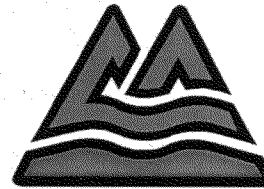


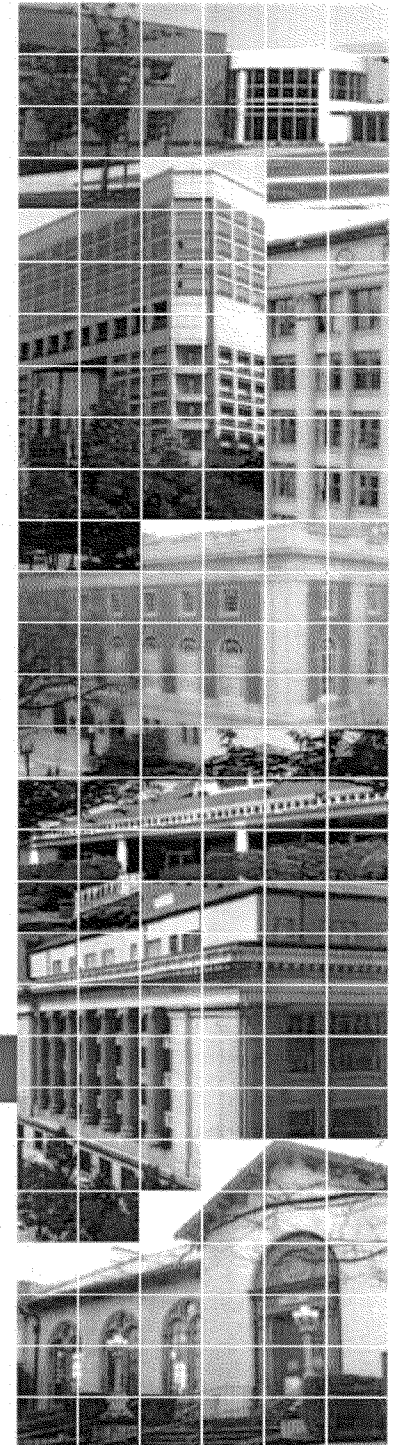
Space Optimization Update



**MULTNOMAH
COUNTY**

**Board of County
Commissioners
October 15, 2009**

***Facilities and Property
Management Division***



Recent Portfolio History



- **The Disposition & Consolidation Strategy and 2005 Strategic Facilities Plan:**
Reduced # of sites, Sq Ft, operating expenses, and deferred maintenance from an outsized portfolio while improving quality of worksites.
- **Current County portfolio relatively “right-sized” for the program demand—*before* reductions.**
The current challenge is gleaning opportunities from reducing program demand.

Space Optimization



Space optimization is an ongoing business process for determining the best use of County space. Not a reactive, one-time only project. It is a continual system delivering workplaces that maximize long-term economic and strategic value for our customers.

- **Streamlined authority documentation**
- **Rigorous performance metrics**
- **Comprehensive space strategy**
- **Innovative execution tactics**

AUTHORITY



- ***Draft Executive Rule updated from 1999; replaces Countywide Space Allocation Policy and Office Design Standards with Countywide Space Optimization***
- ***Draft FAC 4 updated from 1993; replaces Building Space Assignments with Space Assignment, Design and Use***
- **Approvals for Rule and FAC are critical path for consistent standards and the space strategy**

Projects Currently Underway



- IT Project
- DCJ Cluster
- MCSO: Logistics Training Cluster
- Vacancy Project

Next Steps



- **Vetting of Executive Rule and FAC 4 and final Chair Approval**
- **Initiate and deepen collaboration with department customers**
- **Continue to develop innovation in space, including systems furniture, layout, data/telecom, and related tactics**



Multnomah County Oregon

Board of Commissioners & Agenda

connecting citizens with information and services

REVISED 10/14/09

BOARD OF COMMISSIONERS

Ted Wheeler, Chair

501 SE Hawthorne Boulevard, Suite 600
Portland, Or 97214

Phone: (503) 988-3308 FAX (503) 988-3093
Email: mult.chair@co.multnomah.or.us

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Tuesday, October 13, 2009 - 9:00 AM
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501 SE Hawthorne Boulevard, Portland

EXECUTIVE SESSION

- E-1 The Multnomah County Board of Commissioners will meet in Executive Session pursuant to ORS 192.660(2) (d)(e) and/or (h). Only representatives of the news media and designated staff may attend. News media and all other attendees are specifically directed not to disclose information that is the subject of the Executive Session. Final decisions are decided in public Board meetings. Presented by County Attorney Agnes Sowle. 15 MINUTES REQUESTED.
-

Tuesday, October 13, 2009 - 9:15 AM
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501 SE Hawthorne Boulevard, Portland

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Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 9:00 AM

DEPARTMENT OF COUNTY HUMAN SERVICES

- C-1 Budget Modification DCM-04 Reclassifying One Position in the DCM Finance and Risk Management Division, as Determined by the Class/Comp Unit of Central Human Resources

REGULAR AGENDA

NON-DEPARTMENTAL – UNANIMOUS CONSENT

- UC-1 PROCLAMATION Proclaiming the Month of October DOMESTIC VIOLENCE AWARENESS MONTH in Multnomah County, Oregon

AUDITOR'S OFFICE – 9:00 AM

- R-1 Board Briefing on the Multnomah County District Attorney Audit: Data, Technology and Communication with the Public. Presented by Steve March, Multnomah County Auditor, Shea Marshman Auditor's Office, Mike Schunk, District Attorney, John Bradley and Scott Marcy District Attorney's Office. 15 MINUTES REQUESTED.

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DEPARTMENT OF COUNTY HUMAN SERVICES – 9:17 AM

- R-3 NOTICE OF INTENT for Aging and Disability Services Division to Apply for National Center on Elder Abuse Grant of \$10,000 to Expand Local Multidisciplinary Elder Justice Coalitions/Networks in Multnomah County

NON-DEPARTMENTAL - 9:20 AM

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~~2009-2010 BOARD OF PROPERTY TAX APPEALS. Presented by Debi Huff, Operations Supervisor/BoPTA Clerk.~~

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

DEPARTMENT OF HEALTH – 9:30 AM

- R-6 First Reading of a Proposed ORDINANCE Amending Multnomah County Code Chapter 21.406, Ambulance Staffing. Presented by Bill Collins and Dr. Gary Oxman. 15 MINUTES REQUESTED.
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MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (long form)

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 10/15/09
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: C-1
Est. Start Time: 9:30 AM
Date Submitted: 10/07/09

BUDGET MODIFICATION: DCM - 04

Agenda Title: Budget Modification DCM-04 Reclassifying One Position in the DCM Finance and Risk Management Division, as Determined by the Class/Comp Unit of Central Human Resources

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

Requested Meeting Date: October 15, 2009 **Amount of Time Needed:** Consent Calendar
Department: County Management **Division:** Finance & Risk Mgmt
Contact(s): Cara Fitzpatrick
Phone: 503-988-3312 **Ext.** 22067 **I/O Address:** 503/5
Presenter(s): N/A (Consent)

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of a budget modification authorizing the reclassification of one position in the Finance & Risk Management division.

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

The Department of County Management requests Board approval of a reclassification for the following position that was approved by the Central Class Comp Unit:

<u>Position Title (Old)</u>	<u>Position Title (New)</u>	<u>Position Number</u>	<u>FTE</u>
Finance Specialist Sr	Finance Supervisor	700832	No FTE Change

Finance & Risk Management asked the Central Class Comp Unit to examine the duties of this position. After review of duties, Class Comp has reclassified to the position identified above. This

position has been revised to add supervisory responsibilities for the staff in the General Ledger Unit. The position will be responsible for writing and delivering formal performance evaluations, employee disciplinary actions, hiring, and other personnel actions for a staff of finance professionals. These duties and responsibilities are consistent with the level of complexity of work performed by the Finance Supervisor classification.

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

Budget modification detail is attached. There are no expenditure changes for FY 2010 related to this action. Ongoing expenses for this position will be absorbed within the Finance & Risk Management division budget.

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

This position been reviewed by the Classification/Compensation Unit and has been re-classed.

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

None required.

ATTACHMENT A

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

- What revenue is being changed and why?

None.

- What budgets are increased/decreased?

None.

- What do the changes accomplish?

N/A

- Do any personnel actions result from this budget modification? Explain.

Yes. One Finance Specialist Senior is reclassified to a Finance Supervisor position.

- How will the county indirect, central finance and human resources and departmental overhead costs be covered?

No changes.

- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

N/A

- If a grant, what period does the grant cover?

N/A

- If a grant, when the grant expires, what are funding plans?

N/A

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

ATTACHMENT B

BUDGET MODIFICATION: DCM - 04

Required Signatures

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



Date: 10/06/09

Budget Analyst:



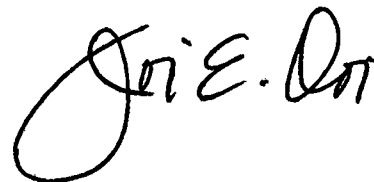
Date: 10/07/09

Department HR:



Date: 10/06/09

Countywide HR:



Date: 10/06/09

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6032	61270	704300	Finance Specialist Senior	700832	(1.00)	(59,220)	(18,637)	(15,748)	(93,604)
1000	9335	61270	704300	Finance Supervisor	700832	1.00	59,220	18,637	15,748	93,604
										0
										0
										0
										0
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										0
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										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Cara Fitzpatrick, DCM, Finance - General Ledger
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: September 14, 2009
Subject: Reclassification Request # 1295 (Luce, Susan)

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: August 5, 2009
Current Classification: Finance Specialist SR
Job Class Number: 6032
Pay Grade: 23

Position Number: 700832
Requested Classification: Finance Supervisor
Job Class Number: 9335
Pay Grade: 125-126

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: September 14, 2009

Allocated Classification: Finance Supervisor
Pay Range: \$52,188.29 to \$76,692.02 annually

Job Class Number: 9335
Pay Grade: 125-126

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

☒ Filled & incumbent not reclassified with position See New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

In addition to performing lead responsibilities and complex technical financial analysis and reporting for the General Ledger Unit, this position will be restructured to be a 'true' supervisor of the staff in the General Ledger Unit. In its new capacity the position will also be responsible for writing and delivering formal performance evaluations, employee disciplinary actions, hiring, and other personnel actions for a staff of four Finance Specialists/Technicians. The position requires a bachelor's degree with major coursework in accounting, finance or related field with a CPA preferred. Work experience required is three years of progressively responsible accounting or fiscal management experience including one year experiencing leading or supervising the work of others. The appropriate classification is Finance Supervisor (9335).

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Karin Lamberton, HR Manager
Susan Giesbrecht, HR Analyst
Leola Warner, HR Maintainer
Class Comp File Copy

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 10/15/09

SUBJECT: HD 43 Nominating Process

AGENDA NUMBER OR TOPIC: Public Comment

FOR: _____ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: Todd Barnhart

ADDRESS: 6831 SE 48th Ave

CITY/STATE/ZIP: Portland 97206

PHONE: cell 503.757.5834 EVES: _____

EMAIL: ta@tabarnhart.net FAX: _____

SPECIFIC ISSUE: role of commissioners in selecting
new State Representative

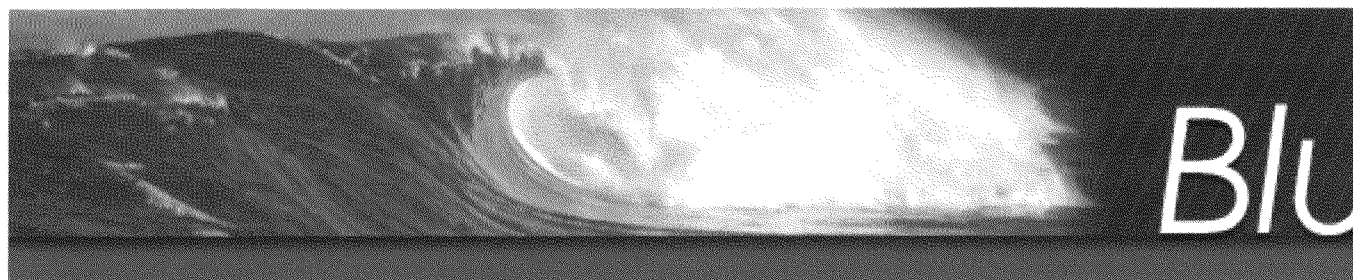
WRITTEN TESTIMONY: none

IF YOU WISH TO ADDRESS THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.



HD-43: Lew Frederick, Karol Collymore & Eddie Lincoln nominated

T.A. Barnhart

After the fact: Lew Frederick, Karol Collymore and Eddie Lincoln are the three nominees to be presented to the Multnomah County Commissioners next week; the board will select one of the three to replace Chip Shields as Representative for House District 43. Frederick was the evening's clear winner, garnering 54 of the 79 votes cast on the first ballot. As Shields was also a decisive selection for the Senate District 22 opening recently, and yet almost did not gain the seat, it's not clear that being the choice of the nominating convention is sufficient for all the commissioners. We'll see on October 22nd.

Now for the evening's events, as they occurred (with intermittent editorial comment).

The House District 43 nominating convention is being held at MLK Elementary in NE Portland. Before the Multnomah County Commissioners almost overturned the clear-cut choice for SD 22, I would have said Lew Frederick was a lock for the seat (and deservedly so). But Karol Collymore's surprise, but well-deserved, third-place finish at that convention, and then the Commission almost tossing aside the convention's clear choice, it's hard to say. Lew may have wrangled the necessary votes; Karol may have grabbed the momentum. She would make a great representative, but, in my view, Lew is far and away the most qualified and most deserving. HD 43 will come out a winner no matter what, but there are wins and then there are wins.

We'll see.

Wayne Kinney is back; this is approximately the 235th nominating convention he has led since the Legislature closed up shop. By my count, there will be 3 incumbents returning for the special session next year. But I think this should be the last of them, unless the governor appoints somebody to a board or commission to get them out of the Legislature (hm, perhaps there's somewhere to stash Vic Gilliam).

79 PCPs registered to cast votes tonight. Mult Dems Chair KC Hanson got the show rolling, going through the necessary steps to get things official, then turned over the convention to DPO Rules Chair (and DNC member) Wayne Kinney. Wayne pointed out that while this is the second such convention in this district in a month, Multnomah County PCPs have not even had a Democratic Representative in 40 years. In other words, count your blessings, local Democrats.

This is the 3rd one of these I've sat through; I got to participate in one (HD 16 in 2005, where Sara Gelser was selected). I understand the process pretty well now. A majority wins one of the nominations in that round; votes are cast until someone does get a majority each round, with low votes meaning you're out of that round.

First business of the meeting was to decide how many to nominate. Fred Stewart argued for 5 (Let the

Commissioners sort them out, sort of like gun-owners, criminals and God); Joe Smith argued that as PCPs, it's their responsibility to make this decision - none of the members of the County Commission even live in HD 43. The convention decided on three nominees, by an overwhelming majority.

Each candidate spoke for five minutes. Here's the gist (as I was able to capture it) of what they said.

Catherine Thomasson. Health care professional & advocate. Listen to the patient before making a decision, take all variables into account before making a decision. Listen to everyone involved, get their perspective & learn from them. This has prepared me to be a legislator. Need to serve people and not special interests. Free public education made this country great; one of my foremost duties will be to get Tax Fairness measures endorsed in January.

Lew Frederick. We're all in this together. Working in education, saw what cuts did to education. Got involved with the Bus in 2004 (now on the Board), and despite the disappointment that year, has kept on working in this. Grew up in the South, helping to integrate his high school. Union leader in Portland, 32 years in Irvington before it was a good place to live. Experienced police racial profiling, including gun to his head. Helped make student voice part of the decision-making process. Voter registration in 2004 and 2008. Carried this district when he ran for County Commission. On many civic boards, including State Board of Education. Wants to make Wapato a secure site for mental health treatment of prisoners. Bring parity to all schools. Detailed list of legislation to deal with many issues. Racial equity dealing when dealing with environmental issues.

Brad Perkins. Born & grew up in this neighborhood. This community drew me back. FDR's first inauguration: getting jobs is a crisis worthy of going to war. We are doing that badly now. Background in design, development, real estate: I can put together deals, have worked on many involving public sector. Wants to use that background, include work in communities and bringing groups together, to develop projects like high speed rail from Vancouver to Portland, negating the need for a big bridge.

Eddie Lincoln. 1 reason to run: to win. And to serve HD 43. Deep roots in community: born, raised, went to school here. Worked for small and big companies, drove TriMet buses. Urban League. His kids went to school here, they've gone on to good careers. Everything I've done is for my family, 2 jobs at time, education; it's not been easy. Tried to install good values in family. I've served dislocated workers at PCC; helped many people find work over past 12 years. I can remember the way things were, but we can no longer afford to sit on the sidelines. Economic implosion has had destructive results. Middle class has been decimated, and we need a new direction. That begins here in HD 43. I'm a Democrat who will support and fight for progressive policies for the middle class. I'll depend on your help on setting priorities. Economic equity, social justice and equal rights.

Steve Adamson. Retail business owner, 90% of stock is locally sourced, products aimed at getting people to help themselves. Also works with a local elementary school; fun and helps the kids. Aware of what it takes to develop businesses and grow jobs. Been in the district since 2000, has been involved with several campaigns (anything against Sizemore). Was previously involved in similar organizations in Eugene and Corvallis. Main points: Health care (public option); economic development (Van Jones: green jobs in economically disadvantaged neighborhoods, benefits now and beyond the life of the program); access to capital to grow business; trade apprenticeships; youth programs; schools (increase funding, especially take from corrections); equal rights for GLBT (need a champion in Salem for that).

