deborah L
Subject: FW: ORR Refugee Preventive Health NOI

Also, Dr. Bliatout will not be able to make the presentation. I will make it for him. Jodi

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

From: DAVICH Jodi W
Sent: Sunday, May 25, 2003 1:28 PM
To: BOGSTAD Deborah L
Subject: ORR Refugee Preventive Health NOI

Deb,

When the ORR Refugee Preventive Health Request for Proposals came out, it indicated that the grant period was for three years (dependent on available funding). In our NOI, we indicated that the funding period was two years. Do I need to change the written NOI or can I just indicate that the funding period is two years during the presentation to the board? Thanks for your help. Jodi

~~~~~  
Jodi Davich  
Health Services Administrator  
Multnomah County Health Department  
1120 SW Fifth Avenue, Floor 14  
Portland, OR 97204  
Phone: 503-988-3663, Ext. 26561  
Fax: 503-988-3283

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 29, 2003

**Agenda Item #:** R-2

**Est. Start Time:** 9:35 AM

**Date Submitted:** 05/05/03

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**Requested Date:** May 29, 2003

**Time Requested:** 5 minutes

**Department:** Planning and Development **Division:** Health Department

**Contact/s:** Jodi Davich

**Phone:** 503-988-3663

**Ext.:** 26561

**I/O Address:** 106/14/1410

**Presenters:** Bonnie Kostecky

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**Agenda Title:** Notice of Intent to Apply for a Federal Nurse Education, Practice, and Retention: Career Ladder Program Grant

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

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

The Multnomah County Health Department (MCHD) is requesting approval to submit a proposal to the federal Health Resources and Services Administration Nurse Education, Practice, and Retention: Career Ladder Program Grant program. The Health Department recommends that this request be approved.

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

Between 2000 and 2010, the number of Registered Nurses (RNs) in Oregon per 100,000 population is expected to decrease by 10.7%, according to a study commissioned by the

Northwest Health Foundation.<sup>1</sup> The Oregon Employment Department forecasts an average of 650 annual job openings for RNs over the next ten years, and more than 320 openings per year in the Portland metropolitan area.<sup>2</sup>

Several factors contribute to the nursing shortage. A significant factor is the expansion of career opportunities for women over the past 25 years.<sup>3</sup> Researchers also cite job dissatisfaction, related to inadequate staffing, heavy workloads, regulatory paperwork, and increased overtime, as a cause for problems in recruiting and retaining nurses.<sup>4</sup> These and other factors have resulted in an aging nursing workforce. In 1980, over 25% of the national RN workforce was younger than 30 and over half was younger than 40. In 2000, less than 10 % of the national RN workforce was younger than 30, and less than a third was younger than 40.<sup>5</sup> The situation is even more serious in Oregon, where only 5% of the RNs are younger than 30, and only 23% are younger than 40.<sup>6</sup>

A research document published by the Northwest Health Foundation in April 2001 reports that retirements in the next five years will create a significant gap in baccalaureate prepared nurses to meet the demand. Multnomah County is the major employer of community health nurses in Oregon, employing over 220 Community Health Nurses (CHN) at any given point in time. Over the next five years, 20 CHNs are scheduled to retire from MCHD. During the past twelve months, MCHD had 62 vacancies for Community Health Nurses (CHN) across the following divisions:

| <b>MCHD Division</b>         | <b>Number CHN Vacancies</b> |
|------------------------------|-----------------------------|
| Primary Care                 | 30                          |
| Neighborhood Health          | 15                          |
| Corrections Health           | 12                          |
| Disease Control & Prevention | 5                           |

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

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?** Federal Health Resources and Services Administration, Bureau of Health Professions, Division of Nursing.

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<sup>1</sup> Christine Tanner (2001). *Oregon's Nursing Shortage: A Public Health Crisis in the Making*. Northwest Health Foundation, Portland, OR.

<sup>2</sup> Oregon Labor Market Information Service (2001). "Occupational Report for Registered Nurses." Oregon Employment Department, Salem, OR.

<sup>3</sup> Peter Buerhaus, Douglas Staiger, and David Auerbach (2000). "Policy Responses to an Aging Registered Nurse Workforce." *Nursing Economics*, 18:16:278-303.

<sup>4</sup> Government Accounting Office (2001). *Nursing Workforce: Emerging Nurse Shortage Due to Multiple Factors*. Washington, DC.

<sup>5</sup> Ibid.

<sup>6</sup> Oregon State Board of Nursing (2001).

- ❖ **Specify grant requirements and goals.** The proposed Career Ladder project will enhance Multnomah County's nursing workforce by initiating and maintaining nurse retention programs that:

- 1) Promote career advancement for nursing personnel in a variety of training settings, cross-training or specialty training among diverse population groups, and the advancement of individuals to become professional nurses, advanced practice nurses, advanced education nurses, licensed practical nurses, certified nurse assistants, and home health aides; and
- 2) Assist individuals in obtaining education and training required to enter the nursing profession and advance within such profession, such as by providing career counseling and mentoring.

- ❖ **Explain grant funding detail – is this a one time only or long term commitment?** This is a three year, one time only project that will help the Health Department to meet the nursing shortage problem. We will request approximately \$200,000 per year. Approximately \$3 million are available in FY 2003 to support between 12 and 30 awards, ranging from \$75,000 and \$250,000 per year per award.

- ❖ **What are the estimated filing timelines?** Proposals are due June 6, 2003.

- ❖ **If a grant, what period does the grant cover?** The project will begin on September 1, 2003 and continue through June 30, 2006.

- ❖ **When the grant expires, what are funding plans?** To re-evaluate the need for a similar project. If such a need still exists, additional grant funds will be sought.

- ❖ **How will the county indirect and departmental overhead costs be covered?** The County indirect and departmental overhead costs will be built into the project budget.

4. **Explain any legal and/or policy issues.** There are no legal and/or policy issues.
5. **Explain any citizen and/or other government participation that has or will take place.** Citizen stakeholders are represented on the MCHD's Community Health Council. The project will involve working with nursing schools throughout the Portland metropolitan area.

**Required Signatures:**

Department/Agency Director: Lillian Shirley

Date: 05/02/03

Budget Analyst: Karyne Dargan

Date: 05/02/03

Dept/Countywide HR: Kathleen Fuller Poe

Date: 05/02/03

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 29, 2003

**Agenda Item #:** R-3

**Est. Start Time:** 9:40 AM

**Date Submitted:** 05/05/03

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**Requested Date:** May 29, 2003

**Time Requested:** 5 mins

**Department:** Planning and Development

**Division:** Health Department

**Contact/s:** Jodi Davich

**Phone:** 503-988-3663

**Ext.:** 26561

**I/O Address:** 106/14/1410

**Presenters:** Kathy Norman

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**Agenda Title:** Notice of Intent to Apply for a Family Planning Male Reproductive Health Research Grant

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

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

We are requesting approval to apply for a U.S. Department of Health and Human Services, Office of Population Family Planning Male Reproductive Health Research grant. The Health Department recommends that this request be approved.

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

The Multnomah County Health Department's Title X family planning program is required by law to provide family planning services, including information, education and counseling, to all persons desiring such services. One subgroup of the population that continues to be under-represented is males. Over the past 30 years, at a national level males have comprised only two to four percent of clients served by the Title X family planning clinical service delivery system. In Multnomah County the rates are somewhat higher ranging between three to six percent. This



low utilization rate emphasizes the fact that simply offering clinical services will not result in males using those services.

Adult men of all ages do have reproductive health concerns; however, these concerns may not readily translate into contact with the health care system. During adolescence and young adulthood, sexual and reproductive health issues and behaviors have a great influence on males' lives. Accurate information, skills and support should be available to encourage delay of sexual debut until after adolescence and preferably until marriage. For sexually active young males, this time of life may bring with it such health concerns as STDs, HIV/AIDS, unintended pregnancy and the emotional stress of interpersonal and intimate relationships.

Among middle-aged and older males, health concerns around sexual and reproductive behavior continue, though the nature of these concerns may differ from that of younger males. Even when men visit a health care provider, they are more reluctant than women to bring problems of a reproductive or sexual nature to their clinician's attention. Given the different attitudes and expectations that men and women have toward health care, it would seem that involving men in their own care requires a different approach from that which has been successful with women.

Studies have shown that men are most receptive to health messages in locations and environments with which they are familiar, and as part of programs that they voluntarily pursue. Programs that deliver family planning and related health messages as part of other community-based services or activities have the potential to be successful and need greater emphasis and exploration. *Experience with male projects has shown that health promotion and prevention services, provided through community settings, complement available clinical health services.*

The recent interest in encouraging male involvement in family planning and reproductive health is driven by the current epidemic of STDs, including HIV/AIDS, and high rates of unintended pregnancies, as well as by shifts in public health policies. Fighting the *fatherless* epidemic, promoting responsible fatherhood, and supporting healthy marriages are major concerns for the nations' lawmakers. Similarly, the recognition of health, educational, and psychosocial consequences of early sexual activity has led to an increased focus on extra-marital abstinence. Involving males in family planning and reproductive health issues is one way to encourage and support "future orientation" in terms of establishing core values, long term goals, and relationships, including marriage and family.

In the mid-1990s, the Office of Family Planning (OFP), Office of Population Affairs (OPA) funded community-based organizations to investigate and develop effective approaches to providing family planning/reproductive health information and services to males. In addition, these projects explored strategies to involve males in building community support for pregnancy prevention and contraception.

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

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?** DHHS Office of Population Affairs
- ❖ **Specify grant requirements and goals.** This grant program funds community-based research projects to investigate best-practice approaches to providing family

planning and related health information, education and clinical services targeting males. The Health Department's proposed project will serve school-aged males in collaboration with Planned Parenthood, the schools and other community based organizations. The project will develop strategies to reach the general population of school-age males as well as special populations such as Hispanic youth whose teen pregnancy rates are triple those of the general population.

- ❖ **Explain grant funding detail – is this a one time only or long term commitment?** OPA intends to make available approximately \$2.5 million to support an estimated 10-15 community-based research grants. Awards will range from \$100,000 to \$250,000 per year. Grants will be funded in annual increments (budget periods) and may be approved for a project period of up to five years. A match of non-Federal funds will not be required. We will request approximately \$175,000 per year for the five year period. The funds will support items such as project coordination, community outreach and partnership development, health education, participant incentives, training costs, evaluation and community outreach. No County funds are needed to support this proposal.
- ❖ **What are the estimated filing timelines?** Proposals are due 6/13/03.
- ❖ **If a grant, what period does the grant cover?** The estimated period is October 2003 through September 2008.
- ❖ **When the grant expires, what are funding plans?** If this intervention is successful, the Health Department and project staff will work with community partners to integrate this strategy into ongoing efforts.
- ❖ **How will the county indirect and departmental overhead costs be covered?** The County indirect and departmental overhead costs will be built into the project budget.

4. **Explain any legal and/or policy issues.** There are no legal and/or policy issues. The proposed grant funds would allow us to continue and improve current efforts.
5. **Explain any citizen and/or other government participation that has or will take place.** Citizen stakeholders are represented on the MCHD's Community Health Council. The project team anticipates working with Planned Parenthood, the Oregon Health Division, the public schools and other community based organizations.

**Required Signatures:**

Department/Agency Director: Lillian Shirley Date: 05/01/03

Budget Analyst: Karyne Dargan Date: 05/02/03

Dept/Countywide HR: Kathleen Fuller Poe Date: 05/01/03

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date: May 29, 2003**

**Agenda Item #: R-4**

**Est. Start Time: 9:50 AM**

**Date Submitted: 05/19/03**

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**Requested Date: 05/15/03**

**Time Requested: 5 minutes**

**Department: Health**

**Division: Primary Care**

**Contact/s: Mark Spofford, Manager, Behavioral Health Primary Care**

**Phone: 503-988-3674**

**Ext.: 29094**

**I/O Address: 160/8**

**Presenters: Marilee Dea, PNP, Lead Pediatric Nurse Practitioner  
Mark Spofford, Ph.D., Manager, Behavioral Health Primary Care**

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**Agenda Title:** Notice of Intent to apply for grant funding from the Oregon Department of Human Services to develop and implement an Asthma Tracking System

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

---

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

Authorize the Director of the Health Department to apply for grant funding from the Oregon Department of Human Services to develop and implement an asthma tracking system.

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

 **Please note: An exemption to the submission process is requested because the deadline for this grant application is May 29th.**

The Multnomah County Health Department has been modifying the way services are delivered to patients who suffer from chronic diseases to produce better outcomes and to reduce health disparities among racial and ethnic populations served by the department. In this effort, the department has been implementing chronic disease registries for diabetes and depression to track patient services and to assure preventive services are provided.

Consistent with this overall goal, the proposed project will implement an asthma registry/tracking system and fund a nurse care manager to use the registry to identify patients with asthma who

have not received flu shots and to actively assist those patients to receive this preventive service consistent with national guidelines for asthma care.

The funding will allow this activity to be implemented for all patients with a diagnosis of asthma who receive primary health care from the health department's primary care clinics.

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

The one-year cost of this project is estimated to be \$40,000 for selecting and/or developing a registry or tracking system, hiring a case manager and funding direct employee-related expenses, as well as applicable department and county overhead.

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

**If a budget modification, explain:**

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

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

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

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?**  
Oregon Department of Human Services
- ❖ **Specify grant requirements and goals.**  
The goal of the grant is to develop and implement a tracking system that integrates information from one or more electronic data sources in order to produce timely information that assists primary health care providers in improving care for patients with asthma, and to report experiences and findings to the Oregon Asthma Program.
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**  
The project is a one-time grant for developing and implementing the tracking system. The expectation is that the tracking system will be maintained once developed using existing chronic disease management staff.
- ❖ **What are the estimated filing timelines?**  
Applications are due on May 29, 2003.
- ❖ **If a grant, what period does the grant cover?**  
July 1, 2003 – June 30, 2004.
- ❖ **When the grant expires, what are funding plans?**  
The expectation is that the tracking system will be maintained using existing Health Department staff. The care management activities will be incorporated into clinic operations.
- ❖ **How will the county indirect and departmental overhead costs be covered?**  
Indirect can be charged as a grant expense.

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

No unusual legal issues related to the project have been identified. Disease management is consistent with the Health department mission.

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

This application for funding will be prepared with input from Oregon Human Services – Health Services.

**Required Signatures:**

**Department/Agency Director:**

*Lillian Shirley*

**Date: 05/19/03**

**Budget Analyst**

**By:** *Julie Neburka*

**Date: 05/19/03**

**Dept/Countywide HR**

**By:** \_\_\_\_\_

**Date:**

# AGENDA PLACEMENT REQUEST

RESOLUTION #:

**Board Clerk Use Only:**

**Meeting Date:** May 29, 2003

**Agenda Item #:** R-5

**Est. Start Time:** 9:55 AM

**Date Submitted:** 05/05/03

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**Requested Date:** May 29, 2003

**Time Requested:** 10 Minutes

**Department:** DBCS

**Division:** FPM

**Contact/s:** R. Peter Wilcox

**Phone:** (503) 988-6299

**Ext.:** 86299

**I/O Address:** 274/FM/Wilcox

**Presenters:** R. Peter Wilcox, Facilities Management

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**Agenda Title:** Disposition by Sale of the Gresham Neighborhood Center

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

---

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Approval of disposition by sale of the Gresham Neighborhood Center (GNC), with a one-year paid option to purchase the adjacent parking blocking. Recommend approval.
2. **Please provide sufficient background information for the Board and the public to understand this issue.** Facilities & Property Management (FPM) was instructed to dispose of the GNC in Resolution 02-032. FPM put out a Request for Offers to the public in September of 2002; no offers were submitted. In early 2003, while working on the selection of a Realtor to continue marketing the property, the County was contacted by Ms. Mary Bosworth. FPM provided Ms. Bosworth with the same information contained in the RFO packet. In March of 2003 Ms. Bosworth made an offer on behalf of Community Development Corporation which, with modifications was agreed to by both parties, is being presented to the Board.

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

The sale will generate an immediate \$200,000 in equity, equal to the current appraised value. Concurrent approval of the purchase option for the adjacent parking block will generate \$10,000 in option consideration and, if the sale of the parking block is consummated within the one year option period, it will generate another \$325,000 totaling the current appraised value for the property. Under Resolution 02-032, all funds are designated for the County General Fund Reserves. Sale of the building will save approximately \$38,000 in annual O & M expense for this building in its current, mothballed state, and the option stipulates that CDC must maintain the parking lot during the option period.

**4. Explain any legal and/or policy issues.** This sale is consistent with Resolution 02-032. The two properties are separate tax lots and able to be sold separately. Use of the property for parking during the option period will maintain the parking rights on the site, which is in the County's interest. There are no other known legal or policy issues.

**5. Explain any citizen and/or other government participation that has or will take place.** The public was offered a chance to purchase the building through a Request for Offers, that was publicly advertised and distributed in September of 2002. The City of Gresham's Department of Community Development has been made aware of the County's intentions to sell the property. There have been no other citizen or government participation activities.

**Required Signatures:**

Department/Agency Director: Tom Simpson Date: 05/01/03

**Budget Analyst**

By:

Date:

**Dept/Countywide HR**

By:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 03-\_\_\_**

Approving Sale of Gresham Neighborhood Center (GNC) Building and Lease Option Agreement for Adjacent Parking Lot

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

- a. In Resolution 02-032, the Board directed Facilities Management to dispose of the Gresham Neighborhood Center, including its adjacent parking lot.
- b. Community Development Corporation has submitted an offer to purchase the Gresham Neighborhood Center property for the appraised value of \$200,000 and an offer for a lease and option to purchase the adjacent parking lot within one year for the appraised value of \$330,000. The option payment is \$10,000. One half of the option payment is to be credited to the purchase price if the option is exercised. Community Development Corporation will not be required to pay rent but will be responsible for cleaning and maintaining the premises in a safe condition, repairing any damage, and for payment of property taxes, if any, during the option period.

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

1. The Board approves the sale of the GNC building and a lease option for the adjacent parking lot on the terms and conditions set forth above. The Chair is directed to execute all documents necessary to complete the transaction.

ADOPTED this 29th day of May, 2003.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By  \_\_\_\_\_  
John S. Thomas, Assistant County Attorney



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 03-075**

Approving Sale of Gresham Neighborhood Center (GNC) Building and Lease Option Agreement for Adjacent Parking Lot

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

- a. In Resolution 02-032, the Board directed Facilities Management to dispose of the Gresham Neighborhood Center, including its adjacent parking lot.