Karol Collymore. Logical next step in her career built on public service. Last 10 years, haven't done anything that

hasn't been about community. BlueOregon & Cogen. What sets me apart is what I've done for Portland: providing food through lands set aside for community to grow; new library in Kenton; new farmers market; 1-stop domestic violence help; increased motor vehicle rental tax; above all, a 30-year old woman with a different perspective. Wants government to be accessible to young people. Need to work for others so everyone can move forward. Equal distribution of education funds. Issues of equity based on race, class, sexual orientation. What matters is what constituents want & how I would represent your concerns in Salem.

(Carlos Richard dropped out before the convention; he decided he could not fulfill the obligations of office at this point in his life.)

Lew had the most detailed platform, and he had the strongest, most assured presentation. Karol had a good body of work; Steve and Eddie also had excellent, unique backgrounds - but they did not have strong presentations. Lew's background in media and in the public spotlight made a big difference in this forum.

During the vote counting break, appeals to work against the ballot measures in January (vote Yes to keep the tax measures in place). Shirley Minor, Mult Dems District Leader, made a pitch for the PCPs to stay involved, not just come to this sort of special event. Got part way thru her Obama story... then the first round ballots were presented:

Round 1 Ballot 1 - 79 votes cast

LF 54

KC 14

EL 1

SA 4

BP 0

CT 3

Clear winner. On to Round 2.

Shirley continues her story and people start to leave. The moral of Shirley's story: you might get to meet a future president & you might get to go to the national convention.

Round 2 Ballot 1

KC 32

EL 24

SA 7

BP 0

CT 13

No winner; Adamson & Perkins dropped from next ballot.

Round 2 Ballot 2

KC 35

EL 22

CT 17

Still no winner; Thomasson dropped.

UC-1

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. 09-125

Proclaiming the Month of October DOMESTIC VIOLENCE AWARENESS MONTH in Multnomah County, Oregon

The Multnomah County Board of Commissioners Finds:

- a. Domestic Violence is a significant problem in the City of Portland and Multnomah County, making up 40 to 50 percent of reported violence.
- b. Domestic and family violence are complex, multi-faceted problems that require multi level, coordinated responses across disciplines and jurisdictions.
- c. Multnomah County – in partnership with local jurisdictions, community-based organizations and community members – has made significant investments in intervention and prevention efforts.
- d. Since 1991, the county has supported specialized domestic violence prosecution and probation/parole units.
- e. Since 1994, the county has jointly funded and supported the Multnomah County Family Violence Coordinating Council and has been actively involved in providing leadership for that Council.
- f. Since 1997, the county has funded a system of community-based victim services that serves 5,000 survivors and their children each year and includes crisis lines, emergency shelters, transitional housing, culturally specific services, legal advocacy, and outreach to victims in their homes or in other community sites.
- g. In 2009, the county supported the City of Portland to open the Gateway Center for Domestic Violence Services to provide a "one-stop" multi-disciplinary facility for victims.
- h. The county jointly participates in extensive collaborative efforts to address the highest risk domestic violence cases, including: annual warrant sweeps in October that focus on domestic violence perpetrators; the Domestic Violence Enhanced Response Team (DVERT) which responds with collaborative, wrap-around services in high risk/high danger domestic violence cases; and the Domestic Violence Fatality Review Team, which develops recommendations for future actions based on an in-depth study of the factors leading to specific homicides.

- i. The current system of intervention in Multnomah County has a national reputation for excellence, coordination and creativity.

The Multnomah County Board of Commissioners Proclaims:

October 2009 Domestic Violence Awareness Month in Multnomah County, Oregon and encourages all county residents and staff to join in this observance.

ADOPTED this 15th day of October 2009.

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


Ted Wheeler, County Chair


Deborah Kafoury,
Commissioner District 1


Judy Shiprack,
Commissioner District 3


Jeff Cogen,
Commissioner District 2


Diane McKeel,
Commissioner District 4



SUBMITTED BY:
Chair Ted Wheeler

BOGSTAD Deborah L

From: ROCHE Hector R
Sent: Tuesday, October 13, 2009 1:17 PM
To: BOGSTAD Deborah L
Subject: FW: Domestic Violence Proclamation
Importance: High

Hector R. Roche

Community Liaison
 Office of Chair Ted Wheeler
 Multnomah County Oregon
 501 SE Hawthorne Suite 600
 Portland, OR 97214
 (503) 988-5772

'...to create a world where people live in community with each other'

From: ROCHE Hector R
Sent: Tuesday, October 13, 2009 1:13 PM
To: LEE Beckie; MADRIGAL Marissa D; LASHUA Matthew; WIREN Corie
Cc: AUSTIN David; ROLLINS Chiquita M
Subject: Domestic Violence Proclamation
Importance: High

Hi all,

Chiquita Rollins and I have been working on a proclamation for Domestic Violence Awareness Month, and in part because of each of us being out of the office a fair amount the last several weeks, the APR didn't get filed in time for this Thursday's Board meeting.

We can still do this by Unanimous Consent and so I am checking with each of you to see if that works for your commissioner. As you know, it requires a majority vote for the item to be considered and a unanimous vote for approval.

I am working with Dave Austin (Chiquita is still out of town) on the APR, final proclamation, and who will come to the Board meeting to speak to it.

Please let me know if this works for your commissioner.

Thanks,
 Hector

Hector R. Roche

Community Liaison
 Office of Chair Ted Wheeler
 Multnomah County Oregon
 501 SE Hawthorne Suite 600
 Portland, OR 97214
 (503) 988-5772

'...to create a world where people live in community with each other'

11/20/2009



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-1
Est. Start Time: 9:00 AM
Date Submitted: 10/07/09

Agenda Title: Board Briefing Multnomah County District Attorney Audit: Data, Technology, and Communication with the Public

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

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 15 minutes
Department: Non Departmental Division: Auditors Office
Contact(s): Judy Rosenberger
Phone: 503/988-83320 Ext. 83320 I/O Address: 503/601
Presenter(s): Steve March, Multnomah County Auditor, Shea Marshman Auditor's Office, Mike Schrunk, District Attorney, John Bradley and Scott Marcy District Attorney's Office

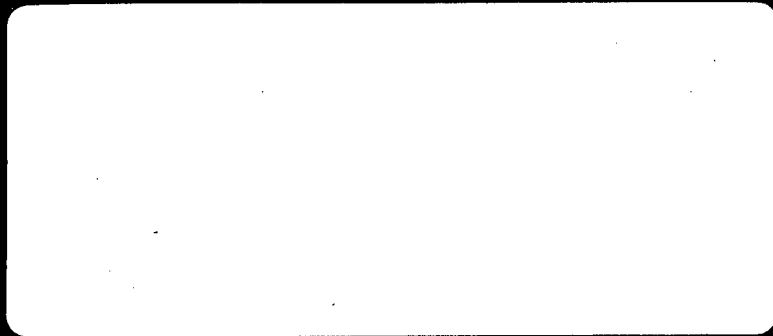
General Information

1. What action are you requesting from the Board?
Board Briefing
2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.
3. Explain the fiscal impact (current year and ongoing).
4. Explain any legal and/or policy issues involved.
5. Explain any citizen and/or other government participation that has or will take place.

Required Signature

Elected Official or
Department/
Agency Director:

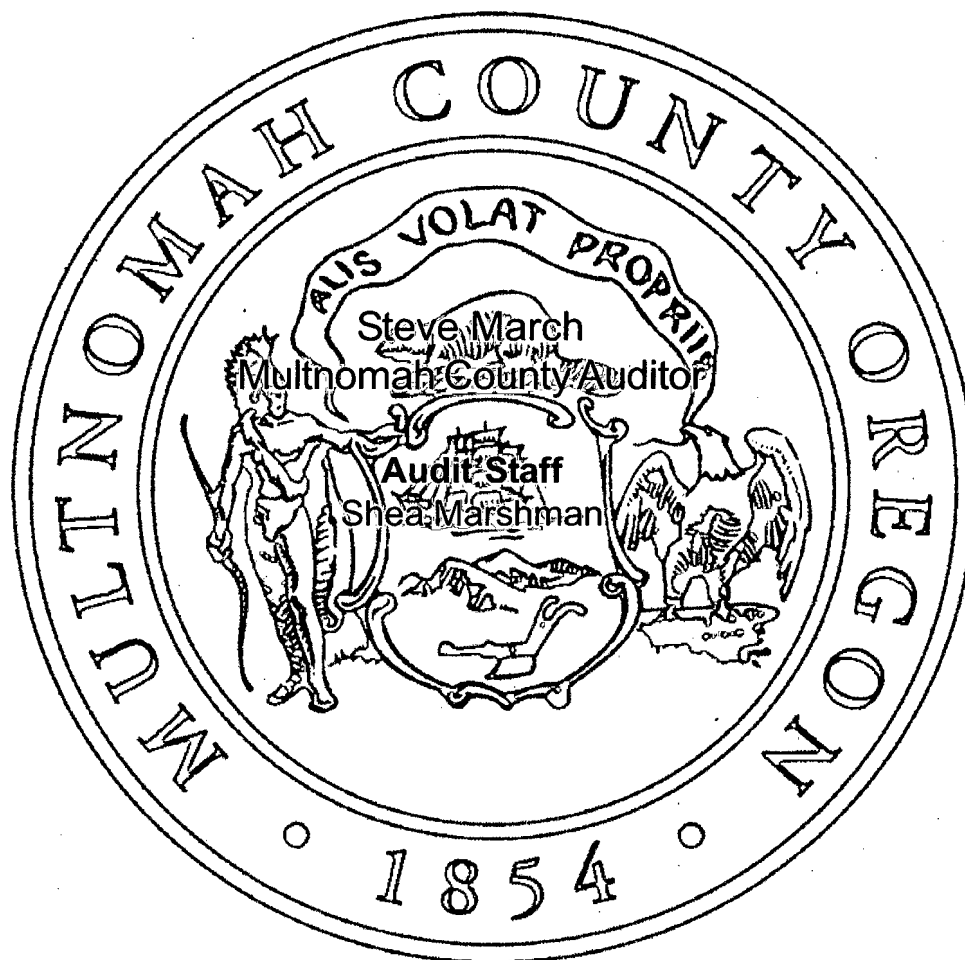
Date: October 7, 2009



MULTNOMAH COUNTY AUDITOR
PORTLAND, OREGON

Multnomah County District Attorney:
Data, Technology, and Communication
with the Public

September 2009



We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.



Office of Multnomah County Auditor

Steve March
County Auditor

501 SE Hawthorne Room 601
Portland, Oregon 97214
Phone: (503) 988-3320

Fran Davison
Judith DeVilliers
Joanna Hixson
Craig Hunt
Sarah Landis
Shea Marshman
Mark Ulanowicz

MEMORANDUM

Date: September 10, 2009

To: Michael Schrunk, Multnomah County District Attorney
Ted Wheeler, Multnomah County Chair
Deborah Kafoury, Commissioner, District 1
Jeff Cogen, Commissioner, District 2
Judy Shiprack, Commissioner, District 3
Diane McKeel, Commissioner, District 4
Bob Skipper, Multnomah County Sheriff

From: Steve March, County Auditor
Shea Marshman, Public Safety Auditor

Re: Audit of the District Attorney's Data, Technology, and Communication with the Public

The attached report covers our audit of the Multnomah County District Attorney's Office: data, technology, and communication with the public. We reviewed the efficiency, effectiveness, and performance of these department-wide policies and practices that affect operations across the organization. We found a number of areas in which successful changes are under way as well as areas where improvements can be made. We recommend several changes to enhance productivity through use of existing technology and improved communication with the public, while preserving the integrity of the county's public safety system.

This audit and our recommendations arrive at a difficult financial time for the county, when departments, including the District Attorney's Office, have been asked to do more with less. Multnomah County is fortunate to have a District Attorney who has long been a proponent of using technology to aid decision making and promote efficiencies in the area of public safety.

We want to thank District Attorney Schrunk, Chief Deputy District Attorney Rod Underhill, and the other members of the District Attorney's management team for their cooperation and assistance throughout the audit. In particular, we want to thank the prosecutors, administrative staff, and information technology staff in the District Attorney's Office, who spent time facilitating direct observations of prosecutorial functions, answering our numerous questions, assisting us with retrieving data, and helping us obtain a thorough understanding of the complexities of the essential services they provide.

Cc LPSCC

Multnomah County District Attorney:

Data, Technology, and Communication with the Public

Executive Summary

The Multnomah County District Attorney's Office (MCDA) is an important element of the public safety system, representing the state in the prosecution of criminal defendants. Prosecutors decide what cases should be issued, what criminal charges will be included, and what sentences should be recommended to the judge. If MCDA does not function effectively, public safety related to criminal prosecution may suffer. We analyzed MCDA's practices related to data-based decision-making, use of technology, and communication with crime victims, witnesses and the general public to determine whether functional improvements are needed.

The audit found that:

- Data are used effectively to support essential functions. Improvements in data collection techniques would help managers make better use of data to inform decision making and analyze policy outcomes.
- Existing technology is used to support legal research. Low cost enhancements to current systems show promise for improved efficiency.
- On-going efforts are being made to optimize case management tools using existing technology and to use electronic rather than printed documents where possible. Continued work will be needed to maintain the efficiencies that have been attained.
- Written and telephone communication with the public can be improved by simplifying word choice and clarifying management expectations through targeted training and policies.

Recommendations included in this report are intended to improve MCDA's ability to fulfill their mission of providing the citizens of Multnomah County with fair, timely, and cost-effective justice services. MCDA managers have already begun implementing improvements in several areas.

Introduction

The Multnomah County District Attorney's Office (MCDA) represents the state in the prosecution of criminal defendants. When crimes are alleged, MCDA's prosecuting attorneys (prosecutors) review the cases and determine whether or not to issue criminal charges. Prosecutors decide what cases should be issued, what criminal charges will be included, and what sentences should be recommended to the judge. Criminal justice scholars recognize prosecutors as among the most powerful actors in the criminal justice system, exercising considerable authority over life and liberty. If MCDA does not function effectively, public safety related to criminal prosecution may suffer.

The mission of MCDA is: "To provide the citizens of Multnomah County with fair, timely, and cost-effective justice services." To successfully achieve their mission, MCDA must work to ensure that all internal processes are as effective and efficient as possible. As will be discussed in more detail below, MCDA contains specialized units to prosecute specific crime types. Each unit functions in a slightly different way than the others. However, this audit focused on reviewing department-wide policies and practices that effect operations across the organization.

After assessing overarching operations, the auditor determined that MCDA's use of data to inform decision-making, use of technology to streamline processes, and communication with the public were in need of additional review. As a result, the specific audit objectives were to: 1) determine whether MCDA is making optimal use of data to manage and evaluate its services; 2) determine whether improved use of existing technology could streamline processes; and 3) determine whether adequate policies are in place to ensure quality communication with the public.

Background

MCDA is the largest county prosecutor in Oregon. From 2006-2008, MCDA issued criminal charges against (issued) more than 20,000 criminal cases annually. The MCDA attorneys and legal support staff prosecuted crimes ranging from low-level misdemeanors like offensive littering to violent felonies such as murder, rape, and robbery. In addition, MCDA is nationally recognized as an innovator in community-based prosecution strategies.

Oregon State Law (Oregon Revised Statutes 8.610-8.852) gives authority to the elected District Attorney to prosecute all felony and misdemeanor crimes in Multnomah County as well as city code violations in the City of Portland¹. MCDA reviews and prosecutes criminal cases presented by the police agencies in the County, represents the State in cases of juvenile dependency and delinquency, enforces child support orders, and provides services to victims. MCDA also works in collaboration with other public safety and social service organizations to prevent and intervene in domestic violence, elder abuse, and child abuse, and to eliminate chronic sources of crime through appropriate sanctions, supervision, and treatment programs.

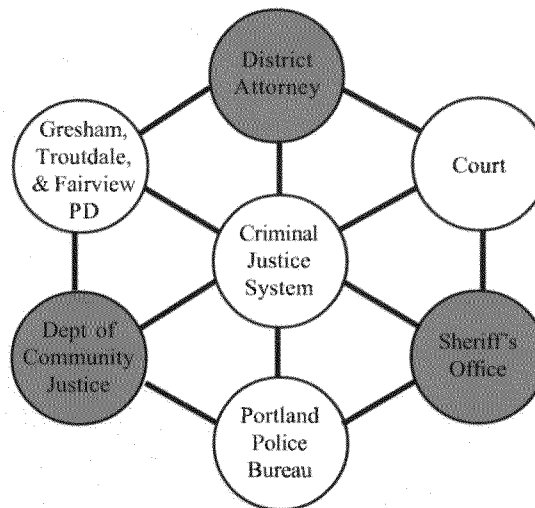
MCDA is part of the larger criminal justice system in Multnomah County. The county's criminal justice agencies also include the Multnomah County Sheriff's Office, responsible for jails and some law enforcement and the Department of Community Justice, responsible for probation, parole, and juvenile justice services. The criminal justice agencies located within the borders of Multnomah County, but which do not fall under Multnomah County authority, include: the Portland Police Bureau, Gresham Police Department, Troutdale Police Department, Fairview Police Department, and the Courts.

¹ MCDA has specific jurisdiction over municipal (city code violation) cases only in the City of Portland, not the other incorporated cities in the County.

Figure 1 illustrates how the criminal justice system is interconnected. Even though the individual agencies are not necessarily governed by the same authority or funded through the same sources, they are interdependent. For example, if the District Attorney's Office changes the way it prosecutes certain types of crimes, it may impact the other criminal justice agencies by affecting jail bed usage or the number of people sentenced to probation.

MCDA's managers must consider organizational interdependence, time constraints, and budgetary factors when making decisions. As an organization, MCDA is directly impacted by its interdependence with other criminal justice agencies. Because MCDA is part of the larger criminal justice system in Multnomah

Figure 1: The Criminal Justice System in Multnomah County



Source: Multnomah County Auditor's Office

County, policy decisions must be carefully considered to identify how they might affect other agencies and the safety of the public. In some cases, policies may not be implemented without direct collaboration with other agencies.