- b. Community Development Corporation has submitted an offer to purchase the Gresham Neighborhood Center property for the appraised value of \$200,000 and an offer for a lease and option to purchase the adjacent parking lot within one year for the appraised value of \$330,000. The option payment is \$10,000. One half of the option payment is to be credited to the purchase price if the option is exercised. Community Development Corporation will not be required to pay rent but will be responsible for cleaning and maintaining the premises in a safe condition, repairing any damage, and for payment of property taxes, if any, during the option period.

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

1. The Board approves the sale of the GNC building and a lease option for the adjacent parking lot on the terms and conditions set forth above. The Chair is directed to execute all documents necessary to complete the transaction.

ADOPTED this 29th day of May, 2003.

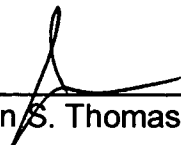


BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By  \_\_\_\_\_  
John S. Thomas, Assistant County Attorney

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 29, 2003

**Agenda Item #:** R-6

**Est. Start Time:** 10:00 AM

**Date Submitted:** 05/05/03

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**Requested Date:** Thursday, May 29, 2003

**Time Requested:** 30 minutes

**Department:** Dept of Business & Community Services

**Division:** Facilities & Property Mgt

**Contact/s:** Doug Butler, Director Facilities & Property Management

**Phone:** 503-988-6294

**Ext:** 86294

**I/O Address:** 274

**Presenters:** Doug Butler, Director Facilities & Property Management  
Wanda Yantis, Operations Program Manager, Facilities & Property Management  
John Lindenthal, CIP Section Manager, Facilities & Property Management  
Glenn Schnaidt, CIP Project Manager, Facilities & Property Management  
Mark Gustafson, Facilities Service Manager, Facilities & Property Management  
Lt. Ron Bishop, Multnomah County Sheriff's Office

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**Agenda Title:**

Resolution Approving Justice Center Fire Alarm Upgrades (Project #1) And Justice Center Detention Electronics Project (Project #2) Plans And Authorization To Proceed With Public Bidding Through Completion of Project #1.

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

Adoption of the resolution approving Justice Center Fire Alarm Upgrades (Project #1) and Justice Center Detention Electronics Project (Project #2) plans and authorization to proceed with public bidding through completion of Project #1.

Facilities & Property Management (F&PM) recommends that the Board approve the Project Plans and their components, as defined in Resolution 02-136 (Appendix A). F&PM further recommends the Board provide additional approval to proceed with bidding through the Fire Alarm project's completion.

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

The existing detention electronics and fire protection systems were installed during original building construction in 1983. Since then, more restrictive fire codes have been enacted and portions of the detention electronics system are no longer serviceable. Both systems are now considered "old technology" and are in constant need of adjustment or repair.

In 1996, Facilities began design work to upgrade the fire alarm system and replace the detention electronics systems. Initial funding came from the 1996 Public Safety bond measure. By the late 1990s, scopes of each portion of work had increased and a federal \$2 million grant was added to the funding sources. In 2003, as a result of the Sheriff's Office having to release prisoners early due to significant budget reductions, the federal grant was withdrawn.

Facilities has deemed the fire alarm work to be a life safety issue and, therefore, has elected to separate the original project into two distinct projects so that the fire alarm work can begin immediately. The Fire Alarm Upgrade Project will bring the Justice Center in compliance with the Fire Marshal's requirements.

The Detention Electronics Project will be included in the FY06/07 Capital Improvement Program Budget as the earliest the Sheriff's Office can re-apply for the \$2 million federal grant will be in 2006. Completion of the Detention Electronics Project will improve the operation and safety of the prisoner handling, monitoring and surveillance systems.

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

- This project's budget will be modified for FY03/04, reflecting the original project's separation into 2 projects. Remaining funds will be carried over to FY06/07 for the completion of Project #2 (Detention Electronics).
- No grant is being sought as part of Project #1.
- F&PM will request that the Board include necessary funding (in addition to the carryover mentioned above) in Capital Improvement Projects' FY 06/07 budget to complete Project #2 (Detention Electronics).
- The Sheriff's Office intends to re-apply for the \$2 million federal Violent Offender Incarceration / Truth-in-Sentencing (VOI/TIS) Grant in FY06/07 to help fund Project #2.
- No changes in personnel will result from this change in plan.

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

The Fire Marshal has notified Multnomah County of the necessity to complete the upgrades to the fire alarm notification and annunciation system immediately. Multnomah County may be liable for legal action if it does not take immediate action to complete this work.

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

Multnomah County Sheriff's Office and the Portland Police Bureau have provided input into the design and coordination of work for both projects.

**Required Signatures:**



**Department/Agency Director:**

**Date: 05/02/03**

**Budget Analyst**

**By:**

**Date:**

**Dept/Countywide HR**

**By:**

**Date:**

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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

Approving Justice Center Fire Alarm Upgrades (Project #1) And Justice Center Detention Electronics Project (Project #2) Plans And Authorization To Proceed With Public Bidding Through Completion Of Project #1.

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

- a. In 1991, Multnomah County Sheriff's Office and County Electronic Services identified the need to upgrade the Justice Center's fire alarm and detention electronics.
- b. In 1996, Multnomah County voters approved the Public Safety Bond Measure that included the Justice Center fire alarm and detention electronics upgrades. Bond funds of \$2.5 million were allocated for both projects.
- c. In 2002, Plans and Specifications for both projects were completed and budgets established.
- d. In 2003, the two projects were separated to allow the Fire Alarm Upgrades (Project #1) to proceed to bidding and construction immediately.
- e. The Fire Alarm Upgrades is a Major Facilities Capital Project as defined in County Resolution 02-136. The initial phases of this project, preliminary planning and project proposal, were completed before adoption of Resolution 02-136. Under Resolution 02-136, Board approval of the Project Plan and Project Construction Plan is necessary in order for the project to proceed further.
- f. Necessary capital funds exist within the Capital Improvement Program's current FY03/04 budget to complete the Fire Alarm Upgrades.

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

1. The Board approves the Project Plans and Project Construction Plans for the Justice Center Fire Alarm Upgrades (Project #1) and Detention Electronics Project (Project #2).
2. The Board authorizes Facilities and Property Management to proceed with public bidding, construction, and completion of the Fire Alarm Upgrades (Project #1).

ADOPTED this 29th day of May, 2003

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

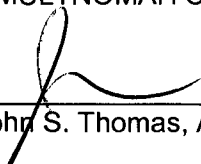
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Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By



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John S. Thomas, Assistant County Attorney



# MULTNOMAH COUNTY OREGON

## PROJECT APPROVAL FORM

**Project Titles:** JUSTICE CENTER FIRE ALARM UPGRADE PROJECT  
JUSTICE CENTER DETENTION ELECTRONICS PROJECT

**Project Summaries:**

**Project 1: Fire Alarm Upgrade Project:** To upgrade the visual and audible fire alarm detection and notification system throughout the entire Justice Center facility.

**Project 2: Detention Electronics Projects:** To completely rebuild and update the Justice Center's electronic systems that monitor door and elevator control, inmate movement, surveillance and emergency alarms.

**Project Type:** ☐ Minor Project (< \$1,000,000 including soft costs)  
☒ Major Project (> \$1,000,000 including soft costs)

**Approval Phase:** ☐ Preliminary Planning Proposal  
☐ Project Proposal  
☒ Project Plan  
☒ Project Construction Plan

**Submitted by:** Glenn Schnaidt Glenn Schnaidt 5/2/03  
Project Manager Signature Date

**Section Manager Review:** John Lindenthal [Signature] 5/2/03  
CIP Section Manager Signature Date

**Review and approvals required for all projects:**

Wg **FPM Director Review:** Doug Butler [Signature] 5/2/03  
Signature Date

**Sheriff's Office Review:** Capt. James Turner Capt. James Turner 5/2/03  
Signature Date

**County Attorney Review:** \_\_\_\_\_  
Signature Date

**Review and approvals required for Major Projects:**

**DBCS Director Review:** Cecilia Johnson [Signature] 5/2/03  
Signature Date

**Cabinet Review:** John Ball \_\_\_\_\_  
Signature Date

**Chair's Office Review (as needed):** \_\_\_\_\_  
Signature Date

**BCC Approval:** Diane Linn \_\_\_\_\_  
Signature Date

## **SCHNAIDT Glenn**

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**From:** SCHNAIDT Glenn  
**Sent:** Monday, May 05, 2003 8:04 AM  
**To:** RYAN Matthew O  
**Cc:** LINDENTHAL John A  
**Subject:** Justice Center Fire Alarm Project - County Attorney Review

Matt:

Thanks for your voice mail message I received this morning. Confirming your message, the County Attorney's review and signature are not needed on the Project Approval Form. Based on this, I will submit the documents immediately.

Please give me a call should you have any questions.

Glenn Schnaidt  
Project Manager  
Facilities and Property Management  
Phone: 503. 988.4384 x84384  
Inter-Office: 274



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES  
FACILITIES AND PROPERTY MANAGEMENT DIVISION  
401 N DIXON ST  
PORTLAND, OREGON 97227  
(503) 988-4384 – Tel  
(503) 988-5643 - FAX

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

## JUSTICE CENTER DETENTION ELECTRONICS and FIRE ALARM UPGRADE PROJECT

### Major Facilities Capital Project Review

Documents Required for Board of County Commissioners' Approval  
as Defined in Resolution 02-136 (Appendix A):  
Preliminary Planning Proposal (2a)  
Project Proposal (2b)  
Project Plan (2c) and  
Project Design and Construction (2d)

#### TABLE of CONTENTS:

|                             |           |
|-----------------------------|-----------|
| 1. PROJECT APPROVAL FORM    | (1 page)  |
| 2. PROJECT CHARTER          | (6 pages) |
| 3. PROJECT DEVELOPMENT PLAN | (5 pages) |
| 4. SITING PLAN              | (1 page)  |
| 5. OPERATIONAL FUNDING PLAN | (1 page)  |
| 6. CAPITAL FUNDING PLAN     | (1 page)  |
| 7. APPENDICES               | (9 pages) |

- A Resolution 02-136: Establishing a Policy for Construction of Major Facilities Capital Projects (3 pages).
- B Chronology of Scope Changes and Project Costs (1 page).
- C Order 96-135: Exemption to Specify the "Notifier" Brand of Fire Alarm Equipment and Components in Informal and Formal Bid Documents (2 pages).
- D Letters From City of Portland Bureau of Buildings and Fire Marshal's Office re: Updating the Justice Center's Fire Alarm and Fire Sprinkler Systems (3 pages).

# PROJECT CHARTER



## Multnomah County Facilities and Property Management

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### ORIGINAL PROJECT DEFINITION

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**Charter Date:** July 18, 2001  
**Project Name:** B119 - Justice Center: Detention Electronics and Fire Alarm Upgrade  
**Project Number:** CP 01.2  
**Charter Author:** Clark Jurgemeyer

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### ORIGINAL PROJECT DESCRIPTION

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This project will upgrade the detection electronics throughout the Justice Center to replace and upgrade electronic security for prisoner holding, processing and transition areas. The project will also upgrade all fire detection, annunciation and suppression systems throughout the entire Justice Center building.

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### REVISED PROJECT DEFINITION

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**Revised Charter Date:** March 17, 2003  
**Project Names:** B119 - Justice Center:  
**Project 1:** Fire Alarm Upgrade  
**Project 2:** Detention Electronics  
**Project Number:** CP 01.2 (Fire Alarm Upgrade Project)  
CPxx.xx (Detention Electronics Project). Project number to be determined.  
**Revised  
Charter Author:** Glenn Schnaidt

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### REVISED PROJECT DEFINITION

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**Fire Alarm Upgrade Project:** To upgrade the visual and audible fire alarm detection and notification system throughout the entire Justice Center facility.

**Detention Electronics Project:** To completely rebuild and update the Justice Center's electronic systems that monitor door and elevator control, inmate movement, surveillance and emergency alarms (referred throughout as "detention electronics").

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### Stakeholders or Sponsors

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**Stakeholder(s):** Multnomah County Sheriff's Office, City of Portland Police Bureau, Multnomah County Facilities & Property Management and Multnomah County Electronic Services.

**Sponsor(s):** Multnomah County Facilities & Property Management and Multnomah County Sheriff's Office.

**County Dept(s) for Which Project will be done:** Multnomah County Sheriff's Office

**Dept(s) Affected:**

- Multnomah County Sheriff's Office
- Multnomah County Facilities & Property Management
- Multnomah County Electronic Services
- City of Portland Police Bureau



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## Goals and Objectives

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### Why is this project being done?

Both the existing detention electronics and fire protection systems were installed with the original building construction that was completed in 1983. Both systems are "old technology" in constant need of adjustment or repair. In 1996, both projects were combined to accommodate new fire code regulations and additional modifications to the detention electronics systems.

Initially, funding was to come from the County's CIP budget and from the 1996 Public Safety bond measure. By the late 1990s, scopes of each portion of work had increased and a federal \$2 million grant was added to the funding sources. In 2003, as a result of the Sheriff's Office having to release prisoners early due to significant budget reductions, the federal grant was withdrawn.

Facilities has deemed the fire alarm work to be a life safety issue and, therefore, has elected to separate the original project into two distinct projects so that the fire alarm work can begin immediately. The Detention Electronics Project will be included in the FY06-FY07 Capital Improvement Program Budget as the earliest the Sheriff's Office can re-apply for the \$2 million federal grant will be in 2006.

### What will it achieve?

The Fire Alarm Upgrade Project will bring the Justice Center in compliance with the Fire Marshal's requirements.

The Detention Electronics Project will improve the operation and safety of the prisoner handling, monitoring and surveillance systems.

### Are there supportive background reports?

See attached Project Development Plan.

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## Key Personnel Resources

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### Multnomah County Sheriff's Office

Maj. James Turney  
Lt. Ron Bishop

### Multnomah County Facilities and Property Management

Doug Butler, Director, Facilities and Property Management  
John Lindenthal, CIP Manager

### City of Portland Police Bureau

Ann Krohn, Portland Police Bureau, Management Services Division  
Bob Kieta, Bureau of General Services, Facilities Services Division

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## Deliverables

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### Fire Alarm Upgrade Project:

Completely upgrade the facility's fire alarm systems satisfying the Fire Marshal's requirements. Completed construction documents, successful public bidding process and construction completion within budget and on schedule.

### Detention Electronics Project:

Completely replace the detection electronics systems. Documents completed in May 03 for future construction, successful public bidding process and construction completion within budget and on schedule.

In addition, the Sheriff's Office will need to re-apply for and receive the federal Violent Offender Incarceration / Truth-in-Sentencing (VOI/TIS) Grant.

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## Project Milestones and Target Dates

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Initial start date was anticipated to be October 2001 for both the fire alarm upgrades and the replacement of the detention electronics. However, since the termination of the project's first General Contractor in 2002, the project scope and construction documents were modified for rebidding. Following the decision to separate the projects, the schedules have been revised as follows:

### Fire Alarm Project (FY03-FY04):

Begin Project Design: Mar 96  
Project Bid: Mar 99  
General Contractor Hired: July 99  
GC Defaults, Contract Terminated: Sept 01  
Revise Construction Documents: May 03  
Complete Bidding Phase: July 03  
Construction: Oct 03 – July 04  
Closeout Complete: Dec 04

### Detention Electronics Project (FY06-FY08):

Begin Project Design: Mar 96  
Project Bid: Mar 99  
General Contractor Hired: July 99  
GC Defaults, Contract Terminated: Sept 01  
Revise Construction Docs: May 03, Final review July 06  
Complete Bidding Phase: Oct 06  
Construction: Nov 06 – Mar 08  
Closeout Complete: July 08

---

## Original Project Budget

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Initially, funding for the original project came from the Public Safety Bond Measure (1996), interest accrued on the sale of those bonds and remaining funds from a similar project at the Courthouse Jail. By 2002, the budget increased by \$2 million to approximately \$5.8 million (federal VOI/TIS Grant).

Original budget for both projects:

|             |                                                                              |
|-------------|------------------------------------------------------------------------------|
| \$2,500,000 | Budget from 1996 Public Safety Bond                                          |
| + 1,291,000 | Interest Available from 1996 Public Safety Bond and Other Project Carryover  |
| 3,791,000   | Budget Subtotal                                                              |
| + 2,000,000 | Federal Violent Offender Incarceration / Truth-in-Sentencing (VOI/TIS) Grant |
| \$5,791,000 | Total Project Budget                                                         |

---

## Revised Funding Plans

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Fire Alarm Project:

- Budget: \$1.5 million.
- Funded from the Detention Electronics and Fire Alarm Upgrades Project (CP01.2).

Detention Electronics Project:

- Budget: \$4.5 million, adjusted for inflation (FY03-FY07).
- Funded from multiple sources:
  - Federal: Anticipated \$2 million from the VOI/TIS Grant.
  - County: Remainder of the 1996 Public Safety Bond, bond interest and prior project carryover.
  - City of Portland: Anticipated funding for the City's portion.

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## Benefits

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### Fire Alarm Upgrade Project:

The fire alarm upgrades will meet the Fire Marshal's requirements such that all floors of the Justice Center will be affected with the enhanced notification and annunciation system. City and County staffs will have better warning of possible danger, Sheriff's personnel will be better equipped to deal with alarms on inmate floors and the County's Electronic Services and Alarm departments will have a significantly more reliable system to maintain.

Work completed on the new alarm system will dovetail with the detention electronics work, now proposed for FY06-FY08.

**Detention Electronics Project:**

The detention electronics upgrade will improve the operation and safety of the prisoner-handling and monitoring system. Work will primarily be focused on the lower level inmate intake areas, main lobbies for the Sheriff's Office and Portland Police Bureau and inmate floors. The majority of work will directly benefit the Sheriff's operations and will replace the aged electronic control systems with one that is more functional, easier to service and capable of incorporating expansion.

---

**Impact**

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**Fire Alarm Upgrade Project:**

Since the County is installing a completely new system, the existing fire protection system will be only marginally disrupted during reconstruction. Work will be conducted on a floor-by-floor basis. In the jail areas, inmates will be moved to a vacant floor so that work can proceed safely and uninterrupted. Work on the administrative floors will be conducted with as little disruption as possible and under a 24/7 fire watch. Construction duration is expected to last 8 months.