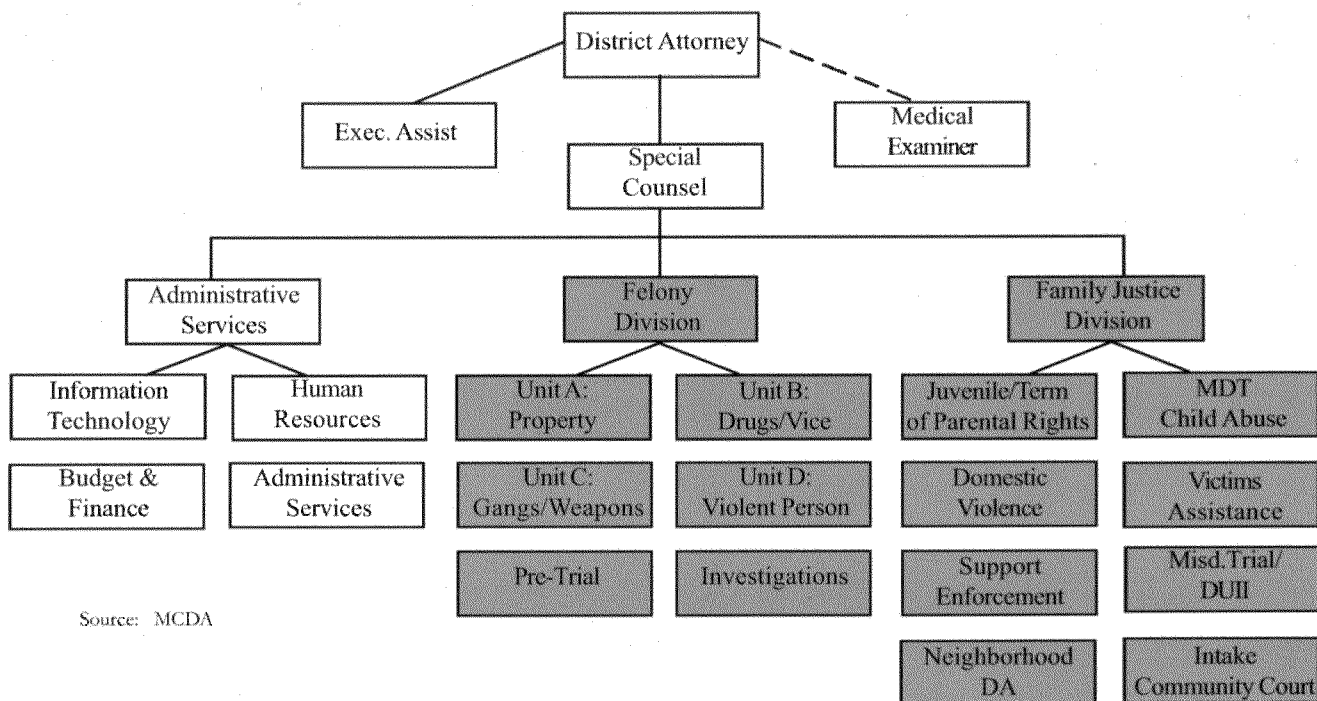
Time is also a factor that MCDA's managers must consider. Many of the legal functions that MCDA performs are time sensitive. For example, people arrested for a crime must be

arraigned in court within a certain number of hours (generally the next court day) or the case may be dismissed. Policies that increase the time needed to process cases may be impossible to implement.

As this audit was conducted, MCDA was facing a reduction in budget brought on by the county budget constraints. The county general fund allocation for MCDA was reduced in FY2010. This may result in the loss of a number of administrative staff and attorney positions. Policies and practices that make better use of limited resources are essential in the current environment.

MCDA is organized into units that specialize in prosecuting specific crimes and providing support services for victims. Figure 2 shows how MCDA is structured. The prosecution units (Felony Division and Family Justice Division) are shaded.

Figure 2: MCDA Organizational Structure



Source: MCDA

Audit Findings

The audit findings fall into three broad categories of analysis: use of data to inform decision-making, use of technology to streamline processes, and communication with the public.

Use of Data to Inform Decision-making

MCDA maintains a case management and data collection system called CRIMES. CRIMES was designed to track cases through the prosecution process and allow managers to evaluate large amounts of data. When a case is entered into CRIMES it includes basic information about the alleged crime, the defendant(s), victim(s), and witness(es). As the case proceeds through the system, data such as case notes and detailed information about the legal proceedings associated with the case are added. Once the case is closed, the information is maintained in the database and can be retrieved for review as necessary.

Managers explained that the primary purpose of CRIMES has been to carry out tasks on cases that were previously often performed manually, such as issuing charging instruments and subpoenaing witnesses. For these purposes, the CRIMES system has allowed the office to more efficiently and effectively accomplish its primary tasks. Even though tracking cases and allowing managers to evaluate large amounts of data are secondary purposes of the system, CRIMES has had recognized success in these areas. Managers said MCDA frequently receives requests for case information and data from local, regional, and national criminal justice organizations.

The data in CRIMES must be accurate to inform decision-making and to help ensure that MCDA is doing the best possible job for the community. It may ultimately affect public safety because mistakes can be made if managers base their decisions on incorrect or incomplete data. However, once accuracy is assured, the data can be used to evaluate practices and make improvements as needed.

Finding 1: Improvements to data collection processes are needed to ensure that data are accurate

- Unnecessary and inconsistently selected reason codes and case flags make drawing accurate and inclusive data cumbersome
- Informed decision-making is limited by inconsistent data entry in some areas

Reason codes and case flags are data elements assigned to cases. For example, when attorneys reject a case they select a reason code such as “insufficient evidence as a whole” that indicates why the case was rejected. Case flags are used to identify cases by type. For example, a case prosecuted under a specific federal grant would be flagged for inclusion in summary grant reports. Reason codes and case flags are important because they provide specific information, which would not otherwise be available, about cases. When used consistently and correctly, data collected from reason codes and case flags can allow MCDA to identify what has transpired in individual cases, track specific case types, and more completely evaluate their practices.

Our evaluation of current reason codes and case flags identified problems. In an effort to capture detailed information, MCDA has too many codes with no accompanying direction about how staff and attorneys should select them. For example, all of the reason codes associated with dismissed and rejected cases are included in drop down menus from which the most appropriate code must be selected. Over time, dismissal reason codes and case rejection codes have been added, but no effort has been made to ensure that they are being used correctly. At the time of this audit, there were 65 dismissal reason codes and 63 case rejection reason codes to choose from.

As discussed previously, attorneys and staff have considerable time constraints that limit the time they can dedicate to searching through a long list of reason codes or case flags. Studies show that when seasoned professionals make decisions under time constraints they are significantly more likely to save time by choosing the first option that will effectively solve the problem than to take the time to make sure they have made the optimal choice².

² Klein, A. & Calderwood, R. (1991) *Decision models: Some lessons from the field*. Transactions on Systems Management, and Cybernetics. 21:5. Sept/Oct.

Over the past three calendar years, more than two thirds of the dismissal and rejection codes have been used less than one percent of the time and managers are not confident that those codes that are being used were selected correctly. However, problems were not identified for reason codes with a list of options short enough to be easily scanned for the optimal selection. Although case flags are used for different purposes that may make accurate selection more likely, similar problems were found with case flags, which have been used inconsistently and not removed once they become unnecessary.

Inconsistencies in some of MCDA's data entry practices does not imply that case information is inaccurate. The CRIMES system receives a download of case events each night from the Oregon Judicial Information Network (OJIN). This process helps ensure that CRIMES case information is consistent with case activity recorded in the courts' data system. Managers also said that inconsistencies in data do not ultimately result in inaccurate reports because the data and the resultant reports are subject to careful and inclusive scrutiny. However, they also described situations in which the process of ensuring that data are correct has been cumbersome and time consuming. By identifying and correcting current problem areas and conducting regular spot-checks of reason codes and case flags in the future, MCDA will promote increased data usability.

Managers said that work is currently underway to identify dismissal and rejection reason codes that can either be eliminated or collapsed. Some case flags may be eliminated if no unacceptable loss of data results from the change. Further, an annual or bi-annual review of codes and flags will be established.

Recommendations:

- 1.1 Continue to work with IT to remove and collapse reason codes and case flags that are confusing, no longer needed, or duplicate other functions in CRIMES
- 1.2 Conduct regular tests of reason codes and case flags to ensure that they are maintained at a workable size and are being selected appropriately
- 1.3 Spot check new reason codes and case flags to ensure that they are being used correctly
- 1.4 Develop guidelines and conduct on the job training if needed to standardize use of reason codes and case flags

Finding 2: More thorough analysis of data is needed to inform management decisions and evaluate practices and policy outcomes

- Management reports are primarily used to assess case management and general performance information rather than specific areas for improvement
- Data are not commonly used to assess policy outcomes

A common goal of prosecutors is to effectively manage their offices by using sufficient resources to provide quality prosecution services consistent with their policies. To achieve this goal, prosecutors must have management information to know what is happening in their offices and to make informed decisions. They also have to be able to analyze and act on this information³.

There are two types of data-driven information that help to inform prosecutorial management: operational information and management information. Both types of information are important. Operational data provide information needed to run an office. This may include elements like the status of cases or where cases are in the court system, the inventory of cases that attorneys are currently prosecuting, the docket and the files needed for court proceedings, scheduled hearings, or how cases can be moved along to disposition.

Management data provide information needed to assess the office's performance and to identify areas needing change or improvement. For example, management information about case processing and disposition provides answers to important questions like: how good are MCDA's conviction rates?; are too many cases being dismissed and if so why?; if attorneys are having trouble with trial calendars breaking down, where is the problem occurring?; are attorneys following the plea policy?

MCDA currently draws upon a wide array of operational information to inform decision-making. Managers explained that senior management uses a variety of reports on a monthly, semi-annual, and annual basis. Some of those reports originate with

³ Jacoby, J et al (1999). *Prosecutor's Guide to Management Information*. Jefferson Institute for Justice Studies. <http://www.jiis.org/publications/prospubs/mgtinfo.pdf>

CRIMES, some do not. The reports include, but are not limited to: fiscal reports by division, case statistics broken down by unit, year-to-date and year-to-year statistics by unit, and case-aging data. Managers also said that they review case issuing and cases reviewed reports similar to those shown below on a periodic basis throughout the year.

MCDA managers currently have access to mostly operational information that helps them to manage cases. Improvements could be made to promote the better use of management information. MCDA's data could be, but are not commonly used to analyze practices to determine whether MCDA is meeting policy goals over time or to identify problem areas in the process.

Figures 3 and 4 are examples of one way that existing data analysis could be used to evaluate trends in case issuing and to make comparisons between units to assess the success of practices.

Figure 3: Downtown Misdemeanor Unit

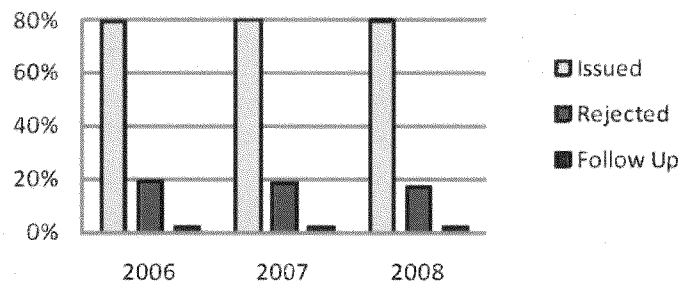
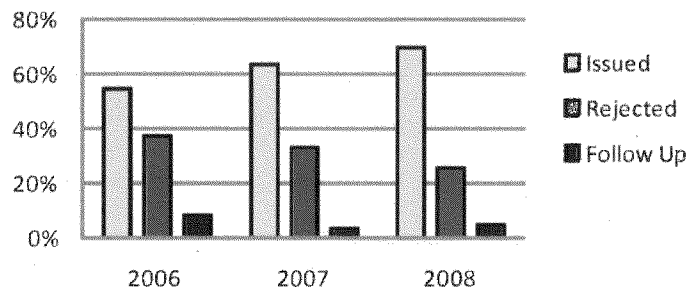


Figure 4: Gresham Misdemeanor Unit



Source: MCDA data compiled by Auditor's Office

Figures 3 and 4 show the percentage of cases received in which MCDA issued charges, rejected the case, or returned the case to police for follow up investigation. During 2006, 2007, and 2008 the downtown misdemeanor unit issued criminal charges on a higher percentage of cases than the Gresham misdemeanor unit. However, the percentage of cases the Gresham unit issued has increased steadily over the same time period. If these trends do not support the anticipated results for the units, managers will need to look closer at how charges are issued and why they are being rejected.

Among the other types of data that could be analyzed are: plea bargaining and dismissal patterns by case and charge type, the point in the system in which most cases are disposed and/or delayed, case backlogs, and the impact of changes in population and crime types⁴.

MCDA data can also be used to analyze policy outcomes. For example, Oregon law gives District Attorneys the authority to decide at what level (e.g. felony, misdemeanor, or violation) some criminal charges will be prosecuted. The District Attorney may reduce many felony charges to misdemeanors and misdemeanor charges to violations if there is reason to believe that the interests of justice would be served in doing so. Reducing a felony to a misdemeanor limits the types of sentences and fines that can be requested if the defendant is found guilty. Reducing a misdemeanor to a violation means that the charge will not be recorded in the defendant's criminal history and may be resolved by paying a fine rather than by proceeding through the court system.

MCDA managers have indicated that they may attempt to meet budgetary shortfalls through cost savings that result from reducing some crimes from felony to misdemeanor and more misdemeanors to violations. Therefore, at this time, it is particularly important for MCDA managers to pay attention to outcomes related to levels of prosecution.

⁴ Areas for data analysis based on recommendations from research conducted by the Jefferson Institute for Justice Studies.

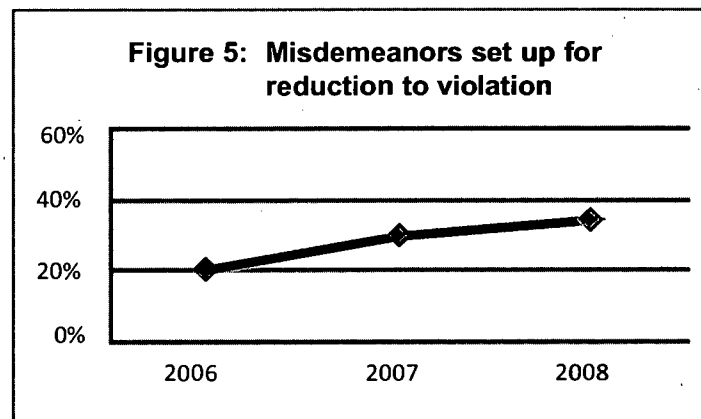
The following is an example of how managers could use data they already collect to evaluate MCDA's current policy supporting the reduction of some low-level misdemeanors to violations if the defendant appears in court for his or her scheduled arraignment.

MCDA policies instruct attorneys on how to decide whether certain types of misdemeanors should be: 1) issued as a violation; 2) issued as a misdemeanor and set up for reduction to a violation at arraignment; or, 3) issued as a misdemeanor. Under option two, if a defendant charged with certain categories of low-level, non-violent misdemeanors appears in court for arraignment, the charge may be reduced to a violation. If the defendant fails to appear (FTA) in court, the judge will issue an arrest warrant and the original charge will be issued as a misdemeanor.

MCDA managers explained that the purpose of this policy is to expedite the processing of very low-level, non-violent misdemeanors if the defendants follow the law by appearing in court while still holding them accountable if they continue to break the law by failing to appear. As discussed previously, MCDA policies affect other criminal justice agencies. In this case, MCDA's policy directly impacts both the courts and the Multnomah County Sheriff's Office (MCSO). For the courts, there is a cost associated with every warrant issued. If the administrative cost of processing an FTA warrant is greater than processing a violation, it is important for MCDA managers and the courts to be confident that the policy balances the interest of justice with the effective use of scarce resources. For MCSO, every warrant must be resolved by booking the defendant into custody. MCDA and MCSO managers should consider whether the cost of booking defendants into custody is equal to the public safety benefit of holding low-level, non-violent misdemeanants accountable in this way.

Currently, MCDA managers do not know how often this policy is used or whether it appears to be an effective use of court resources because they have not analyzed available data to evaluate the policy outcomes. The following is an example of one way that managers might use existing data to evaluate the policy.

Among the many variables that MCDA managers might consider are: 1) the number of misdemeanor cases that are set up for reduction to violation; 2) the number of reduction cases that result in FTAs (and an arrest warrant); and 3) the number of FTAs in which the defendant is alleged to have committed new crimes while the resultant arrest warrant was in effect. Although some of the potential implications of the data are included below, this example is intended as a demonstration of possible methods that could be used rather than an analysis MCDA's current policy.



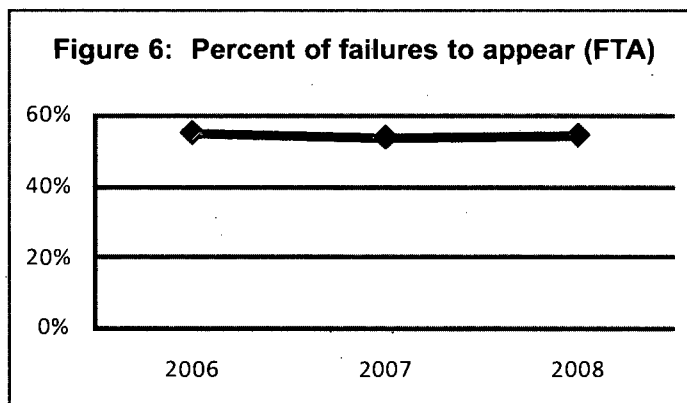
Source: MCDA data compiled by Auditor's Office

Figure 5 shows the percentage of misdemeanors set up for reduction to violations at arraignment in MCDA's downtown Portland misdemeanor unit⁵.