**Detention Electronics Project:**

Work on the detention electronics systems is planned to proceed similarly with inmate floors partially or totally closed during reconstruction. A temporary Master Control Room (MCR) is planned for the Sheriff's operations during construction and will function identically while the MCR is refitted with new equipment and controls. Construction duration is expected to be 16 months.

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**Constraints**

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Both projects:

- Most of the proposed work areas are constantly occupied and many of the occupants are prisoners. Considerable effort has gone into planning for the safety of the City and County staffs, general public, construction personnel and prisoners.

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**Risks and Concerns**

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- |                                                       |                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> SPACE             | - The Justice Center is a 24/7 correctional facility housing some of the state's most dangerous offenders.                                                                                                                                                                                                                     |
| <input checked="" type="checkbox"/> SCOPE             | - As project work progresses, there is the possibility of scope of work increase due unforeseen conditions and code change requirements.                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> PERMITS/ZONING    | -The Building Permit for the Fire Alarm Project has not been obtained, however the County has been in regular communication with the Fire Marshal. Although the city and state are reviewing adoption of a new building code, F&PM does not foresee any issues at this time.                                                   |
| <input type="checkbox"/> LAND ACQUISITION             | - No issues; The Fire Alarm and Detention Electronics Projects upgrade and replace systems at an existing County facility.                                                                                                                                                                                                     |
| <input checked="" type="checkbox"/> FUNDING/BUDGETING | - Additional funding may be needed if unforeseen conditions are encountered. Reserves for unknown conditions for both projects were calculated at 10% of construction cost.<br>- As of March 2003, the City of Portland's funding for both projects is uncommitted; however the County and City are working out the specifics. |
| <input checked="" type="checkbox"/> TIMING            | - More design time could be required if the scope of work changes. The Fire Marshal is anxious for the County to upgrade the fire alarm system and bring it into current code conformance.                                                                                                                                     |
| <input type="checkbox"/> NEIGHBORHOOD                 | - No issues.                                                                                                                                                                                                                                                                                                                   |
| <input checked="" type="checkbox"/> OTHER             | - Asbestos may be encountered in immediate work areas. F&PM will evaluate and either encapsulate or remove, as appropriate. Such additional work may impact the budget.                                                                                                                                                        |

---

## Assumptions

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- A jail floor can be vacated and prisoners can be moved to the vacant floor so that fire alarm and detention electronics work will not cause personal safety concerns.
- No additional increase in scope or budget for both projects.
- City of Portland will participate fully with funding for both projects, according to the condominium agreement.
- The Sheriff's Office will apply for and receive the \$2 million federal Violent Offender Incarceration / Truth-in-Sentencing (VOI/TIS) Grant.

---

## Location and/or Directions to Project Site

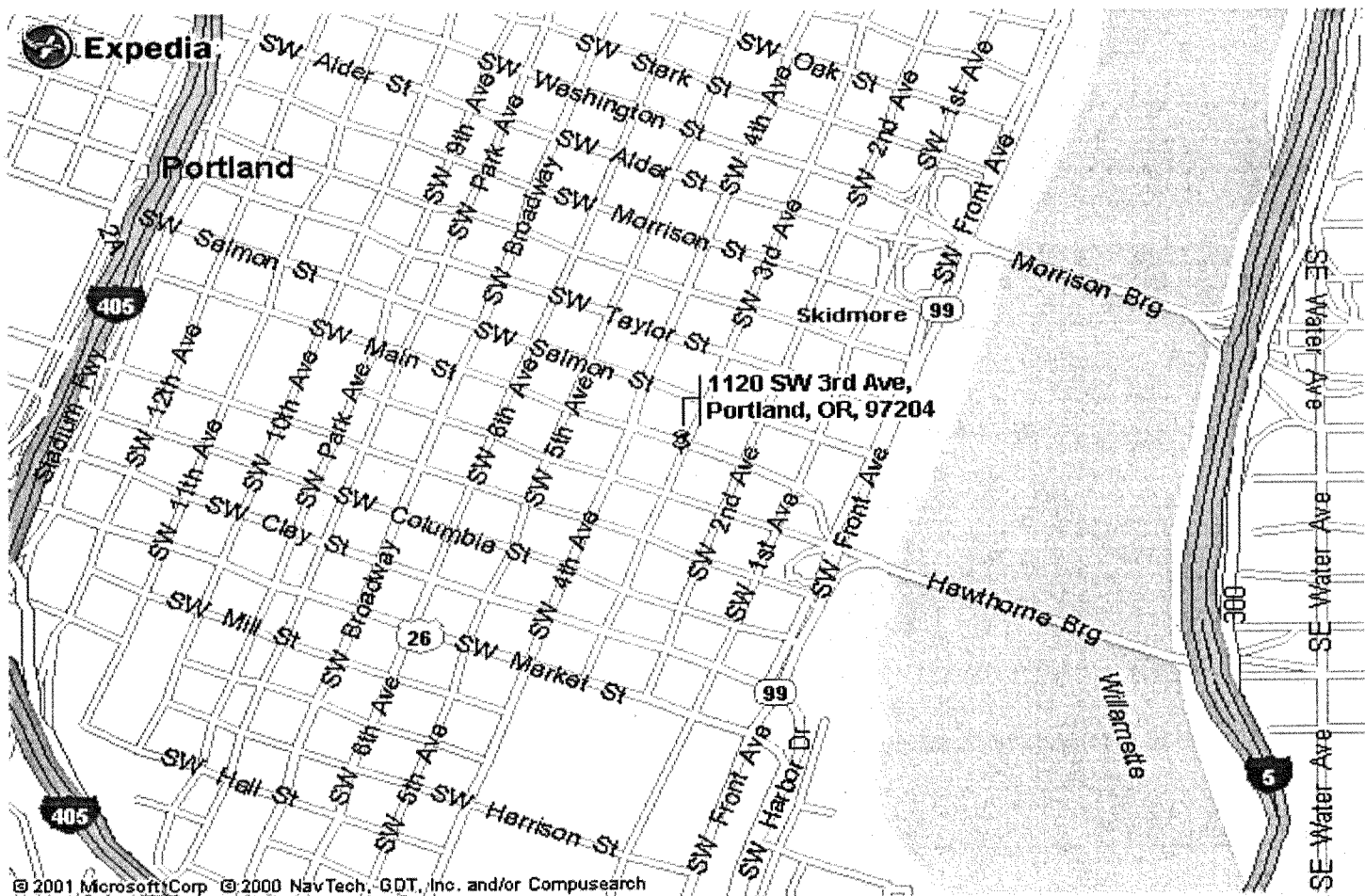
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The Justice Center is located at 1120 SW Third Avenue in downtown Portland.

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## Map of Project Location

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## Correspondence

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See project file.

## Charter Approvals

Prepared by: Glenn Schnaidt  
Glenn Schnaidt, F&PM Project Manager

Date: 5/2/03

F&PM: Mark Gustafson  
Mark Gustafson, F&PM Property Manager

Date: 5/2/03

F&PM: Doug Butler  
Doug Butler, Director

Date: 5/2/03

DBCS: Cecilia Johnson  
Cecilia Johnson, Director

Date: 5/2/03

Sheriff's Office: Capt. Bernie Giusto 06296  
Sheriff Bernie Giusto or Designee

Date: 5/2/03

Budget Office: \_\_\_\_\_

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

Chair's Office: \_\_\_\_\_

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



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES  
FACILITIES AND PROPERTY MANAGEMENT DIVISION  
401 N DIXON ST  
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(503) 988-4384 – Tel  
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BOARD OF COUNTY COMMISSIONERS  
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LONNIE ROBERTS • DISTRICT 4 COMMISSIONER

## JUSTICE CENTER FIRE ALARM UPGRADE and JUSTICE CENTER DETENTION ELECTRONICS PROJECTS

### PROJECT DEVELOPMENT PLAN

#### **Summary:**

Multnomah County Sheriff's Office and Electronic Services identified the need to upgrade the Justice Center's electronics in 1991. In 1996, the City of Portland Fire Marshal mandated that the Center's fire alarm notification system be upgraded to meet new code requirements.

To that end, Multnomah County Facilities and Property Management and Multnomah County Sheriff's Office designed and planned to competitively bid the replacement of the detention electronics and the upgrades to the fire alarm annunciation systems at the Justice Center. This work, budgeted at \$5.8 million was to be funded, in part, from a \$2 million federal grant. The remaining monies were to come from the County and City of Portland, co-owners of the Justice Center Building.

The federal grant has been withdrawn due to the recent release of inmates from the County jails and the County will not be able to re-apply for the grant until FY06. Because of the loss of the federal grant, Multnomah County Facilities has elected to separate this work into two projects and proceed with the Fire Alarm Upgrade Project in this fiscal year (carried forward into FY04). The Detention Electronics Project will be scheduled for FY06–FY08.

Following is a brief synopsis of the projects to date.

## PROJECT 1 FIRE ALARM UPGRADE (FY03 - FY04)

---

**Purpose:** To upgrade the visual and audible fire alarm detection and notification system throughout the entire Justice Center facility as mandated by the City Fire Marshal. Since its completion, the codes governing the building's fire alarm system have changed. The updated system will bring the facility into compliance with the Fire Marshal's upgrade requirements.