Between 2006 and 2008, the percentage of misdemeanors set up for reduction to violation increased from twenty percent (1,781 cases) of the total number of misdemeanors issued to thirty-four percent (3,148 cases). It can be assumed that MCDA and court resources were saved every time a defendant appeared at arraignment because the charge would have been issued as a violation and there would have been no need for the case to be processed through the formal court system.

⁵ Similar cases issued by the Gresham misdemeanor unit are not included in this example.

Figure 6 shows the number of misdemeanors set up for reduction to violations in which the defendant failed to appear (FTA) in court.



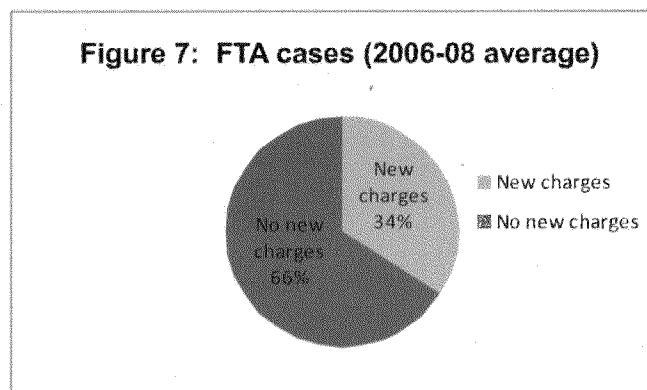
Source: MCDA data compiled by Auditor's Office

An average of just over fifty-four percent (1,350) of defendants with cases assigned to the Portland misdemeanor unit failed to appear in court for arraignment on misdemeanors set up for reduction to violation during 2006, 2007, and 2008.

These data demonstrate that over three year more than 3,400 cases that might otherwise have entered the formal court system were processed as violations. In addition, there was an increase in the number of cases processed as violations without a corresponding increase in FTA problems. Conversely, the data also show that between 2006 and 2008, more than 4,000 warrants were issued for low-level, non-violent misdemeanor crimes that had been set up for reduction to violation.

The data raise a variety of policy questions. On one hand, if the cases had all been prosecuted as violations rather than misdemeanors set up for reduction at arraignment, MCDA, the court, and MCSO would have saved the cost of all 7,484 cases. On the other hand, MCDA managers have said that issuing all of the reduction cases as violations would fail to support justice and public safety because defendants would not be held accountable for the criminal acts that they are alleged to have committed.

Figure 7 shows the three-year average percent of cases in which defendants with an FTA warrant on cases set up for reduction to violation were arrested for a new crime during the time that the warrant was in effect. Between 2006 and 2008, an average of thirty-four percent (462 of 1,350 cases) of the FTAs on cases set up for reduction to violations were arrested for committing new crimes. It cannot be assumed that everyone who committed a crime was caught, but this measure demonstrates that behaviors associated with a criminal lifestyle may contribute to FTAs.



Source: MCDA data compiled by Auditor's Office.

Again, there are many ways to evaluate this information. These data may demonstrate the benefit of the existing policy for holding defendants accountable by enhancing the likelihood that they will be held in custody. On the other hand, the police may have caught the defendants committing new crimes regardless (and without the added cost) of the FTA warrant. In order to answer this question, MCDA managers may choose to consider the types of crimes that are being alleged. If even a few serious crimes appear to have been thwarted as a result of this policy, the potential benefit to public safety may outweigh other costs. However, if the new charges are the same low-level, non-violent misdemeanors, the cost to the criminal justice system may be too great. In light of current budgetary constraints, managers may wish to consider whether or not MCDA and public safety would benefit from similar policies in other areas of the criminal justice system.

Similar evaluations of policies can be used to estimate the possible impact of current budget changes and track actual changes resulting from policy implementation. To date, MCDA managers have rarely analyzed data in this way, thus limiting their ability to assess the office's performance and to identify areas needing change or improvement.

Managers pointed out that there are many variables that make analyzing MCDA's policy outcomes difficult. For example, while the quantity of cases processed (as demonstrated in this report) is an easy piece of data to obtain, determining the quality of an outcome is more complicated. MCDA managers said just a few of the variables are: cooperativeness of victims, quality of witnesses and evidence, complexity of the case issues and charges, and trial by jury. They also said the forty circuit court judges and the fourteen referees that may be assigned can be a factor. Managers also explained that there are also cases in which the best outcome is not a guilty verdict or plea, but rather a successful diversion program followed by a dismissal of charges. In addition, there is a significant difference in the way misdemeanor cases are handled versus felony cases in that felony cases are assigned to specific attorneys from their inception while misdemeanors may be prosecuted by a different attorney than the one who issued the case.

These complexities demonstrate why meaningful data analysis of MCDA's management information must include collaboration between information technology staff and prosecutors. Prosecutors provide the professional expertise to develop analytical questions and reports that meaningfully inform real world decision-making. IT staff can ensure the appropriate data are drawn and analyzed. Managers explained that MCDA has already taken steps to address this issue by converting a clerical support position to a data analyst position. The goal of this shift is to provide organizational capacity to drill deeper into data and analyze its meaning. Further, managers have expressed interest in considering possible options for increased use of data for evaluating key policies.

Recommendations:

- 2.1 Continue to shift IT and administrative staff efforts toward broader analysis of data
- 2.2 Ensure that collaboration between IT staff, clerical staff, and mid-level managers is resulting in meaningful decision-making data
- 2.3 Increase the use of data to analyze key policies for effectiveness, consistency, magnitude of use, interagency concerns, and impacts

Use of Technology to Streamline Processes

Technology is essential for effective prosecution. Computerized functions save time by streamlining the process and ensuring uniformity of legal practices. However, MCDA must monitor its technology to ensure that it is working as intended and available as needed.

Finding 3: Electronic knowledge management tools for legal research and document sharing will make more effective use of attorney time

- Re-creating rather than re-using legal research is a poor use of attorney time
- Low cost technological knowledge management options available to prosecutors are not used

Legal research is an essential and often time consuming part of prosecution. Good legal research requires that attorneys fully capture the appropriate precedent setting cases and present them to the court in a well written document. Legal scholars argue that modern innovations in information technology have increased the amount of legal information that attorneys must capture, which also increases the amount of time that must be spent to be sure they have the most accurate information and decreases the time available for writing. To be effective, legal research must include the cases that established a legal precedent as well as all the newest information relating to the case. Since technology has resulted in a huge increase in information and case law, it takes longer for attorneys to search for the newest information. Therefore, it is important that they be able to re-use rather than re-create legal research when possible so they only have to update the research with the newest information rather than starting from scratch.

Knowledge management systems and brief banks reduce the time needed for legal research by sharing legal documents among attorneys, giving examples of the standard of writing that the office expects, and supporting a legal search engine. They do not take the place of the legal expertise required of a professional prosecutor, and it cannot be assumed that a prosecutor can simply pull an existing document from a brief bank and submit it after only having changed a name or date. However, knowledge management systems do help to make better use of existing intellectual capital.

Prosecutors across the country report that they struggle to maintain knowledge management systems in the face of limited financial resources. MCDA managers said several years ago the MCDA Librarian position, responsible for maintaining the law library and brief bank, was eliminated as part of budget constraints. MCDA has continued to purchase and update essential legal research materials and provides access to LexisNexis, one of the leading legal research tools available online. As is the case in many prosecutor's offices, attorneys in MCDA often share information from existing briefs by word of mouth and via email. Managers pointed out that, in some respects, this is as effective as a knowledge management system. However, it can also be inefficient and is limited by attorneys' knowledge of the cases other prosecutors have tried or whether attorneys are available to reply to emails when information is needed.

Managers explained that they know a knowledge management system could save time and effort, but have not fully explored options because they have assumed solutions would mean purchasing costly specialized software packages and hiring additional staff. Currently many of MCDA's most commonly used documents are stored in the CRIMES data system. In addition, managers said they have purchased an electronic document management system and are exploring using the system as a brief bank.

While knowledge management software systems can be very expensive, there are less expensive methods available to facilitate information sharing. In fact, legal scholars⁶ recommend careful

⁶ Sanders C. (2002). *KM 101: Assistive Technology for Knowledge Management Initiatives*. American Bar Association Legal Technology Resource Center.

consideration of existing technology and office needs before purchasing new software systems.

No matter how they choose to enhance their practices, MCDA managers will need to explicitly promote information sharing and provide examples of how knowledge management can be used to increase efficient and effective prosecution. Managers said that they support a culture of information sharing as demonstrated by trainings designed to provide the most current legal research in specialized areas. Further, managers explained that they believe the collective knowledge of attorneys that have reviewed and updated certain materials will often result in the best product.

Recommendations:

- 3.1 Make it clear to attorneys that information sharing to re-use rather than re-create intellectual capital where possible continues to be valued in the organization
- 3.2 Develop a knowledge management group including staff with IT, clerical, and legal expertise to contribute a portion of their time to setting standards for document sharing mechanisms, vetting documents, and improving information sharing
- 3.3 Explore existing no-cost prosecution brief banks to determine whether they would be beneficial for MCDA
- 3.4 Use the office shared drive to provide legal writing samples, aside from the document templates maintained in CRIMES, to demonstrate management's expectation for writing quality

Finding 4: Better monitoring of case management technology is needed to ensure optimal use

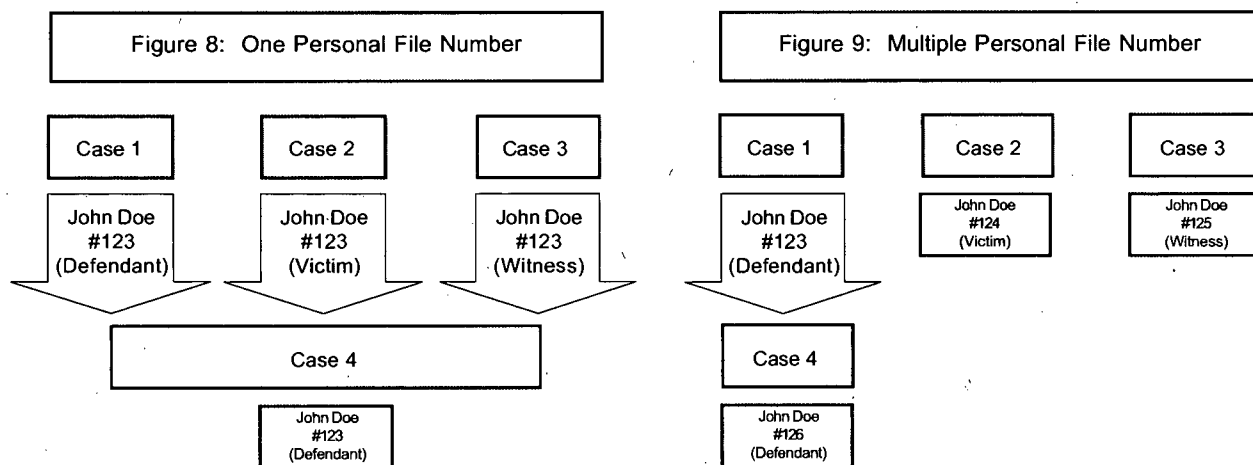
- Multiple personal file numbers reduce efficiency, increase the likelihood of data entry inaccuracy, and limit case information available to prosecutors
- Increased efforts have recently been made to remove multiple personal file numbers from MCDA's case management database, but ongoing work is needed

The CRIMES system designates a unique Personal File Number (PFN) to each person, business, or agency associated with a case.

In the same way that people have a unique social security number defendants, victims, witnesses, emergency medical personnel, law enforcement officers, and all other persons of interest are given a PFN.

The intended purpose of the PFN is to uniquely identify each entity so it can be retrieved even if the name, address, or other identifiers change. The PFN also saves time and limits data entry errors because attorneys and staff members can simply enter a PFN rather than having to retype the information. After staff have compiled a complete criminal history using the Law Enforcement Data System (LEDS), National Crime Information Center (NCIC), Portland Police Bureau Data System (PPDS), Department of Motor Vehicles (DMV), and other law enforcement data from across the country, PFNs can be used to help prosecutors establish a case history if a person involved in the case has also been involved in other criminal cases.

Figure 8 illustrates how a PFN can be used to gather information about John Doe. Although John Doe is the victim in case 2 and the witness in case 3, the prosecutor can use case notes about John Doe along with criminal history reports to inform his or her prosecution strategy in case 4.



Source: Multnomah County Auditor's Office

If, on the other hand, John Doe is assigned a new PFN for each case, the prosecutor's information about him will be limited to general criminal history information that can be obtained in the criminal justice databases without the additional benefit of past case notes regarding behavior or willingness to work with prosecutors. Figure 9 illustrates how multiple PFNs can limit prosecutors' access to case history.

Managers explained that avoiding multiple PFNs has been a difficult and on-going process for MCDA because individuals trying to avoid prosecution often provide inaccurate identification information to mislead the police and the court. This is a problem that MCDA shares with all of its criminal justice partners. Also, MCDA staff may legitimately hesitate to select an existing PFN if there is any doubt about the individual's identity. Managers said that they would rather staff err on the side of caution and create a second PFN than incorrectly assign an existing PFN to the wrong individual.

During this audit, MCDA increased efforts to merge multiple PFNs that had been assigned to individual people and businesses. Clerical staff who had been inadvertently creating multiple PFNs have received brief, targeted training and have been able to correct errors. Further, managers report that system-wide testing for multiple PFNs and staff trainings have been updated to include specific instructions for correctly reviewing PFNs that might need to be merged.

By the end of audit fieldwork, only three percent of all PFNs were potential multiples. Only 0.3% of the PFNs assigned to individuals were potential multiples. However, almost ninety-five percent of PFNs assigned to businesses were potential multiples. Managers report that MCDA IT staff are working to mitigate this problem by creating easily accessible drop down menus containing the most commonly selected businesses, hospitals, and other non-person participants in criminal cases. Because the problem of multiple PFNs can never be completely eliminated, continued efforts are needed to keep the problem under control.

Recommendations:

- 4.1 Continue to conduct regular tests of PFNs to identify multiples, determine why they are being created, and provide specific training for clerical staff and prosecutors who are creating multiples
- 4.2 Continue to develop and update guidelines and conduct on the job training as needed to ensure that employees are confident in selecting an existing PFN rather than creating a new ones
- 4.3 Develop lists of commonly used PFNs (i.e. businesses and hospitals) so staff can avoid searching for them
- 4.4 Continue to work with IT to consolidate multiple PFNs

Finding 5: Efforts are being made to limit unnecessary use of printed documents and avoid wasted resources.

Continued work will be needed to identify and reduce unnecessary use of printed materials

- Few unused documents are auto-generated and managers are seeking an even greater reduction in printed materials
- A recent collaboration with the Portland Police Bureau (PPB) is facilitating electronic information sharing where printed legal documents are not necessary

MCDA managers said the court system and its legal requirements have a long tradition of being a paper driven process. Legal requirements for specific documents and the approaches that are necessary to avoid potential civil liability are often cumbersome, but well known and unavoidable. Only recently have the court and other involved agencies moved to use technology to improve the system by working toward implementing an electronic document filing system (E-court) that is currently under construction.

In MCDA, auto-generated documents are legal forms necessary for prosecuting cases. The documents are automatically produced and printed by computer then manually sorted and mailed by administrative staff. Managers report that in 2008 MCDA used approximately 12,000 reams of paper in the preparation of hundreds of thousands of legal documents. MCDA produces hundreds of auto-generated documents such as subpoenas and notices to victims every day. The auto-generating tool saves time for administrative staff and alleviates the need to keep track of whether documents have been sent to victims and witnesses. However, because the system is automated, it is

important to monitor auto-generated documents to ensure that they are being generated correctly and are discontinued when no longer legally necessary. Failure, to do so may result in wasted time and resources.

The auditor found that only about one ream of unused documents were auto-generated during the week-long test period. Even though the amount of unused paper was small, managers expressed interest in considering options to limit it even further. Managers said that, as an organization, MCDA has always looked for ways to maximize technology and find efficiencies that work within the requirements of the court. They also said that staff members regularly provide feedback and suggestions to improve office efficiencies.

During the audit fieldwork, the auditor observed other efforts MCDA is making to reduce the need for printed documents that have become unnecessary due to changes in practices. For example, clerical staff identified a potential area where some printed documents MCDA produces to facilitate its work with the Portland Police Bureau (PPB) might be reduced. During the audit, MCDA managers initiated collaboration with PPB that has the potential to alleviate the need to send more than 71,000 paper subpoenas per year to officers scheduled to appear in court. Managers said MCDA and PPB are carefully considering all legal impediments to a shift away from these printed documents. Attempts are being made to increase the use of electronic methods for sharing documents and information.

Recommendations:

- 5.1 Conduct regular reviews of the auto-generated documents to identify ineffective printing practices
- 5.2 Continue to discourage paper usages through use of electronic documents and methods for sharing information where legally possible
- 5.3 Continue to promote collaboration with other agencies and private businesses that receive large numbers of paper documents from MCDA to establish methods for reducing dependence on printed documents

Communication with the Public

The people MCDA works with have often been directly affected by criminal activity. These include crime victims, witnesses, and criminal defendants. Many victims and witnesses are upset or are confused by the complicated criminal justice process. Effective communication with citizens helps prosecutors establish credibility and trust by providing accurate, timely information that supports the interests of justice.

Finding 6: Clear expectations and specific training will improve communication with the public

- Call taking and voice mail policies do not make management expectations clear
- All voice mail greetings are professional and brief, but some lack basic information
- Continued training is needed to ensure management's expectations for call taking are met

In many cases, the telephone is the first (and possibly only) method by which the public will have contact with MCDA. The importance of effective telephone communication by clerical staff and attorneys should not be underestimated. MCDA managers agree that professional telephone communication is important to the work they do. Further, they point out that working with the public is always a learning experience. Managers said MCDA strives to ensure that all employees are trained and coached to meet expectations and confidentiality requirements.

Given the nature of the work, callers may range from citizens asking how to resolve a traffic citation to victims of a violent crime who need immediate assistance. Further, it is not uncommon for staff members to receive calls from people who have called MCDA in error. For example, callers seeking a marriage license may call MCDA for information even though the function is not within its authority. MCDA's clerical staff and attorneys must skillfully assist all callers while also protecting sensitive or confidential information.

In addition, the quality of voicemail greetings on MCDA telephone lines can affect whether callers feel comfortable leaving a voice message. It is important that voicemail greetings clearly convey all necessary information. For example, if voicemail greetings on attorney's phones give their names, but

do not mention that they work in MCDA, callers may worry that they are leaving a message for the wrong person and hesitate to leave sensitive information.

MCDA's expectations for taking calls are written into work assignments and job descriptions as appropriate. Managers said follow-up and coaching for call taking practices happens when a customer service complaint is received and/or during the course of regular supervisory review. Managers explained that general voicemail guidelines are provided to staff and prosecutors during their initial employee orientation. The guidelines are printed directly from the county's website, which provides suggested greetings and instructions on how to record greetings. The county's general guidelines suggest that voicemail greetings identify the person and/or office the caller has reached, the availability of the person called, and instructions for gaining immediate assistance.

The auditor tested MCDA's telephone practices to determine whether improvements are needed. A random sample of 40 voicemail greetings demonstrated that all voice messages were professional, brief, and to the point. In several cases, greetings included the person's name, but not the organization or did not include contact information for immediate assistance. A clear statement of expectations specific to MCDA voicemail greetings could help managers set a consistent tone for interactions with the public.

Testing call taking practices at MCDA was somewhat more complicated. MCDA call takers answer a very large volume of calls every day. The auditor and managers agreed that conducting a lengthy evaluation by repeatedly calling to test a random sample of call taking practices would only add to the already heavy workload. Therefore, the auditor worked with managers to establish call times and days that would capture the broadest range of call taker practices by calling MCDA's main information telephone lines during low call load times. Supervisors provided the auditor with general questions that callers routinely ask and the expected answers or actions that should be taken. These questions were combined with professional best practices criteria for call takers to develop the test tool. To further ensure that the small, targeted sample captured legitimate problem areas, the auditor asked supervisors

to inform call takers when the test would occur and the questions that would be used to evaluate their call taking.

With only one exception, call takers were polite, professional, and offered assistance. However, lack of specific management guidance and training appears to contribute to inconsistent practices and, at times, inaccurate responses to questions. Some call takers provided inaccurate information about basic MCDA functions or were unable to direct callers to the City/County information line for general information. Several call takers transferred calls to the MCDA general information telephone line rather than answering basic questions themselves. Managers explained that call takers are expected to transfer calls to the appropriate unit to answer specialized questions. However, a practice of transferring callers with general questions may reduce efficiency by contributing to the workload at the general information desk. It may also add to caller frustration.

Cross-training of clerical staff is a common practice that MCDA uses to encourage professional development. Newer employees who have not yet gained broad experience in MCDA appear to need more detailed information about organizational practices early on. Also, spot checks by supervisors and call taking training may benefit more experienced staff who are not meeting management's professional expectations. Managers said that as possible areas for improvement were identified during the audit, immediate action was taken to provide information and coaching,

Recommendations

- 6.1 Develop policies and procedures for voicemail greetings and call taking that include general guidelines or detailed procedures as appropriate
- 6.2 Train all call takers about basic MCDA functions and provide guidance about when to refer to the City/County information line
- 6.3 Conduct spot checks to ensure that probationary and experienced call takers clearly understand organizational expectations

Finding 7: Clearly worded forms and documents will improve written communication with victims and witnesses

- Documents sent to victims and witnesses are too complicated and increase the likelihood of miscommunication

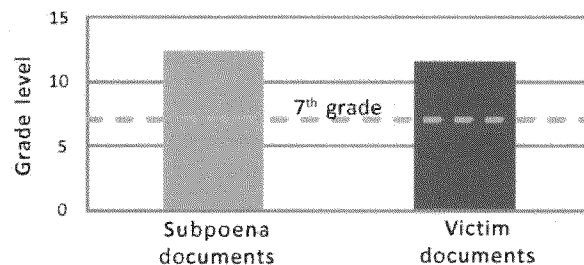
The law requires MCDA to send a variety of documents and forms to crime victims and witnesses. Some of these documents are intended to provide information about how the case was resolved and do not require action. Others, such as subpoenas, inform victims and witnesses that they are required to appear in court. Forms that are unclear and unnecessarily complicated increase the likelihood that people involved with the criminal justice system will be confused or frustrated by an already complicated process. They also cause recipients to spend time trying to get their questions answered over the telephone. This takes time that staff, attorneys, victims, and witnesses could use more productively. However, managers explained that legal requirements may limit their ability to word documents in the most ideal way.

Documents that are both legible and readable are most likely to convey the intended information. Elements of legibility such as font sizes, bolded text, and boxes to focus the reader's attention on important information can be used to help readers recognize important information on the document. We assessed the quality of MCDA's documents and found that, on average, most (80%) of the documents are designed adequately to allow readers to easily recognize and identify the intended information. When considered by type, however, subpoena documents are somewhat less likely (62%) to convey the intended information as compared with documents sent to victims (82%).

Readability is a measure of the likelihood that the reader will understand the information contained in the document. For example, complicated word choice and sentence structure will decrease readability. Research⁷ indicates that, to be most effective, the documents MCDA sends to victims and witnesses

⁷Cotugna, N. et al (2005). *Evaluation of literacy level of patient education pages in health-related journals*. Journal of Community Health, Vol. 30, No. 3. June. Rogers, R et al (2007). *An analysis of Miranda warnings and waivers: Comprehension and coverage*. Law and Human Behavior. Vol. 31.

**Figure 10: Average document grade level
(goal 7th grade)**



Source: Multnomah County Auditor's Office

should be written at about a 7th grade reading comprehension level. The auditor tested the readability of MCDA's documents and found that, on average, they are written at much higher grade levels (Figure 10).

Figures 11 and 12 demonstrate how wording choices can improve the readability of MCDA's documents. A quick analysis using a tool available in all Microsoft Word documents shows that figure 12 is approximately 50% more readable than figure 11 without any loss of information. These are given as examples of the kind of revisions MCDA should consider for all of its subpoena and victim documents.

Figure 11: Current document wording

Please call (503) 988-3122 immediately upon receipt of every subpoena to verify that you have received the subpoena and to state your availability for trial. To avoid unnecessary appearances, please call again the day before the trial date to confirm that the trial is still scheduled. It is important to give the subpoena clerk your unavailable dates for the upcoming four to six weeks to help avoid scheduling conflicts if the case is set-over to a new date.

Source: MCDA

Figure 12: Suggested readability improvements

- Please call (503) 988-3122 as soon as you get this subpoena.
- When you call, tell the clerk whether or not you can be in court on the scheduled date.
- Court dates are often rescheduled, so tell the clerk what dates you cannot be in court for the next 6 weeks.
- Call (503) 988-3122 the day before the trial date to make sure the date has not been changed.

Source: Multnomah County Auditor's Office

Recommendations:

- 7.1 Evaluate all documents provided to the public and make changes to improve readability and legibility
- 7.2 Develop guidelines for creating documents for the public that include readability tests
- 7.3 As possible, remove unnecessary legal language from documents sent to the public

**Objective, Scope, and
Methodology**

The objectives of the audit were to:

- Determine whether MCDA is making optimal use of data to manage and evaluate its services
- Determine whether improved use of existing technology can be used to streamline processes
- Determine whether adequate policies and procedures are in place to ensure the quality of communication with the public

The scope of the audit was generally limited to policies and practices in MCDA that impact the entire organization rather than one or more of the individual units. This audit included all units and programs under the authority of the District Attorney with the exception of the Support Enforcement Division (SED), which is regularly audited by the federal government. The Medical Examiner was not included in this audit because it is funded by MCDA, but not under the organizations authority.

During the course of the audit, the auditor conducted more than fifty interviews, including all management staff (both attorneys and administrative support), deputy district attorneys, clerical staff from all units, and information technology (IT) personnel responsible for maintaining all data systems. The auditor also interviewed prosecutors, attorneys, judges, and scholars with experience working with MCDA and in the field of prosecution in general.

The auditor observed legal proceedings, key administrative meetings, and work activities essential to the primary functions of MCDA and reviewed MDCA general policies for all units, clerical job descriptions for all desks, and internal fiscal policies. The auditor reviewed professional and scholarly literature related to the role and practices of prosecutors as well as the professional standards from organizations such as the American Bar Association (ABA), the Oregon State Bar (OSB), the

National District Attorneys Association (NDAA), and the Jefferson Institute for Justice Studies (JIJS). The auditor also reviewed performance audits of prosecution functions from Snohomish County, Washington, the State of Minnesota, and from this office. There is a scarcity of performance audits of district attorneys and prosecutorial functions.

All management data were collected from MCDA's CRIMES case management data system. CRIMES data were used to evaluate MCDA's data collection and analysis practices to identify areas for improvement and provide examples of how trend analyses and unit comparisons can be used. Specific criteria for the analysis of prosecution management data were based on research conducted by the Jefferson Institute for Justice Studies.

To assess the use of auto-generated documents, the auditor collected a sample of all such documents produced by MCDA during a one week period and conducted hand counts of document totals by type and unit.

The overall quality of forms and documents was evaluated based on a review of all legal document templates designed to be sent to victims and witnesses. Selected portions of each document were analyzed for readability, legibility, and completeness using the Flesch Reading Ease and the Flesch-Kincaid Grade Level formulas available in Microsoft Word software. Documents were also evaluated based on visual communication recommendations for forms design that allows readers to quickly find and understand important elements of the documents. Criteria for the specific information that should, optimally, be included in MCDA's documents were based on interviews with MCDA staff and attorneys.

Telephone practices were evaluated using a random sample of 40 (20%) voicemail greetings recorded by MCDA employees and a judgmental sample (35) of call taking practices. Professional standards for telephone protocols were drawn from a telecommunication audit conducted by the City of Portland Auditor's Office. Specific criteria for call taking expectations in MCDA were based on questions developed by administrative supervisors currently working in MCDA.

This performance audit was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Responses to Audit



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1021 SW Fourth Avenue, Room 600
Portland, OR 97204-1193
Phone: 503-988-3162 Fax: 503-988-3643
www.mcda.us

August 27, 2009

Steve March, County Auditor
501 S. E. Hawthorne, Room 601
Portland, Oregon 97214

Dear Mr. March:

I wish to express my appreciation to you and your staff for the work you have performed in auditing the District Attorney's Office. It is important that the Board of County Commissioners and the public get accurate and relevant information regarding the services provided by their county government programs. As you know, this office is a recognized leader around the country in both the quality of prosecution and in innovative approaches to important public safety issues.

As your office also knows, the District Attorney's Office is responsible for prosecuting crimes committed in Multnomah County, the most populous county in the State of Oregon. At the time this audit was prepared, the office maintained a staff of approximately 223 positions (84.3 attorneys) in fifteen locations around the county and with a fiscal year 2008/2009 operating budget of approximately 26.6 million dollars. In calendar year 2008, the office reviewed over 28,000 cases, issued charges on 5,135 felony cases and over 15,000 misdemeanor cases, collected over 32 million dollars in child support and freed 189 children for adoption.

It is important to understand the overall responsibilities and work of the District Attorney's Office so that the results of this audit may be placed in their proper context. We appreciate some of your suggestions for program improvements in areas such as written and telephone communications and a viable brief bank for our lawyers. While we have reservations regarding some conclusions, we share the fundamentally positive view of the office outlined in your Executive Summary. Thank you for your work.

Very truly yours,

MICHAEL D. SCHRUNK
District Attorney



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-2 DATE 10/15/09
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-2
Est. Start Time: 9:15 AM
Date Submitted: 10/05/09

Agenda Title: **Authorizing Settlement of Claim for Personal Injury to Pre-Trial Detainee**

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

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 5 mins
Department: Non-Departmental Division: County Attorney
Contact(s): Agnes Sowle
Phone: 503 988-3138 Ext. 83138 I/O Address: 503/500
Presenter(s): David Blankfeld, Assistant County Attorney

General Information

1. What action are you requesting from the Board?

Approve settlement of federal lawsuit against Multnomah County for \$40,000.00.

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

Plaintiff Keith Kilbourne sued Multnomah County in federal court alleging the violation of his civil rights due to injuries he received while in custody at the Multnomah County Detention Center.

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

N/A

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

This is a settlement without admittance of guilt; it is to buy peace between the parties recognizing the outcome of a jury trial is unpredictable.

On December 18, 2003, the Board adopted Resolution 03-171 delegating authority to the County Attorney to settle claims and litigation against the County or its employees in amounts up to \$25,000 per case. The County Attorney must obtain Board approval for all settlements of over \$25,000.

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

N/A

Required Signature

Elected Official or
Department/
Agency Director:

Date: 10/05/09



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (revised 09/22/08)

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-3 DATE 10/15/09
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-3
Est. Start Time: 9:17 AM
Date Submitted: 10/05/09

NOTICE OF INTENT for Aging and Disability Services Division to Apply for
Agenda National Center on Elder Abuse Grant of \$10,000 to Expand Local
Title: Multidisciplinary Elder Justice Coalitions/Networks in Multnomah County

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 5 Minutes
Department: County Human Services Division: Aging & Disability Services
Contact(s): Kathy Tinkle
Phone: 503-988-3691 Ext. 26858 I/O Address: 167/1/620
Presenter(s): Mohammad Bader

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) Aging and Disability Services Division (ADSD) is requesting approval of this Notice of Intent to apply for the National Center on Elder Abuse (NCEA) grant of \$10,000 to expand our local multidisciplinary elder justice coalitions or networks; and develop strategies to address detection, intervention and prevention of elder abuse, neglect, and exploitation.

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

This Notice of Intent (NOI) is retroactive because of the short filing timelines for the grant application (deadline for submitting applications - August 28, 2009). Initially, it was unclear if ADSD would qualify for the grant; after additional inquiries about the grant, ADSD was encouraged to apply. In the event that the Board does not approve this Notice of Intent, ADSD will withdraw the application.

There is a need to coordinate among various agencies to protect elders from various forms of abuse. In Multnomah County, Adult Protective Services (APS) and law enforcement agencies are the first

responders to abuse investigations. Adult Protective Services encounters situations where the abuse may not meet the threshold for criminal prosecution. In order to protect the elderly and ensure that safety continue for vulnerable adults, the program needs to increase network with partners and develop creative and collaborative solutions.

DCHS, ADSD would receive an additional \$10,000 grant from the National Center on Elder Abuse to improve and expand its local multidisciplinary elder network and develop strategies to address detection, intervention and prevention of elder abuse, neglect, and exploitation through increased collaboration.

These funds will be used to purchase professional services and supplies that will help develop meeting strategies and facilitation. These funds will also enable ADSD to increase its ability to investigate financial abuse cases in APS – Program Offer #25024; improve its relationship with law enforcement agencies, prosecute cases, and ultimately protect victims and their assets.

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

Grant funding will enable ADSD to improve its multidisciplinary services by increasing the number of clients served. The FY 2010 budget for Adult Protective Services will be increased by \$10,000 in professional services and supplies.

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

There are no legal and/or policy issues associated with applying for this grant.

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

ADSD is in collaboration with various disciplines i.e. social work, Medicaid, law enforcement, legal, financial, domestic violence, regulatory services, emergency systems, real estate agencies, the court system, advocacy agencies etc.

ATTACHMENT A

Grant Application/Notice of Intent

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

- **Who is the granting agency?**
National Center on Elder Abuse (NCEA)
- **Specify grant (matching, reporting and other) requirements and goals.**
No match is required.
Schedule a training workshop no later than January 31, 2010
Participate in training and four follow-up teleconferences
Conduct coalition meetings at least quarterly
Prepare and submit final report by June 15, 2010.
- **Explain grant funding detail – is this a one time only or long term commitment?**
Grant funding is a one time only commitment.
- **What are the estimated filing timelines?**
The application was submitted by the August 28, 2009 deadline.
- **If a grant, what period does the grant cover?**
October 1, 2009 – May 31, 2010
- **When the grant expires, what are funding plans?**
No plan to continue funding when grant expires.
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**
The grant does allow for the recovery of indirect costs at the approved rate of 5.58% which includes a departmental rate of 2.86% and a central rate of 2.72%.

ATTACHMENT B

Required Signatures

Elected Official
or Department/
Agency
Director:

Kathy Linker for Joanne Fuller

Date: 10/02/09

Budget Analyst:

SDurant

Date: 10/05/2009



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (short form)

SUBSTITUTE 2

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-4
Est. Start Time: 9:20 AM
Date Submitted: 10/12/09

Agenda Title: Appointment of Michael Mace, Sharon Cowley, Basil Panaretos, Robert Heimbucher and Neal Galash to the Board Designee Pool (ORS 309.067(1)(a)) and Appointment of Michael Mace, Sharon Cowley, Robert Heimbucher, Neal Galash, Robert Boyer, Toni Sunseri, David Threefoot and Gary Pope to the Non-Office Holding Pool (ORS 309.067 (1)(b)) for the 2009-2010 BOARD OF PROPERTY TAX APPEALS

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

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 10 mins
Department: Non-Departmental Division: Chair's Office
Contact(s): Ruth Langlois
Phone: (503)988-3308 Ext. 83953 I/O Address: 503/600
Presenter(s): Debi Huff, Operations Supervisor/BoPTA Clerk

General Information

1. What action are you requesting from the Board?

Request board approval of appointment of Michael Mace, Sharon Cowley, Basil Panaretos, Robert Heimbucher, Neal Galash, to the Board Designee Pool (ORS 309.067 (1)(a)) and appointment of Michael Mace, Sharon Cowley, Robert Heimbucher, Neal Galash, Robert Boyer, Toni Sunseri, David Threefoot and Gary Pope to the Non-Office Holding Pool (ORS 309.067 (1)(b)) for the 2009-2010 Board of Property Tax Appeals.