### **Budget:**

Funding: Multnomah County and the City of Portland share expenses at the Justice Center through a condominium agreement. The budget breakout to complete the Fire Alarm Upgrade Project is proposed as follows:

| Amount      | Provider             | Source                                                         |
|-------------|----------------------|----------------------------------------------------------------|
| \$ 878,000  | Multnomah County     | Justice Safety Bond Measure, bond interest & project carryover |
| \$ 622,000  | City of Portland     | Proportional Amount from the City/County Condo Agreement       |
| \$1,500,000 | Total Project Budget |                                                                |

### **A. Preliminary Planning Proposal:**

During the early 1990s, the city's building department reclassified the Justice Center as a high-rise structure. As a result of that and because the system lacks adequate electronic monitoring, the Fire Marshal, in 1996, required the facility's fire alarm notification and annunciation system be upgraded to accommodate the more restrictive code requirements.

In 1996, Multnomah County Facilities decided to incorporate the Fire Marshal's requirements into work planned to replace the detention electronics systems. MW Consulting Engineers (MW) was hired to design and prepare the construction documents for the detention electronics work and fire alarm upgrades. Retrofitting the alarm system was estimated at \$500,000. In 1996, Multnomah County voters approved the Public Safety Bond Measure that included the fire alarm upgrades as well as the detention electronics work. \$2.5 million of the bond funds were allocated for both portions of the project.

### **B. Project Proposal:**

In 1997, MW's design scope was increased to include the code-deficient issues with the inmate cell fire suppression (deluge) system; however the Justice Center's work was put on hold so that similar, yet more urgent work at the Courthouse jail facility could be completed. Unused funds from the Courthouse project were carried over into the Justice Center's work and in the fall of 1998, design work on the Justice Center's fire alarm system upgrades resumed. Construction documents were completed in December 1998.

### **C. Project Plan:**

The fire alarm scope was increased, reflecting significant code change requirements:

- Modifications to the fire alarm notification and annunciation
- Modifications to the inmate deluge system (the emergency water activation system in each inmate cell)

It is expected that funding for the fire alarm portion of work will be shared by Multnomah County and the City of Portland through their condominium agreement. Since the proposed fire alarm work will be an upgrade to the existing system, impacts to the operations of the facility are expected to be minimal. The building's operational budget will be impacted only by a small amount of overtime training for the Sheriff's Office personnel.

**D. Project Design and Construction:**

The construction documents were put out for formal bid in December 1998. Upon reviewing the bids, Multnomah County Purchasing determined none of the bidders fully met the County's bidding qualifications and all bids were rejected.

The project was rebid in May 1999 and Norment Industries was named the successful bidder. The fire alarm upgrade work was approximately \$550,000 of Norment's bid. In April 2001 Norment defaulted on its ability to honor the contract and its services were terminated in September 2001.

Since Norment's termination, the project documents have been revised including specifying the "Notifier" brand as the system's sole vendor. A copy of the approved Exemption Request (Appendix C) follows. The fire alarm project will be rebid as soon as possible.

See Appendix B for a Chronology of Scope and Project Costs.

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## PROJECT 2 DETENTION ELECTRONICS (FY06-FY08)

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**Purpose:** To completely rebuild and update the Justice Center's electronic systems that monitor door and elevator control, inmate movement, surveillance and emergency alarms (referred throughout as "detention electronics").

**Budget:**

Funding for the detention electronics portion of work, to be completed during FY06-FY08, is expected to come from Multnomah County CIP funds, the federal Violent Offender Incarceration / Truth-in-Sentencing (VOI/TIS) Grant and City of Portland funds. The budget breakout to complete the project is as follows:

| Amount      | Provider                                                      | Source                            |
|-------------|---------------------------------------------------------------|-----------------------------------|
| \$2,400,000 | Multnomah County                                              | CIP Budget                        |
| \$2,000,000 | Federal Government                                            | VOI/TIS Grant                     |
| \$ 100,000  | City of Portland (approximate)                                | Anticipated from City of Portland |
| \$4,500,000 | Total Project Budget (adjusted for inflation from FY03 –FY08) |                                   |

**A. Preliminary Planning Proposal:**

The Justice Center was completed in 1983. As early as 1993, the detention electronics system was identified as "old technology" in constant need of adjustment, modification and repair. Since construction, those systems have been modified to meet building use changes and newer technology although the original manufacturer no longer supports many of its components. The control panels can no longer accommodate new requirements for functionality and under-panel storage areas are choked with wires and hardware. Original wiring, now brittle with age, routinely breaks when modified.

In 1995, \$250,000 from the County's Capital Improvements Program was allocated over a four-year period to replace certain portions of the system; however constant increases to the design scope prevented any system replacements from taking place.

**B. Project Proposal:**

The risks of not making the improvements are sizable as the Justice Center houses some of the state's most dangerous murder and assault offenders including mentally ill criminals. The Sheriff's Office and the County's Electronic Services are in the position of managing a large metropolitan correctional facility with aging and antiquated security systems.

During the project's planning phase in 1996, Multnomah County Facilities and the Sheriff's Office expanded the project scope to include new control panels, video switching and monitors, all supporting logic software, electronics and circuit boards.

**C. Project Plan:**

Later in 1996, Multnomah County voters approved the Public Safety Bond Measure and \$2.5 million was allocated toward the Center's electronics project budget. The project plan was revised and key milestone dates were re-established.

MW is revising the construction documents necessary to separate the Detention Electronics Project from the Fire Alarm Upgrade Project such that the County will be able to bid this project at the later date. Additional review in 2006 will be required to verify future code conformance.

Since the proposed electronics work will be a replacement of the existing system, there are no anticipated impacts to the facility's operations or to its operational budget. Plans call for a temporary Master Control Room to be fully functional during the construction phase.

Funding for the Detention Electronics Project will be paid primarily by Multnomah County and the VOI/TIS Grant with the remainder coming from the City of Portland for similar changes to its master control panels.

**D. Project Design and Construction:**

The Detention Electronics Project includes:

- Verification of changed conditions
- Replacement of all control panels used by the Sheriff and the main control panel at the Portland Police Bureau's 2<sup>nd</sup> Avenue lobby entrance
- Redesign of the elevator controls; elevator cab and lobby monitoring
- Upgrades to the Center's interior and exterior surveillance systems
- Redesign and coordination of the Programmed Logic Control system (the software that coordinates all electronic functions in the building)
- Modifications to the functional logic for each control sub-system
- Replacement of the facility's intercom system

See Appendix B for a Chronology of Scope and Project Costs.

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# MULTNOMAH COUNTY OREGON

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---

## SITING PLAN

The Justice Center is an existing facility and a Siting Plan is not required for this project.

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Remainder of page left blank.



## MULTNOMAH COUNTY SHERIFF'S OFFICE

1120 SW 3<sup>RD</sup> AVE. • PORTLAND, OR 97204

*Exemplary service for a safe, livable community*

BERNIE GIUSTO  
SHERIFF

503 988-3005 PHONE  
503 988-4500 TTY  
[www.sheriff-mcso.org](http://www.sheriff-mcso.org)

### MEMORANDUM

---

TO: Glenn Schnaidt, Project Manager, Facilities and Property Management

CC: Captain James Turney, MCDC Facility Commander

FROM: Lieutenant Ron Bishop, MCDC Administration/ Special Projects

DATE: April 28, 2003

SUBJECT: Operational Funding Plan

---

As a large metropolitan correctional facility, the Justice Center's operations function with the aid of electronic control and monitoring systems. They are an integral part of our corrections management and must be evaluated periodically to ensure functionality and reliability. When the facility was constructed in 1983, the Center was equipped with such systems. To keep pace with increasing demands, these systems have been constantly modified, updated and repaired by Multnomah County's Electronic Services department.

#### Fire Alarm Upgrade Project

Project replaces and upgrades the existing noncompliant system with one that accommodates changes to the Fire Code and brings the entire building into Fire Marshal compliance.

*During construction:* No anticipated operational costs foreseen. The project budget includes a constant fire watch in affected areas.

*Post construction, commissioning & closeout:* Minor impact to the Sheriff's Office anticipated in staff overtime to train on the new system. Projected impact: \$2,000.

*Continued operations:* No impact foreseen.

#### Detention Electronics Project

Project replaces an out-dated system with one that is more versatile, reliable and easier to maintain.

*During construction:* No anticipated operational costs foreseen. The project budget includes construction of a temporary, identical Master Control Room (MCR) while the existing MCR undergoes its changes.

*Post construction, commissioning & closeout:* Minor impact to the Sheriff's Office anticipated in staff overtime to train on the new system. Projected impact: \$6,000.

*Continued operations:* No impact foreseen.

Because each project *replaces* an existing system and equipment, we anticipate neither system will increase the Sheriff's Office operating budget. However, we do expect both systems, once installed and operational, will significantly reduce the trouble calls that Electronic Services receives. No MCSO personnel will be laid off or hired by the installation of either system.



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## JUSTICE CENTER DETENTION ELECTRONICS and FIRE ALARM UPGRADE PROJECTS CAPITAL FUNDING PLAN

Multnomah County initiated planning for the Detention Electronics and Fire Alarm Upgrade projects in the early 1990s. In 1996 the County sold the Public Safety Bond (a general obligation bond) which raised \$79.7 million, of which \$2.5 million was specifically earmarked for these two projects. Additional funds allocated to these projects included \$1,291,600 in bond interest and \$1,160,233 remaining from the Transitional Housing and Courthouse Jail projects' budgets. In 2002 the Sheriff's Office secured a \$2 million Violent Offender Incarceration / Truth-in-Sentencing (VOI/TIS) Grant from the federal government.