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

The Board of Property Tax Appeals (BoPTA) hears petitions for reduction of the real market or assessed value of property (as specified in ORS 309.026). BoPTA also considers applications to excuse liability for penalty imposed under ORS 308.295. Membership includes two pools of board members, the Board Designee Pool and the Non-Office Holding Pool consisting of County residents

to non-office holding residents of the County who are not employees of the County or of any taxing district within the County. Members are appointed annually by the Board of County Commissioners. Debi Huff is the BoPTA Clerk.

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

No fiscal impact.

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

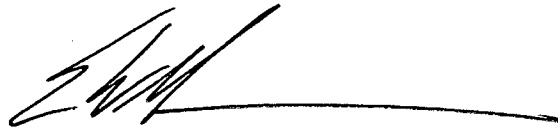
No legal and/or policy issues involved.

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

N/A

Required Signature

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



Date: 10/12/09

BOGSTAD Deborah L

From: BOGSTAD Deborah L
Sent: Monday, October 12, 2009 4:35 PM
To: THOMAS John S; HUFF Deborah R
Cc: SOWLE Agnes; TOMKINS Jed
Subject: RE: UPDATED_APR_BoPTA2009.doc

Thank you so much for the clarification John. I'm making copies of your SUBSTITUTE 2 APR for the Board and I'll make sure I read the correct agenda title into the record:

Appointment of Michael Mace, Sharon Cowley, Basil Panaretos, Robert Heimbucher and Neal Galash to the Board Designee Pool (ORS 309.067(1)(a)) and Appointment of Michael Mace, Sharon Cowley, Robert Heimbucher, Neal Galash, Robert Boyer, Toni Sunseri, David Threefoot and Gary Pope to the Non-Office Holding Pool (ORS 309.067 (1)(b)) for the 2009-2010 BOARD OF PROPERTY TAX APPEALS

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



Please consider the environment before printing this e-mail

From: THOMAS John S
Sent: Monday, October 12, 2009 3:04 PM
To: BOGSTAD Deborah L; HUFF Deborah R
Cc: SOWLE Agnes; TOMKINS Jed
Subject: UPDATED_APR_BoPTA2009.doc

Here is a revised APR to conform to the statute (copy below). The statute requires appointments to two separate pools: A Board Designee Pool and a Non-Office Holding Pool. Each board must consist of one person from the first pool and two from the second pool (ORS 309.020). The current APR form did not set out the appointments as appointments to separate pools. While it is not entirely clear, there appears to be no prohibition against appointing one person to both pools.

The letter that is part of the Board packet should be revised to delete "Chairperson Pool" on the left-hand column (there is no Chairperson Pool" under the statute) and substitute "Board Designee Pool."

309.067 Pool of members. (1) The county governing body shall appoint:

(a) A pool of members of the county governing body or the governing body's designees who are eligible and willing to serve as members of the county board of property tax appeals.

(b) A pool of nonoffice-holding residents of the county who are not employees of the county or of any taxing district within the county and who are eligible and willing to serve as members of the county board of property tax appeals.

(2) The number of names placed in pools shall be sufficient to meet the projected needs for board

10/12/2009

members for the term of appointment for which the pools are prepared.

(3) The pools shall contain the names, addresses and telephone numbers of the persons in the pools and shall include a brief description of the training under ORS 309.022 in which the person has or will have participated before any term as a board member begins. The pools of appointed persons shall be filed in the records of the county clerk.

(4) A newly filed pool of names shall take precedence over any previously filed pool of names. The county governing body shall designate the date when a newly filed pool of names shall become effective. After a newly prepared pool of names becomes effective, board members shall not be selected from a previously filed pool of names.

(5) The appointment of pools described in this section shall be made by the county governing body on or before October 15 of each year or at any other time upon the request of the county clerk at a regular meeting of the governing body or at a special meeting called by the chairperson of the county governing body.

(6) Appointments made under this section shall be in writing and shall designate the pool to which the member was appointed. [1995 c.226 §2; 1997 c.541 §229]

BOGSTAD Deborah L

From: THOMAS John S
Sent: Monday, October 12, 2009 3:04 PM
To: BOGSTAD Deborah L; HUFF Deborah R
Cc: SOWLE Agnes; TOMKINS Jed
Subject: UPDATED_APR_BoPTA2009.doc
Attachments: UPDATED_APR_BoPTA2009.doc

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MULTNOMAH COUNTY OREGON DIVISION OF ASSESSMENT, RECORDING & TAXATION
Board of Property Tax Appeals, PO Box 5007, Portland, Oregon 97208-5007
(503) 988-3326 Fax (503) 988-3330

10/12/2008

To: Ruth Langlois

Re: New Appointment of Pools for the Board of Property Tax Appeals 2009-2010

Here is the list for the Pools for the 09/10 tax year that need to be appointed as soon as possible. By ORS the members must be appointed by October 15th.

Chairperson Pool

Basil Panaretos Jr
Sharon Cowley
Robert Heimbucher
Michael Mace
Neal Galash

Non-office Holding Pool

Michael Mace
Sharon Cowley
Robert Heimbucher
Neal Galash
Robert Boyer
Toni Sunseri
David Threefoot
Gary Pope

After appointment, please send me copies of the appointment letters and a copy of the BCC minutes for the day it was on the agenda.

Thank you,

Debi Huff
BoPTA Clerk



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (short form)

SUBSTITUTE

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-4
Est. Start Time: 9:20 AM
Date Submitted: 10/12/09

Agenda Title: Appointment of Michael Mace, Sharon Cowley, Basil Panaretos, Robert Heimbucher, Neal Galash, Robert Boyer, Toni Sunseri, David Threefoot and Gary Pope to the 2009-2010 BOARD OF PROPERTY TAX APPEALS

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

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 10 mins
Department: Non-Departmental Division: Chair's Office
Contact(s): Ruth Langlois
Phone: (503)988-3308 Ext. 83953 I/O Address: 503/600
Presenter(s): Debi Huff, Operations Supervisor/BoPTA Clerk

General Information

1. What action are you requesting from the Board?

Request board approval of appointment of Michael Mace, Sharon Cowley, Basil Panaretos, Robert Heimbucher, Neal Galash, Robert Boyer, Toni Sunseri, David Threefoot and Gary Pope to the 2009-2010 Board of Property Tax Appeals.

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

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

No fiscal impact

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

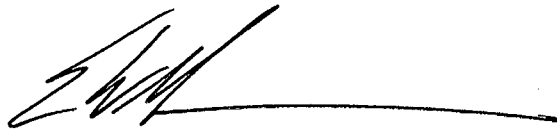
No legal and/or policy issues involved.

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

N/A

Required Signature

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



Date: 10/12/09



MULTNOMAH COUNTY OREGON DIVISION OF ASSESSMENT, RECORDING & TAXATION
Board of Property Tax Appeals, PO Box 5007, Portland, Oregon 97208-5007
(503) 988-3326 Fax (503) 988-3330

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Robert Heimbucher
Neal Galash
Robert Boyer
Toni Sunseri
David Threefoot
Gary Pope

After appointment, please send me copies of the appointment letters and a copy of the BCC minutes for the day it was on the agenda.

Thank you,

Debi Huff
BoPTA Clerk

BOGSTAD Deborah L

From: HUFF Deborah R
Sent: Monday, October 12, 2009 12:11 PM
To: LANGLOIS Ruth R; BOGSTAD Deborah L
Subject: Update for Board Appointments
Attachments: UPDATED APPOINTMENT LETTER BOPTA MEMBERS.pdf; UPDATED APR_BoPTA2009.doc

Sorry for the last minute changes. After reviewing the member pool with management it was decided to reduce the number of members. I feel this number (9) will be sufficient to process the appeals. Thank you and let me know if you need anything further from me.

Debi Huff

Operations Supervisor/BoPTA Clerk
Customer Service Department
Division of Assessment, Recording & Taxation (DART)
501 SE Hawthorne Blvd, Ste 175
Portland, OR 97214
503-988-3326 X22773
503-988-3330 (Fax)

10/12/2009

BOGSTAD Deborah L

From: CUNNINGHAM Shawn D
Sent: Thursday, October 08, 2009 2:01 PM
To: #ALL CHAIR'S OFFICE; #ALL DISTRICT 1; #ALL DISTRICT 2; #ALL DISTRICT 3; #ALL DISTRICT 4; #ALL AUDITORS
Cc: WALRUFF Randy P; BARTHOLOMEW Gary L; TILGNER June K; GRIER Rene E; MEIER Tamara; #ALL PAO STAFF
Subject: 2009-10 Property Tax information
Attachments: 10-09-09 - Property tax payments due November 16.pdf; 2009-10 Final Property Tax Insert.pdf; 2009-10 Values down, taxes up.pdf

At 5:00 p.m. today, Multnomah County will certify its 2009 tax roll. I will distribute a press release to media at 8:30 a.m. Friday morning and bills will be mailed to property owners in stages beginning next week, on October 15. Attached is our annual press release, which I ask that you please treat as confidential internal information until Friday morning. Tax payments are due November 16, 2009 to be eligible for a three percent discount.

This year, taxes will increase for most property owners in Multnomah County. In light of the national recession and declining home values, many of your constituents may wonder why taxes continue to increase. The attached handout seeks to answer that question concisely. Last year saw an increase in the number of property valuation appeals and we expect to see that trend continue this year.

Attachments:

- 1) 2009-10 Property tax press release (full text also follows below)
- 2) Tax insert that is mailed with every property tax statement
- 3) One page handout explaining why taxes will increase when home values have decreased

Please let me or Randy Walruff know if you have any questions.

Thank you,
 Shawn

NEWS RELEASE

October 9, 2009

Contact: Shawn Cunningham, Public Affairs Office, 503-988-4369

Property tax payments due November 16

Multnomah County offers discounts, online payment options, online property account information

Multnomah County property owners will begin receiving property tax statements in the mail next week. Approximately 300,000 real and personal property tax statements and value notices will be mailed between October 15 and 25. Property tax statements have a November 16, 2009 due date. Taxpayers will receive a 3% discount if the full amount is received by the Multnomah County Assessment, Recording and Taxation office, or postmarked on or before Monday, November 16, 2009. Taxes may also be paid without discount in three installments due November 16, 2009, February 15, 2010 and May 17, 2010. Multnomah County encourages taxpayers to pay early to avoid delays, receive the discount, and avoid interest charges on late payments.

Online and phone payment options available

For added convenience, property tax payments may be made by calling 1-877-542-5990 or online at www.multcotax.org. Secure payment methods include e-Checks (electronic funds transferred from participating financial institutions) or major credit/debit cards. A convenience fee will be assessed by Official Payments, a third-party payment service provider. Multnomah County does not retain any portion of the convenience fee.

10/9/2009

Credit card and e-check transactions are services available only online and by phone and cannot be processed at the county office. Taxpayers can also use bank or credit union online bill pay services. However, these payments must be initiated early enough to comply with the financial institution's scheduling requirements so that the county tax collector receives payment by the due date.

Levies approved in 2008 affect tax rates

The total of all property taxes and special assessments to be collected for all districts in Multnomah County is \$1.195 billion for the 2009 tax year, an increase of 6% from \$1.127 billion in 2008. In addition to the 3% increase in assessed value provided by Measure 50, voters approved a number of new levies in the November 2008 election that account for the remaining increase. City of Portland voters approved a renewal of the Children's Investment Fund local option levy. Metro and Portland Community College were both granted new bond levying authority. Other approvals resulting in 2009 tax increases are new bond levies for Riverdale and Scappoose School Districts.

The total taxes certified for collection in Multnomah County for the **Portland Public School District** are \$232 million, an increase of \$7.6 million from the \$224.4 million levied in 2008, or a 3.4% increase. The 2009 Oregon Legislature made permanent the previous temporary increase of \$0.5038 per \$1,000 assessed value to the permanent tax rate from \$4.7743 to \$5.2781 per \$1,000.

The **City of Portland (in Multnomah County)** total taxes certified for collection increased by 8.3%, from \$303.2 million to \$328.3 million in 2009. Portland's assessed value increased 3.4%. The tax increase in excess of the assessed value increase is primarily due to the reinstatement of the Children's Investment Fund local option levy. The portion of the 2009 taxes for the City of Portland Fire and Police Disability and Retirement Fund is \$110.9 million with a tax rate of \$2.6259 per \$1,000 of assessed value, compared to last year's levy of \$107.4 million with a tax rate of \$2.6241 per \$1,000 of assessed value.

The total taxes certified for collection for **Metro (in Multnomah County)** increased from \$20.8 million to \$23.6 million, due to increases in taxes for repayment of bonds.

For **Multnomah County**, taxes for collection rose from \$274.9 million last year to \$282.9 million this year, an increase of \$8 million or 2.9%. The overall assessed value in Multnomah County increased from \$52.8 billion to \$54.5 billion or 3.2%.

Taxes to be collected for the **City of Gresham** increased by 1.7%, from \$23.1 million to \$23.5 million. A 3.3% increase in assessed value was partially offset by a decrease in taxes for bond repayment.

Measure 50 and Measure 5 Constitutional limits determine assessed values

On individual properties, the 3% assessed value increase is the result of Measure 50, a constitutional amendment approved by Oregon voters in 1997. The measure required a roll back of the 1997-98 assessed value to the 1995-96 level minus 10%. Each subsequent year, this amendment allows the maximum assessed value to increase by 3% annually, unless it exceeds the real market value of the property. Thus for most properties, the assessed value increased by 3% over last year. New construction or new additions to a property are specific types of "exceptions" for which increases larger than 3% of the assessed value are allowed. The real market value of these exceptions is reduced to give the owner tax savings similar to existing properties.

Measure 5, an Oregon constitutional amendment approved by Oregon voters in 1990, created a permanent limitation on property taxes of \$10 per \$1,000 of real market value for general government services, and \$5 per \$1,000 of real market value for education services. On each individual account, if the taxes as calculated under Measure 50 rules exceed the amount as calculated under Measure 5 rules, then taxes are billed at the lower Measure 5 limited amount. The reduction of taxes to Measure 5 limits is referred to as "Measure 5 compression."

With home values falling across America due to the national economic recession, many homeowners wonder whether their property taxes will show corresponding declines. As described in this document, due to the 3% assessed value increase provided by Measure 50 and voter approval of new taxes last year, taxes will increase on the vast majority of Multnomah County properties this year.

Within Multnomah County, tax rates on individual statements vary because property taxes support 69 local government taxing districts, most of which have different boundaries. These districts include education districts and various branches of local government including cities, Multnomah County, local fire, water and special assessment districts, Metro, TriMet, and the Port of Portland. Multnomah County only retains about 24 cents of each dollar collected. The remainder is distributed to other taxing districts.

Assessed value to real market value ratios vary widely within Multnomah County

Within Multnomah County, no true "typical" example of average assessed value (AV) exists. Since Measure 50 established 1995 assessed value as the basis for annual increases, homes in different areas have appreciated at different rates. **Thus, homes with the same real market values in different parts of the county may have different assessed values and corresponding tax amounts.**

Using a Real Market Value (RMV) figure of \$300,000 the following examples, with varying assessed values, apply for these sections of the county. Actual average RMV and AV amounts vary for these areas.

Example home location	Real Market Value	Assessed Value	Tax due
North Portland	<u>\$300,000</u>	\$122,460	<u>\$2,675.44</u>
SW Portland	<u>\$300,000</u>	\$181,170	<u>\$3,947.08</u>
Gresham	<u>\$300,000</u>	\$209,040	<u>\$3,401.73</u>

Value change notices are included on the tax statement. Taxpayers will have the opportunity to file value appeals with the Board of Property Tax Appeals through December 31, 2009. The Board convenes in February and hears appeals, which must be completed by April 15, 2010. Taxpayers who are concerned that the 2009/2010 real market value and/or the assessed value are incorrect may contact the Board of Property Tax Appeals at 503-988-5241 to receive a petition for appeal or a brochure that outlines the appeal process. Forms and information are available online at www.multcotax.org. The Board of Property Tax Appeals is located in Suite 175 at 501 S.E. Hawthorne Boulevard in Portland.

Multnomah County's property tax information phone number is **503-988-3326**. General property tax information is also available at www.multcotax.org and specific property account information (values, taxes, balances due, etc.) is available 24/7 at www.multcoproptax.org. The Multnomah County Assessment, Recording and Taxation Office is located at 501 S.E. Hawthorne Boulevard in Portland. Tax payments can be made on the first floor in Suite 175 (8:00 a.m. to 5:00 p.m., M-F). **Payments should be mailed to: P.O. Box 2716, Portland, Oregon 97208-2716. Payments may also be made online at www.multcotax.org as described above.** Multnomah County offices will be closed Wednesday, November 11, 2009 in observance of Veterans' Day.

#

Shawn Cunningham | Multnomah County Public Affairs Office | 503-988-4369 | newsroom | <http://twitter.com/multco>



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-4
Est. Start Time: 9:20 AM
Date Submitted: 10/01/09

Agenda Title: **Appointment of Michael Mace, Sharon Cowley, Basil Panaretos, William Ross, Robert Heimbucher, Neal Galash, Caroline Underwood, Robert Boyer, Toni Sunseri, Roxanne Williams, David Threefoot and Gary Pope to the 2009-2010 Board of Property Tax Appeals**

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

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 10 mins
Department: Non-Departmental Division: Chair's Office
Contact(s): Ruth Langlois
Phone: (503) 988-3308 Ext. 83953 I/O Address: 503/600
Presenter(s): Debi Huff, Operations Supervisor/BoPTA Clerk

General Information

1. What action are you requesting from the Board?

Request board approval of appointment of Michael Mace, Sharon Cowley, Basil Panaretos, William Ross, Robert Heimbucher, Neal Galash, Caroline Underwood, Robert Boyer, Toni Sunseri, Roxanne Williams, David Threefoot and Gary Pope to the 2009-2010 Board of Property Tax Appeals.

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

The Board of Property Tax Appeals (BoPTA) hears petitions for reduction of the real market or assessed value of property (as specified in ORS 309.026). BoPTA also considers applications to excuse liability for penalty imposed under ORS 308.295. Membership includes a pool of the County governing body or non-office holding County residents to serve in their place; a pool of non-office holding residents of the County who are not employees of the County or of any taxing district within the County or a member of the

governing body of a school district within the County. Members are appointed annually by the Board of County Commissioners. Debi Huff is the BoPTA Clerk

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

No fiscal impact

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

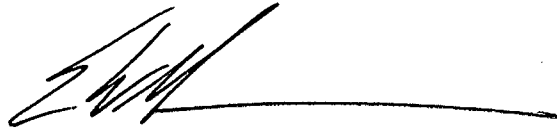
No legal and/or policy issues involved.

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

N/A

Required Signature

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



Date: October 1, 2009



IOMAH COUNTY OREGON DIVISION OF ASSESSMENT, RECORDING & TAXATION
Board of Property Tax Appeals, PO Box 5007, Portland, Oregon 97208-5007
(503) 988-3326 Fax (503) 988-3330

9/26/2008

To: Ruth Langlois

Re: New Appointment of Pools for the Board of Property Tax Appeals 2009-20010

Here is the list for the Pools for the 09/10 tax year that need to be appointed as soon as possible. By ORS the members must be appointed by October 15th.

Chairperson Pool

**Basil Panaretos Jr
Sharon Cowley
Robert Heimbucher
William Ross
Michael Mace
Neal Galash**

Non-office Holding Pool

**Michael Mace
Sharon Cowley
Robert Heimbucher
William Ross
Neal Galash
Caroline Underwood
Robert Boyer
Toni Sunseri
Roxanne Williams
David Threefoot
Gary Pope**

After appointment, please send me copies of the appointment letters and a copy of the BCC minutes for the day it was on the agenda.

Thank you,

**Debi Huff
BoPTA Clerk**



MULTNOMAH COUNTY OREGON

INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

Board of Prop Tax Appeals

- B. Name: ROBERT W. BOYER

Home Address: 3236 NE LIBERTY COURT

City: Portland State: OR Zip: 9724

Home Phone: 503 284 1044 Email Address: senbub65@yahoo.com

Are you a resident of Multnomah County? Yes: ✓ No: _____

- C. Current Employer: RETIRED

Work Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____

Work Phone: _____ Email Address: _____

FAX Number: _____

Is your place of employment located in Multnomah County? Yes: _____ No: _____

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
2008 - Present	AARP	member at large
2007 - Present	Natl Assoc of Black Veterans	" " "
1993 - 2002	Concordia Univ	Board of Regents

E. List name, address and telephone numbers of two people who may be contacted as personal references:

Daniel Johnson 6929 NE 15th 503 289-0812
 Lannis Warfield 6424 NE 35th Pl 503 287-0752

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

Elected Democratic Party Precinct Committee Person District 3008

G. Affirmative Action Information (Optional)

M African American
 Sex/Racial Ethnic Background

Birth Date: Month: 11 Day: 23 Year: 39

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: Robert W. Boyer Date: 8-30-09

RETURN COMPLETED FORM TO:

MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
 501 SE HAWTHORNE BLVD, STE 175
 Portland, Oregon 97214
 Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330

Email: deborah.r.huff@co.multnomah.or.us



MULTNOMAH COUNTY OREGON

INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

BOPTA

- B. Name: Sharon Ramsey

Home Address: 6507 SW 55 Drive

City: Portland State: OR Zip: 97221

Home Phone: 503.246.4560 Email Address: Mylogibear2@Comcast.net

Are you a resident of Multnomah County? Yes: ☒ No: ☐

- C. Current Employer: Retired

Work Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____

Work Phone: _____ Email Address: _____

FAX Number: _____

Is your place of employment located in Multnomah County? Yes: _____ No: _____

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:

E. List name, address and telephone numbers of two people who may be contacted as personal references:

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

G. Affirmative Action Information (Optional)

Sex/Racial Ethnic Background _____

Birth Date: Month: _____ Day: _____ Year: _____

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: Deborah Ruff Date: 4/13/09

RETURN COMPLETED FORM TO: MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD, STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330
Email: deborah.r.huff@co.multnomah.or.us

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
CURRENT	BOPTA	HEAR PROPERTY APPEALS
2008 to PRESENT	BRASSON H.S. ALUM ASSOC	BOARD OF DIRECTORS

E. List name, address and telephone numbers of two people who may be contacted as personal references:

RON SIMONSON 503 287 0736
MIKE KELLER

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

G. Affirmative Action Information (Optional)

Sex/Racial Ethnic Background

Birth Date: Month: _____ Day: _____ Year: _____

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: William Huff Date: _____

RETURN COMPLETED FORM TO:

MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD, STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330

Email: deborah.r.huff@co.multnomah.or.us



MULTNOMAH COUNTY OREGON

INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

Board of Property Tax appeals

- B. Name: ROBERT HEIMBUCHER

Home Address: 1645 NW MORGAN LANE

City: PORTLAND

State: OR

Zip: 97229

Home Phone: 503-292-1314

Email Address: bheimbucher@yahoo.com

Are you a resident of Multnomah County? Yes: ☒ No: ☐

- C. Current Employer: RETIRED - US BANK

Work Address: _____

City: _____

State: _____

Zip: _____

Job Title: _____

Work Phone: _____

Email Address: _____

FAX Number: _____

Is your place of employment located in Multnomah County? Yes: _____ No: _____

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
1997- PRESENT	FOREST HEIGHTS HOMEOWNERS ASSOC - TRAILS & COMMON AREAS COMMITTEE	
1978 - PRESENT	KIWANIS	MEMBER- PAST TREAS, PRES, BOARD MEMBER
2003- PRESENT	RED CROSS	VOLUNTEER

E. List name, address and telephone numbers of two people who may be contacted as personal references:

DON MAGNISEN 503-292-9394

PETER DRESLER 503-292-0013

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

NONE

G. Affirmative Action Information (Optional)

M - CAUCASIAN

Sex/Racial Ethnic Background

Birth Date: Month: MAY Day: 22 Year: 1942

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: Deborah R. Huff Date: 4-13-09

RETURN COMPLETED FORM TO: MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD, STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330

Email: deborah.r.huff@co.multnomah.or.us



MULTNOMAH COUNTY OREGON

INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

BOARD OF PROPERTY TAX APPEAL

- B. Name: MICHAEL W. MACE

Home Address: 1230 N.E. 174th Ave

City: PORTLAND State: OR Zip: 97230

Home Phone: 503-255-2367 Email Address: _____

Are you a resident of Multnomah County? Yes: ☒ No: ☐

- C. Current Employer: RETIRED

Work Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____

Work Phone: _____ Email Address: _____

FAX Number: _____

Is your place of employment located in Multnomah County? Yes: ☐ No: ☐

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
1990 - 2009	MT. Hood Community College	Foundation Board
1988 - 2009	M.C.T.V.	Fin. Committee
1998 - 2009	MULT CO. BOPTA	BOARD MANAGER

E. List name, address and telephone numbers of two people who may be contacted as personal references:

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

G. Affirmative Action Information (Optional)

M. White

Sex/Racial Ethnic Background

Birth Date: Month: May Day: 4 Year: 1940

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: [Signature] Date: 4-13-09

RETURN COMPLETED FORM TO: MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD, STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330
Email: deborah.r.huff@co.multnomah.or.us



MULTNOMAH COUNTY OREGON

INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

BOPTA

- B. Name: Basil N. PANKRATOV JR

Home Address: 7725 SE Row College Pl.

City: Portland State: OR Zip: 97202

Home Phone: 503.771.9508 Email Address: B.PANKRATOV@comcast.net

Are you a resident of Multnomah County? Yes: ☒ No: ☐

- C. Current Employer: PANKRATOV INC

Work Address: 777 SE 7th Avenue

City: Portland State: OR Zip: 97232

Job Title: President

Work Phone: 503 232 9636 Email Address: bill@OREGONACTS

FAX Number: _____

Is your place of employment located in Multnomah County? Yes: ☒ No: ☐

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:

E. List name, address and telephone numbers of two people who may be contacted as personal references:

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

G. Affirmative Action Information (Optional)

Sex/Racial Ethnic Background

Birth Date: Month: _____ Day: _____ Year: _____

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature:  Date: 4-13-09

RETURN COMPLETED FORM TO:

MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD, STE 175

Portland, Oregon 97214

Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330

Email: deborah.r.huff@co.multnomah.or.us



MULTNOMAH COUNTY OREGON

INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

Board of Property Tax Appeals

- B. Name: Gary R. Pope

Home Address: 3111 SW View Pl.

City: Portland

State: OR

Zip: 97205

Home Phone: 503-241-7865

Email Address: gary@llm.com

Are you a resident of Multnomah County? Yes: ☒ No: ☐

- C. Current Employer: Retired

Work Address: _____

City: _____

State: _____

Zip: _____

Job Title: _____

Work Phone: _____

Email Address: _____

FAX Number: _____

Is your place of employment located in Multnomah County? Yes: ☐ No: ☐

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
2008 - Present	Community Transitional School	Board Member
1995 - 2003	Mt Hood Kiwanis Camp Foundation	Board President
1975 - Present	Kiwanis Clubs	Numerous projects

2005 - Present Oregon Episcopal School Member Endowment Investment Co.

E. List name, address and telephone numbers of two people who may be contacted as personal references:

John Lauerman, (H) 503-292-9216 (W) 503-906-1141
5050 SW Laurelwood Ave, PDX 97225

Chuck Nedrow (H) 503-297-3593 (cell) 503-939-8736
8407 NW Ash St, PDX 97229

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

G. Affirmative Action Information (Optional)

White Male

Sex/Racial Ethnic Background

Birth Date: Month: October Day: 15 Year: 1946

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature:

Date: 5/11/09

RETURN COMPLETED FORM TO:

MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD, STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330

Email: deborah.r.huff@co.multnomah.or.us

**MULTNOMAH COUNTY OREGON****INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS**

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

Board of Property Tax appeals

- B. Name: Caroline Underwood

Home Address: 1529 N Prescott

City: PTL

State: Or

Zip: 97217

Home Phone: 503-381-6150

Email Address: _____

Are you a resident of Multnomah County? Yes: ☒ No: _____

- C. Current Employer: retired

Work Address: _____

City: _____

State: _____

Zip: _____

Job Title: _____

Work Phone: _____

Email Address: _____

FAX Number: _____

Is your place of employment located in Multnomah County? Yes: _____ No: _____

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
Nicole Maher	Naya	PTH Youth & Elders Council
Tim Tommaso	NAYA	Catering Service
Melissa Wagner	NAYA	Monday Night Culture night

E. List name, address and telephone numbers of two people who may be contacted as personal references:

Jewell Lamb, 34325 Compton Rd Boring Or 97009 503-663-5981

Randy Arant 409 NE 85th, Apt C, Vancouver Wa 98665 360-574-6164

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

none

G. Affirmative Action Information (Optional)

Indian

Sex/Racial Ethnic Background

Birth Date: Month: 11 Day: 23 Year: 41

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: Deborah Underwood Date: 8-27-09

RETURN COMPLETED FORM TO:

MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD, STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330

Email: deborah.r.huff@co.multnomah.or.us



MULTNOMAH COUNTY OREGON

INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

Bpta

- B. Name: William D. Ross

Home Address: 1829 NW Lavejoy, #314

City: Portland

State: OR

Zip: 97209

Home Phone: 503-777-6227

Email Address: Wross2964@aol.com

Are you a resident of Multnomah County? Yes: ☒ No: ☐

- C. Current Employer: Retired

Work Address: _____

City: _____

State: _____

Zip: _____

Job Title: _____

Work Phone: _____

Email Address: _____

FAX Number: _____

Is your place of employment located in Multnomah County? Yes: _____ No: ☒

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
2004-2009	Baptist	Board Member
2002-2007	Boileted AC	Vice chair & Board Member

E. List name, address and telephone numbers of two people who may be contacted as personal references:

Scott Mason 311 NW 12th Ave #1401 503-367-3066
Portland, OR 97209

Leolie Elliott 1606 SW 29th Terr.
Tigard, OR 97224

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

None

G. Affirmative Action Information (Optional)

Male/Cauc.

Sex/Racial Ethnic Background

Birth Date: Month: 06 Day: 02 Year: 46

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: William R. Date: 8/24/09

RETURN COMPLETED FORM TO: BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326
FAX: (503) 988-3330
Email: deborah.r.huff@co.multnomah.or.us

p 1 of 3

**MULTNOMAH COUNTY OREGON****INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS**

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

Board of Property Tax Appeals

- B. Name: Toni Sunseri

Home Address: 4100 SE 26th Pl.

City: Gresham State: OR Zip: 97080

Home Phone: 503 663-3800 Email Address: Sunseri@integrity.com

Are you a resident of Multnomah County? Yes: X No:

- C. Current Employer: Self-employed ERA Freeman & Assoc.

Work Address: 1685 E Powell Blvd.

City: Gresham State: OR Zip: 97030

Job Title: real estate broker

Work Phone: 503 665-3144 Email Address: see above

FAX Number: 503 667-1160

Is your place of employment located in Multnomah County? Yes: X No:

p. 2 of 3

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
1995-1996	Multnomah Co Bd of Equalization	property tax appeals
	See attached	sheet

E. List name, address and telephone numbers of two people who may be contacted as personal references:

971-322-7000
Julie Nolte 3329 NE 162nd Portland, 97230
Joy Bisbee, Bisbee Insurance 503 667-3770
34 NW 11th St. Gresham 97030

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

None

G. Affirmative Action Information (Optional)

F / Cauc.
Sex/Racial Ethnic Background

Birth Date: Month: April Day: 2 Year: 1947

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: Jim Hansen Date: September 9, 2009

RETURN COMPLETED FORM TO: BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326
FAX: (503) 988-3330
Email: deborah.r.huff@co.multnomah.or.us



MULTNOMAH COUNTY OREGON

INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

Board of Property Tax Appeals

- B. Name: David M. Threefoot

Home Address: 3930 SW Jerald Ct.

City: Portland State: OR Zip: 97221

Home Phone: 503-228-3372 Email Address: d.threefoot@comcast.net

Are you a resident of Multnomah County? Yes: ☒ No: ☐

- C. Current Employer: Self Employed Real Estate Broker for RE/MAX Equity Group

Work Address: 6245 SW Capital Hwy

City: Port State: OR Zip: 97239

Job Title: Broker

Work Phone: 503-228-3372 Email Address: d.threefoot@comcast.net

FAX Number: 503-228-3375

Is your place of employment located in Multnomah County? Yes: ☒ No: ☐

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
4-19-24-2009	Zen Buddhist Center Tosajara	Construction
Every 1st Thurs. of each mo.	American Red Cross by Ross Is Kiwanis	Escort, Snack Bar in blood donations
Ongoing	Various Community activities for Ross Is Kiwanis Club	Varies

E. List name, address and telephone numbers of two people who may be contacted as personal references:

Bob Heimbucher 1645 NW Morgan Ln, Port. OR 97229 (503-292-1314)

James Karameyer 3940 SW Teal Ct. Port. OR 97221 (503-227-1864)

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

I own property in Mult. Co. I'm a real
estate Broker?

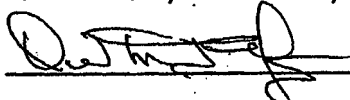
G. Affirmative Action Information (Optional)

N/A

Sex/Racial Ethnic Background

Birth Date: Month: NOV Day: 24 Year: 1947

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature:  Date: 4-30-09

RETURN COMPLETED FORM TO:

MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
501 SE HAWTHORNE BLVD, STE 175
Portland, Oregon 97214
Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330

Email: deborah.r.huff@co.multnomah.or.us

**MULTNOMAH COUNTY OREGON****INTEREST FORM FOR CITIZEN ADVISORY BOARDS AND COMMISSIONS**

In order to assess qualifications for appointment, it is important to fill out this form as completely as possible. You are encouraged to attach or enclose supplemental information or a resume detailing your involvement in volunteer activities, public affairs, civic services, published writing, affiliations, etc.

- A. Please list in order of priority any Multnomah County Board or Commission on which you would be interested in serving:

TAX BOARD SORDAIS

B. Name: ROXANNE J. WILLIAMS

Home Address: 1529 N. PRESCOTT

City: PORTLAND State: OR Zip: 97217

Home Phone: 503-780-6775 Email Address: roxannejwilliams@gmail.com

Are you a resident of Multnomah County? Yes: ☒ No: ☐

C. Current Employer: FABRIC DEPOT

Work Address: 700 SE 122nd

City: PORTLAND State: OR Zip: 97216

Job Title: MANUFACTURING - BAKING VAN, PLYWOOD-DEPT

Work Phone: 503-252-9550 Email Address: -

FAX Number: -

Is your place of employment located in Multnomah County? Yes: ☒ No: ☐

D. Please list current and past volunteer activities:

Dates:	Name of Organization:	Responsibilities:
2008-2009	NAYA	HELPING STUDENTS WITH THEIR CULTURE IN KEGALLA-MARKING
2003-2006	OREGON STATE NATIVE STUDENT UNION	HELPED WITH ANNUAL POW-POW FUND RAISING
1986-1990	GIRL SCOUTS OF AMERICA	GIRL SCOUT LEADER 3 YEARS

E. List name, address and telephone numbers of two people who may be contacted as personal references:

DEWITA FRY - ELDER CO-ORDINATOR - NAYA 5135 NE COLUMBIA BLVD
MELISSA WAGGONER BA - CULTURAL ARTS CO-ORDINATOR PORTLAND, OR
503-288-8177
EX 220

F. List any potential conflicts of interests between private life and public service which might result from service on a Citizen Advisory Board or Commission:

NONE THAT I KNOW OF

G. Affirmative Action Information (Optional).

NATIVE AMERICAN

Sex/Racial Ethnic Background

Birth Date: Month: Oct Day: 31 Year: 1946

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my appointment to a board/commission, may result in my dismissal.