In March 2003 the Sheriff's Office was notified it would likely lose the VOI/TIS Grant and as a result, FPM decided to separate the project into two distinct projects: Justice Center Fire Alarm Upgrade (Project #1) and Detention Electronics (Project #2). Funds spent to date have been for design and engineering fees as well as a limited amount of construction (halted in 2001 when the general contractor defaulted on its contract). As of March 2003, \$3,598,258 remains in the budget.

### Fire Alarm System Upgrade, Project #1 Capital Funding Plan:

The remaining funds from the Public Safety Bond and from other funds, as described above, are sufficient to fund the County's proportional share of the Fire Alarm System Upgrade, Project #1. Any funds allocated to these two projects remaining after close-out of the Fire Alarm System Upgrade, Project #1, will be carried over to FY06-FY07 for the detention Electronics Project.

CAPITAL FUNDING PLAN for the Fire Alarm System Upgrade, Project #1 (project budget: \$1.5 million):

- \$878,000 from Multnomah County
- \$622,000 anticipated funding from City of Portland

### Detention Electronics Upgrade, Project #2 Capital Funding Plan:

The Detention Electronics Upgrade, Project #2, is expected to be deferred until FY06. In 2006, it is expected that the Sheriff's Office will apply for and receive the Federal VOI/TIS Grant of \$2 million. Additional capital project funding will come from Multnomah County FY06 CIP and City of Portland funds.

Possible CAPITAL FUNDING PLAN for the Detention Electronics, Project #2 (project budget: \$4.5 million adjusted for inflation FY03-FY08):

- \$2,400,000 Multnomah County F&PM
- \$2,000,000 Federal VOI/TIS Grant
- \$ 100,000 Anticipated City of Portland

## **APPENDIX A**

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### **RESOLUTION 02-136: ESTABLISHING A POLICY FOR CONSTRUCTION OF MAJOR FACILITIES CAPITAL PROJECTS**

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 02-136**

Establishing a Policy for Construction of Major Facilities Capital Projects

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

- a. At the direction of the Chair and with the support of the Board and the Cabinet, Facilities and Property Management (FPM) has initiated a significant improvement strategy for managing facilities capital projects.
- b. A Capital Construction Audit, prepared by the County Auditor's Office and issued in September 2002, assessed the County's ability to carry out major construction projects and found deficiencies in upfront planning controls, decision-making responsibilities and authority, and technical skills and tools. The Audit contained recommendations for improvement in internal administrative procedures and found the need for improved lines of responsibility and authority.
- c. It is the Board's policy to maintain its authority to review and approve Major Facilities Capital Projects to insure consistency with departmental budgets, the Capital Improvement Plan, and overall County policies and strategies.
- d. There is a need to revise the County's Facilities Capital Project Administrative Procedures to conform with the following project planning process improvements.

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

1. Revised County Facilities Capital Project Administrative Procedures shall be developed by FPM for approval by the Chair for the planning and management of each facilities project with a capital budget greater than \$1,000,000, (hereafter referred to as a Major Facilities Capital Project).
2. The Revised County Facilities Capital Project Administrative Procedures shall describe each procedural phase and step and designate the following four phases as the key Planning Milestones for County reviews and approvals:
  - a. **Preliminary Planning Proposal:** Sponsoring departments shall notify FPM of program service needs which may affect facilities. FPM, in consultation with the sponsoring department(s), shall prepare an initial estimate of program requirements, project scope and costs, funding sources, and assess the Project's consistency with the County's overall policies, plans, and strategies, and develop a cost estimate for the next planning phase, development of the Project Proposal.
  - b. **Project Proposal:** FPM shall be responsible for preparing a Project Proposal which shall refine the findings produced during the Preliminary Planning Proposal phase. For the Project Proposal, FPM shall also

investigate project justification, feasibility, and alternatives, risk identification and assessment, probable project milestone dates, and develop a cost estimate for the next phase, development of the Project Plan.

- c. **Project Plan:** After approval of a Project Proposal, FPM shall prepare a Project Plan. The Project Plan shall contain five main components: Project Charter; Project Development Plan; Siting Plan; Operational Funding Plan; and Capital Funding Plan. The sponsoring department(s) shall develop the Siting Plan, which includes a plan for public involvement, submit the plan to the Chair for approval, and implement the Siting Plan. FPM shall consult with the sponsoring department(s) and the Finance Director in the preparation of the Project Plan.
- d. **Project Design and Construction:** After adoption of the Project Plan, FPM shall commence project design and construction. FPM, the sponsoring department(s), and the Finance Director shall jointly be responsible for updating the components of the Project Plan prior to the bidding and the construction phases. Project Construction Approval shall occur before a Major Facilities Capital Project can proceed to bidding and construction.

3. **Major Roles and Responsibilities:** The Facilities Capital Project Administrative Procedures shall identify roles and responsibilities for Major Facilities Capital Projects as follows:

- a. **Board of County Commissioners:** Approval of Major Facilities Capital Projects consistent with overall County policies and strategies. Approval of the annual Capital Improvement Plan and Budget. Approval of Major Facilities Capital Projects at each of the four key planning milestones described above: Preliminary Planning Proposal; Project Proposal; Project Plan; Project Design and Construction. Approval of substantial changes to project scope and budget as defined in the Facilities Capital Project Administrative Procedures.
- b. **County Chair:** Executive oversight and direction for Major Facilities Capital Projects. Approval of Major Facilities Capital Projects at each of the four key planning milestones described above, and approval of the Siting Plan within the Project Plan phase.
- c. **Cabinet:** Guidance and coordination of County-wide and inter-departmental issues and capital project budget priorities. Advice on the Capital Improvement Plan. Review of Major Facilities Capital Projects at each of the four key planning milestones described above and allocation of project funding to proceed with the Project Proposal phase.

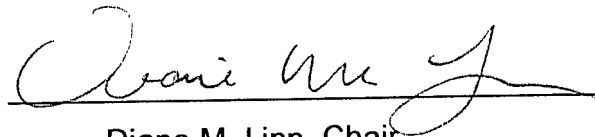


- d. **County Finance Director:** Preparation of and updating of the Project Capital Funding Plan as part of the Project Plan and Project Construction Approval.
- e. **Sponsoring Department(s):** Notice to FPM of program service needs which may affect facilities. Program technical information to enable FPM to plan and manage Major Capital Projects. Preparation and management of proposed operational budgets and the Operational Funding Plan for programs to be located in Major Facilities Capital Projects.
- f. **Facilities and Property Management Division:** Overall planning and management of Major Facilities Capital Projects, including production of project documents and coordination of approvals as described above. Project planning services as described above in response to requests from sponsoring department(s). Track, review, and advise the Department, Cabinet, Chair, and Board on significant changes in scope, siting, function, and budget.

ADOPTED this 17th day of October 2002.



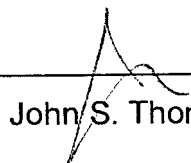
BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Diane M. Linn, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By

  
John S. Thomas, Assistant County Attorney

## APPENDIX B

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### CHRONOLOGY OF SCOPE CHANGES and PROJECT COSTS

- 1991-1993 Informal discussions regarding the need to completely overhaul the jail's detention electronics system. No cost estimate.
- 12/94 Memo stating much of the detention electronics system is unreliable, no longer supported by the manufacturer and difficult to maintain. No cost estimate to modify the system.
- 8/31/95 Memo discussing options available to correct issues with the detention electronics; no upgrade to the fire alarm system included. Budget: \$250,000 over 4 years.
- 1/31/96 Email regarding incorporating the Center's electronics replacements with the fire alarm upgrades. Detention electronics, fire alarm, electrical and code upgrades to be funded by a Public Safety General Obligation Bond. Estimated cost to complete: \$2.0 million.
- 3/5/96 Letter discussing several issues with the Center's fire alarm and low voltage systems. Recommends immediate action to correct code deficiencies. No cost estimate.
- 3/96 Sheriff's Office decides on alternative control system software to replace existing technology (in lieu of the County standard).
- 3/6/96 Memo advising Facilities of an upcoming expense to immediately correct deficiencies involving life safety and building control. Estimated cost to complete: \$2 million.
- 6/97 Fire Marshal identifies new code changes to the inmate cell fire suppression system resulting in scope change.
- 6/97-3/98 Detention electronics and fire alarm projects on hold as work focuses on upgrading similar systems at the Courthouse Jail.
- 3/98 Design work on the Center's detention electronics and fire alarm projects resumes. \$311,000 remaining from the Courthouse Jail work applied to the Justice Center project.
- 12/98 Justice Center construction documents put out for public bid. Purchasing subsequently determined none of the bidders fully met the qualifications and rejected all bids.
- 12/98 County receives numerous requests for additional information from bidders. MW Consulting Engineers revises construction documents.
- 3/99 Justice Center Detention Electronics and Fire Alarm Upgrade project is rebid.
- 7/99 Norment Industries is named the successful low bidder; County starts contract preparations.
- 9/99 County and Norment enter in formal contract. Contract amount is \$2.76 million.
- 8/00 Email discusses adding deluge sprinkler head modifications (Fire Marshal requirement) to the project scope as well as additional funding for a sheriff escort and dedicated Electronics Services technician on site for project duration. Increases budget by \$1.3 million.
- Intercom system added to the project scope. Estimated additional cost to the project: \$46,000.
- 4/01 Norment defaults on contract to complete Detention Electronics and Fire Alarm Upgrade work.
- 9/01 Multnomah County terminates contract with Norment Industries.
- 9/25/01 Memo requesting fee proposal to revise drawings changing control technology to Programmed Logic Controller (PLC) system (County's standard) and add fire alarm upgrades; new intercom system also added to the project scope.
- 11/6/01 County agrees to MW's proposal for redesign.
- 11/28/01 MW Consulting Engineers, County F&PM staff & Fire Marshal meet to standardize the fire suppression, electronics, and intercom equipment since the original design of 1998.
- 6/02 County asks MW to stop redesign work on detention electronics & fire alarm upgrades.
- 10/02 MW resumes redesign on detention electronics & fire alarm upgrades.
- 3/03 Budget cuts require Sheriff's Office to release prisoners early resulting in federal Violent Offender Incarceration / Truth-in-Sentencing (VOI/TIS) Grant being withdrawn. Impact to budget: loss of \$2 million.
- 3/03 Multnomah County Facilities decides to separate Detention Electronics & Fire Alarm Upgrades into two distinct projects. Fire Alarm Upgrade Project to be completed immediately (fire and life safety issues). Sheriff's Office to re-apply for the VOI/TIS Grant in 2006, Detention Electronics Project to be included in CIP's FY06-FY08 budgets.

## **APPENDIX C**

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### **ORDER 96-135: EXEMPTION TO SPECIFY THE “NOTIFIER” BRAND OF FIRE ALARM EQUIPMENT AND COMPONENTS IN INFORMAL AND FORMAL BID DOCUMENTS**

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

In the Matter of an exemption to specify the  
Notifier brand name for purchase of fire alarm  
equipment and components

)  
)  
)

ORDER  
96-135

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to review a request from the Department of Environmental Services, Facilities and Property Management, pursuant to ORS 279.017 and AR 10.010 and AR 20.030 to specify the Notifier brand of fire alarm equipment and components in informal and formal bid documents.

It appearing to the Board that the recommendation for an exemption to specify the Notifier brand for the purchase of fire alarm equipment and components, as it appears in the application, is based upon the fact that Notifier is the sole manufacturer of compatible equipment that will reduce repair time and decrease costs.

It appearing to the Board that this request for an exemption is in accord with the requirements of ORS 279.015(2) and PCRB Rules AR 10.010; now therefore,

**IT IS ORDERED** that the Notifier brand be specified for fire alarm equipment and components in the procurement process.

Dated this 8th day of August, 1996.



LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By Matthew O. Ryan  
Assistant County Counsel  
Matthew O. Ryan

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

By Beverly Stein  
Beverly Stein, County Chair

## **APPENDIX D**

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### **LETTERS FROM THE CITY OF PORTLAND BUREAU OF BUILDINGS AND FIRE PREVENTION DIVISION'S OFFICE RE: UPDATING THE JUSTICE CENTER'S FIRE ALARM AND FIRE SPRINKLER CONTROL SYSTEMS**



CITY OF  
**PORTLAND, OREGON**  
BUREAU OF BUILDINGS

1120 S.W. 5th Avenue  
Portland, Oregon 97204-1992  
Mailing Address: P.O. Box 8120  
Portland, Oregon 97207-8120  
(503) 823-7300  
FAX: (503) 823-6983  
TDD: (503) 823-6868

To: Walter Heil  
Supervisor Electrical Services  
Multnomah County

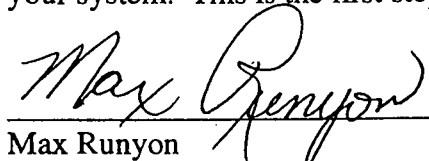
March 5, 1996

Re: Safety / Code Issues - Justice Center  
1021 S.W. 4th

Dear Sirs,

At a recent inspection of the Justice Center at 1103 S.W. 3rd, it was identified that several serious deficiencies exist in the fire alarm system and associated low voltage security systems. These issues could pose a possible liability hazard to the County if prisoners were to become trapped or injured due to one of these systems failing to operate properly.

I recommend immediate action to eliminate all hazardous conditions and code deficiencies to your system. This is the first step to gain code compliance.

  
Max Runyon  
Senior Electrical Inspector



CITY OF  
**PORTLAND, OREGON**  
FIRE PREVENTION DIVISION

**Charlie Hales**  
Commissioner of Public Safety  
Jim Crawford, Fire Marshal  
55 S.W. Ash Street  
Portland, Oregon 97204-3590  
(503) 823-3700  
FAX (503) 823-3710

**"YOUR SAFETY IS YOUR RESPONSIBILITY"**

March 4, 1996

Mr. Mark Gustafson  
Project Manager  
Multnomah Co. Facilities Management  
2505 SE 11th Avenue  
Portland, Oregon 97202

Re: Justice Center Alarm System, 1120 SW 3rd Avenue

Dear Mr. Gustafson:

The Fire Marshal's office has recently been made aware of some serious deficiencies in the alarm system at the Justice Center. Unfortunately some of the problems need immediate correction to lessen the possibility of injury to staff and inmates as well as damage to the building.

Mr. Max Runyun of the City of Portland Electrical Division has submitted a list of electrical violations. I will not repeat this list as this is his area of expertise. I would like to stress however that the violations cited are not just technical in nature but are true fire, shock, and electrocution hazards.

Another specific concern of this office is the fact that the fire sprinkler control circuits in the detention cells are not electronically supervised which makes it possible for the system to be inoperable without any indication to the staff.

It is our intent to work with you any way we can to provide reasonable safety to the building occupants. Please feel free to contact me at 823-7798 during business hours if I may be of assistance.

Terry A. Beck  
Inspector

cc: Tom Stanwood, Fire Inspector  
Max Runyon, Electrical Inspector  
Rich Butcher, Sr. Fire Inspector  
File

## **BOGSTAD Deborah L**

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**From:** SCHNAIDT Glenn  
**Sent:** Friday, May 23, 2003 1:45 PM  
**To:** BOGSTAD Deborah L  
**Cc:** BUTLER Douglas E.; YANTIS Wanda; MOORE Timothy A; LINDENTHAL John A; KIRK Christine A; BISHOP Ronald J; GUSTAFSON Mark T; TURNEY James C; PROFFITT Alan D  
**Subject:** 5/29/03 Board Agenda  
**Importance:** High

Hi Deb:

We have just been informed of a development that significantly impacts the Justice Center Fire Alarm Upgrade Project. Because of this, please pull Resolution R-6 from the 5/29/03 Board Agenda until future notice.

Please give me a call should you have any questions. Thanks.

Glenn Schnaidt  
Project Manager  
Facilities and Property Management  
Phone: 503. 988.4384 x84384  
Inter-Office: 274



**BOGSTAD Deborah L**

**From:** BOGSTAD Deborah L  
**Sent:** Tuesday, May 27, 2003 7:38 AM  
**To:** SCHNAIDT Glenn; SOWLE Agnes; THOMAS John S; Diane Linn; Lisa Naito; Lonnie Roberts; Maria ROJO DE STEFFEY; Serena Cruz  
**Cc:** BUTLER Douglas E.; YANTIS Wanda; MOORE Timothy A; LINDENTHAL John A; KIRK Christine A; BISHOP Ronald J; GUSTAFSON Mark T; TURNEY James C; PROFFITT Alan D; KINOSHITA Carol; DARGAN Karyne A; PARNELL Gail E; Andy Smith; Carmen Rubio; Carol WESSINGER; Charlotte Comito; Chuck Martin; David Martinez; Delma FARRELL; Duke Shepard; Gary Walker; Heather SCHRAEDER; Iris BELL; Ivo TRUMMER; Judith Bauman; Kathy TURNER; Ken Cheng; Laura Bridges; Mary Carroll; Rebecca Uherbelau; Robert Walker; Shelli Romero; Stacey Carlisle; Terri Naito  
**Subject:** RE: 5/29/03 Board Agenda

Glenn, R-6 cannot be "pulled" per the Board Rules, Resolution 02-119, Section 5(B) Notice and Agenda, but I will ask the Board to postpone R-6 indefinitely per your email message below. Thank you.

"... If the agenda has been distributed, the Board must decide to continue the matter to another date or postpone it indefinitely."

Deb Bogstad, Board Clerk  
Multnomah County Commissioners  
501 SE Hawthorne Boulevard, Suite 600  
Portland, Oregon 97214-3587  
(503) 988-3277 phone  
(503) 988-3013 fax  
<http://www.co.multnomah.or.us/cc/index.shtml>

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**BOGSTAD Deborah L**

---

**From:** KIRK Christine A [christine.kirk@mcso.us]  
**Sent:** Tuesday, May 27, 2003 8:09 AM  
**To:** BOGSTAD Deborah L; SCHNAIDT Glenn; SOWLE Agnes; LINN Diane M; NAITO Lisa H; ROBERTS Lonnie J; ROJO DE STEFFEY Maria; CRUZ Serena M  
**Cc:** BUTLER Douglas E.; YANTIS Wanda; MOORE Timothy A  
**Subject:** RE: 5/29/03 Board Agenda

Deb,

I would be happy to help answer any questions on this. We still have some hope on the VOI/TIS grant and want to make sure that we are all working under the same understanding on the project and how it can be done based on the available funding.

Thank you  
Christine

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**From:** BOGSTAD Deborah L [mailto:deborah.l.bogstad@co.multnomah.or.us]  
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