Signature: Deborah J. Huff Date: Aug. 31, 2009

RETURN COMPLETED FORM TO:

MULTNOMAH COUNTY BOARD OF PROPERTY TAX APPEALS
 501 SE HAWTHORNE BLVD, STE 175
 Portland, Oregon 97214
 Contact: Debi Huff (503) 988-3326 ext. 22773

FAX: (503) 988-3330

Email: deborah.r.huff@co.multnomah.or.us



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-5
Est. Start Time: 9:25 AM
Date Submitted: 08/20/09

Agenda Title: Reappointment of Pamela Knowles and Appointment of Brian Rice, Jennifer Cies and Max Miller to the Board of Directors of the REGIONAL ARTS AND CULTURE COUNCIL

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

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 5 mins
Department: Non-Departmental Division: Chair's Office
Contact(s): Ted Wheeler, Ruth Langlois
Phone: (503) 988-3308 Ext. 85531 I/O Address: 503/600
Presenter(s): Eloise Damrosch Executive Director, Regional Arts and Culture Council

General Information

1. What action are you requesting from the Board?

Requesting Re-Appointment of Pamela Knowles and appointing Brian Rice, Jennifer Cies and Max Miller to the Board of Directors of the Regional Arts and Culture Council.

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

The Regional Arts & Culture Council (RACC) is the steward of public investment in arts and culture, and along with partner organizations, works to create an environment in which the arts and culture of the region can flourish and prosper. Through vision, leadership and services, RACC works to integrate arts and culture in all aspects of community life. RACC's four primary services are public art, grants to artists and organizations, advocacy and development efforts, and information and education. The RACC Board of Directors consists of 21 members. Five directors are appointed by the Multnomah County Chair with approval of the Board of County Commissioners; six directors are appointed by the Mayor of the City of Portland; two directors are appointed by Clackamas County Board Chair; two directors are appointed by the Washington County Board Chair; two directors are appointed by the Metro Executive. Board members are appointed for two-year terms

expiring June 30 and are eligible for up to three consecutive terms.

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

No fiscal impact

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

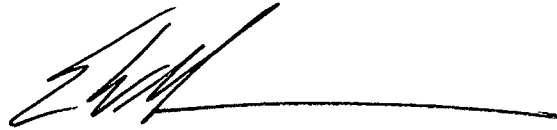
No legal and/or policy issues involved.

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

N/A

Required Signature

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

A handwritten signature in black ink, appearing to be "E. W. H.", written over a horizontal line.

Date: 08/20/09



REGIONAL
ARTS & CULTURE
COUNCIL

July 22, 2009

TO: Chair Ted Wheeler, Multnomah County Board
Comm. Jeff Cogen, Multnomah County Board
Comm. Deborah Kafoury, Multnomah County Board
Comm. Diane McKeel, Multnomah County Board
Comm. Judy Shiprack, Multnomah County Board

CC: Tara C. Bowen-Biggs
Multnomah County, Office of Chair Wheeler

FROM: Eloise Damrosch, Executive Director *ed*

RE: Multnomah County Appointments for the Regional Arts & Culture Council Board

It is time to appoint members who are eligible to serve terms on the Board of Directors for the Regional Arts & Culture Council (RACC). Based on the Intergovernmental Agreement that we have with Multnomah County, our Leadership Development Committee works to cultivate board candidates that will best represent the County. Our rigorous vetting process and matrix includes presenting nominations to our Board twice, and also sharing nominee recommendations with you for your consideration and approval.

This year there is one member who requests reappointment for the Multnomah County jurisdiction. Pamela Knowles currently serves as our Board Secretary. If you share our approval of her reappointment, Pam will continue to serve on the RACC Board as Multnomah County's representative for a second term.

Please reappoint:

Position #	Board Member	Reappointment
5	Pamela Knowles	second term ending 6/30/11

We also have three candidates that would like to serve as Multnomah County's representatives for their first terms, as follows: Brian Rice (KeyBank); Jennifer Cies (Umpqua Bank); and Max Miller (Tonkon Torp). Please review their bios and let us know your thoughts on appointing them to the following positions:

Position #s	Board Members	Appointments
1	Brian Rice	first term ending 6/30/11
3	Jennifer Cies	first term ending 6/30/11
4	Max Miller	first term ending 6/30/11

If you wish, we could arrange to have you meet them at one of your work sessions. The bios for Ms. Cies, Ms. Knowles, Mr. Miller and Mr. Rice follow this, as well as a list of all our board members, their affiliations and jurisdictions. Thank you for your commitment to the Regional Arts & Culture Council. We look forward to carrying out RACC's mission to the citizens of Multnomah County and the region so that through vision, leadership and service RACC will work to integrate arts and culture in all aspects of community life.



REGIONAL ARTS & CULTURE COUNCIL

Biographical Information

Jennifer Cies is a marketing and product development professional currently with Umpqua Bank as Vice President of Product Strategies. Her prior experience in financial services includes several years with HSBC in Oregon and Credit Suisse First Boston on the East Coast. Jennifer has an MBA and Graduate Certificate in Nonprofit Management from Case Western Reserve University, and earned her BS in Journalism and Asian Studies from Northwestern University. She has worked overseas in India and Japan in nonprofit management, consulting and education. Her primary interests are in arts education, advocacy, theater, and opera. Her other interests include working as a volunteer community mediator and travel, especially wine-related travel. Six years ago, Jennifer and her partner, Maria Gonzalez, chose Portland as their permanent home, in part for its world-class arts combined with its community bent and livability. They live in Southwest Portland.

Pamela Knowles (*Secretary*) currently serves as Chief Operating Officer of the Portland Business Alliance, greater Portland's Chamber of Commerce. As COO, she oversees Legal Services, Finance, Membership, Administration and Communications. Prior to joining the Alliance in 2004, Pam was a partner with Davis Wright Tremaine LLP, served as executive director of the Oregon Judicial Fitness Commission, and in leadership roles with various arts and community organizations. In May 2009, she joined the Portland Public School Board and continues to focus on establishing and sustaining comprehensive K-12 arts education throughout the district. Pam earned her law degree from Lewis and Clark Law School in 1983. She earned her undergraduate degree in 1977 from Oregon State University in History.

Max Miller is an attorney at Tonkon Torp, LLC. He is co-chair of the firm's Sustainability Practice Group, leads the firm's environmental practice and chairs the Sustainability Committee. His experience includes both transactional counsel and litigation representation. Using his extensive knowledge in environmental, natural resources, energy and land-use law, Max helps businesses resolve disputes regarding federal, state and local regulations. His clients' industries include renewable energy, forestry and forest products, and manufacturing. He is recognized by Chambers USA: America's Leading Lawyers for Business and Best Lawyers in America. His many professional organization affiliations include Environmental and Natural Resources Section; Sustainability Task Force; and Oregon Lawyers for a Sustainable Future. His various community activities include serving Metro Arts, Inc.; Business for Culture & the Arts; The Right Brain Initiative Governing Committee; 1,000 Friends of Oregon; Portland Business Alliance Sustainability Committee; and Friends of the Children Endowment Committee.

Brian Rice is President of KeyBank's Oregon District. Brian is responsible for growing the client base in Retail Banking, Business Banking, Commercial Banking and Key Private Bank, which provides banking, investing and trust services to the affluent – ensuring seamless delivery of those products and services to clients in their districts. In 2005, Rice was recognized by CEO Henry Meyer with a 2005 Chairman's Award. Prior to joining Key Private Bank in June 2002, Brian was vice president and market area manager for Wells Fargo Bank. Prior to that, he was branch manager and district sales manager for First Interstate Bank. Brian attended the University of Washington and the Pacific Coast Banking School. An active member of his community, he sits on the boards of local non-profit organizations, including New Avenues for Youth, the Library Foundation, SOLV, Oregon Bankers Association Portland Art Museum, and Providence Medical Foundation.

FY09-10 RACC Board of Directors

Name	Affiliation	Jurisdiction
RACC Board Officers		
Carole Morse, Chair	Manager of Community Investment Initiatives, Portland General Electric; President, PGE Foundation; Immediate Past President, Business for Culture & the Arts; Chair, Employers for Education Excellence (E3)	Portland
Carol R. Smith, Vice-Chair	Professional musician, teaches music and performs	Washington
Lorin Wolfe, Treasurer	Chief Financial Officer, Bridgeport Group, LLC	Metro
Pamela Knowles, Secretary	Chief Operating Officer, Portland Business Alliance; serves on Portland Public School Board	TBD
RACC Board Members		
Alan Alexander III	Information Systems Analyst and Project Manager, City of Portland, Bureau of Technology Services; owner, Dub Squad Music, BMI	Portland
Jesse Beason	Executive Director, Proud Ground (formerly Portland Community Land Trust)	Portland
Gwyneth Gamble Booth	GGB Enterprises; Chair, PGE Foundation; weekly facilitator and board chair, Dougy Center; board member, Portland Art Museum	At-Large
Claudia D. Burnett		Multnomah
Jennifer C. Cies	Vice President of Product Strategies, Umpqua Bank	TBD
Jay Clemens	Owner/CEO, Turtledove Clemens	At-Large
Kira Higgs	KH Consulting	Portland
Karen Karbo	Portland writer	At-Large
Peg Malloy	Executive Director & Founder, Portland Housing Center	Metro
Josie Mendoza	Retired	Clackamas
Max Miller (RACC Board is considering his nomination; voting 8/3/09)	Attorney, Tonkon Torp, LLC; affiliations include Environmental and Natural Resources Section, Sustainability Task Force, Oregon Lawyers for a Sustainable Future	TBD
Jim Neill	Partner, Davis Wright Tremaine	Portland
Bonita Oswald	Graphic Designer, Washington County Dept., Land Use & Transportation	Washington
Brian Rice (RACC Board is considering his nomination; voting 8/3/09)	President, KeyBank's Oregon District; serves on the following boards: New Avenues for Youth, the Library Foundation, SOLV, Oregon Bankers Association Portland Art Museum, Providence Medical Foundation	TBD
Jan Robertson	Executive Vice President, Norris Beggs & Simpson	At-Large
Marshall Runkel	Home Performance Director, EcoTech LLC; Disjecta board	At-Large
Tad Savinar	Portland artist	Portland
Lina Garcia Seabold	Owner/partner, Seabold Construction Co., Inc.	Washington



Office of Chair Ted Wheeler

MULTNOMAH COUNTY OREGON

501 SE Hawthorne, Suite 600

Portland, Oregon 97214

(503) 988-3308 phone

(503) 988-3093 fax

M E M O R A N D U M

TO: Board of County Commissioners

FR: Ruth Langlois, Executive Assistant

RE: Appointments to Citizen Advisory Boards & Commissions

DT: August 20, 2009

The Chair would like to make the following Citizen Advisory Boards and Commissions appointments and reappointments at an upcoming Board meeting:

Name of Appointee	Board/Position	Term End Date
Joyce Goitein	*EMS Contract Compliance & Rate Regulation Committee (EMSCRC)	No set term limit
Mark Stevens	EMS Contract Compliance & Rate Regulation Committee	No set term limit
Sandra Franz	EMS Contract Compliance & Rate Regulation Committee	No set term limit
Pamela Knowles	Reappointment to RACC Board of Directors	June 2011
Brian Rice	RACC Board of Directors	June 2011
Jennifer Cies	RACC Board of Directors	June 2011
Max Miller	RACC Board of Directors	June 2011
Danika Stochosky	Library Advisory Board	June 2013
Lori Irish Bauman	Library Advisory Board	June 2013

* It has been requested by the division that the EMSCRC appointments be placed on the Board's agenda as soon as possible. I will work with Deb Bogstad to place them on the September 3 meeting agenda -- other appointments on September 17.

Please notify me if you have questions, comments or concerns about these appointments. Information about these candidates is attached.



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (revised 09/22/08)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-6
Est. Start Time: 9:30 AM
Date Submitted: 10/06/09

Agenda Title: First Reading of a Proposed ORDINANCE Amending Multnomah County Code Chapter 21.406, Ambulance Staffing

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 15 mins
Department: Health Division: Health Officer/EMS
Contact(s): Bill Collins / Gary Oxman, MD
Phone: 988-3220 Ext. 83220 I/O Address: 160/7
Presenter(s): Bill Collins / Gary Oxman

General Information

1. What action are you requesting from the Board?
Approve the amendment to MCC 21.406.
2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.
From time to time conditions may exist, such as inclement weather, disasters, illness that would limit the number of ambulances that could be deployed with two paramedics. This change would allow a temporary staffing change to one paramedic and one EMT-Basic.
3. Explain the fiscal impact (current year and ongoing).
None
4. Explain any legal and/or policy issues involved.
None
5. Explain any citizen and/or other government participation that has or will take place.
Discussions with the paramedic's union have taken place.

Required Signature

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

Lillian Shirley

Date: 09-29-09

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. _____

Amending MCC §21.406, Ambulance Staffing

(Language ~~stricken~~ is deleted; double underlined language is new.)

Multnomah County Ordains as follows:

Section 1. MCC 21.406 is amended as follows:

§ 21.406 Ambulance Staffing.

(A) ALS ambulances responding to emergency calls shall be staffed with two EMT-Paramedics.

(B) ALS ambulances transferring patients from hospitals to other facilities may be staffed at the minimum with one EMT-Paramedic and one EMT-Basic.

(C) The EMSMD shall specify staffing requirements for critical care ambulances if such a license is required under this subchapter.

(D) All other ambulances will be staffed with EMT-Basic or EMT-Intermediates whose orders and level of service will be specified by the EMSMD and which will allow for the medically appropriate transportation of patients with the most cost effective staffing.

(E) Notwithstanding subsections (A) – (D), the EMS Medical Director (EMSMD) may temporarily alter staffing as necessary to meet public health needs during extraordinary circumstances which overwhelm the emergency transport system or cause a shortage of ambulances, including, but not limited to: mass casualty incidents, natural or man caused disasters, inclement weather, mass illness, epidemics.

(1) Certain of these events may require immediate action. Therefore, the EMSMD may issue standing orders for such events and shall make administrative rules for the implementation of those orders.

(2) The duration of any staffing alteration made under this subsection shall be limited to the period that coincides with that of the extraordinary event that was deemed to have been cause for the necessity of invoking the authority given under this subsection.

(3) Should the extraordinary circumstances persist for longer than 15 days, the EMSMD shall notify the Board of Commissioners that an alteration of ambulance staffing has

been implemented, the reasons for the necessity to continue the staffing alteration beyond 15 days and the estimated date that normal staffing as required in subsections (A) - (D) will resume. The EMSMD shall make a new notification to the Board every 15 days thereafter until normal staffing has resumed.

(4) The authority given herein to the EMSMD notwithstanding, the Board may order the EMSMD to rescind a particular alteration of staffing at any time that the Board deems reasonable.

(5) In the event of a sanctioned strike against or a lock-out by the ASA contract provider, the provider shall not be allowed to staff ambulances differently than as required in subsections (A) – (D) above.

FIRST READING:

October 15, 2009

SECOND READING AND ADOPTION:

October 22, 2009

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By Jacqueline A. Weber, Assistant County Attorney

SUBMITTED BY:
Lillian Shirley, Director of the Department of Health

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 10/15/09

SUBJECT: Re AMR ASA CONTRACT RENEWAL

AGENDA NUMBER OR TOPIC: R6

FOR: X AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: CHARLES SAVOIE

ADDRESS: 16940 SE LAUGARDIA WAY

CITY/STATE/ZIP: MILWAUKIE, OR

PHONE: DAYS: 503-657-2529 EVES: _____

EMAIL: _____ FAX: _____

SPECIFIC ISSUE: SUPPORT

WRITTEN TESTIMONY: _____

IF YOU WISH TO ADDRESS THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (revised 09/22/08)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-7
Est. Start Time: 9:45 AM
Date Submitted: 10/06/09

RESOLUTION Declaring Intent to Extend the Agreement for Exclusive
Agenda Ambulance Service, Contract No. 0506046 with American Medical Response
Title: Northwest (AMR) and Authorizing Negotiations for Extension

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 20 mins
Department: Health Division: Health Officer/EMS
Contact(s): Bill Collins / Gary Oxman, MD
Phone: 503 988 3220 Ext. 83220 I/O Address: 160/7
Presenter(s): Bill Collins / Gary Oxman, MD

General Information

1. What action are you requesting from the Board?

Approval of a resolution declaring its intent to extend the agreement for exclusive emergency ambulance service for three years.

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

The County has contracted with AMR for exclusive emergency ambulance service from 9/1/2005 through 8/31/2010. The contract allows for extensions of up to five more years until 2015 in one, two, or three year increments.

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

None

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

Notice of the Boards intent to extend the contract must be given no later that 10/30/09.

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

AMR compliance with the terms of the agreement has been reviewed and recommendations given to EMS by the Board appointed Contract Compliance Committee.

Required Signature

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

*Karin Jensen for
William Sharitz*

Date: 09/30/09



Health Department
MULTNOMAH COUNTY OREGON

Emergency Medical Services
426 SW Stark Street, 7th Floor
Portland, Oregon 97204
(503) 988-3220 phone
(503) 988-4017 fax

MEMORANDUM

DATE: September 24, 2009

TO: Chair Ted Wheeler
Commissioner Deborah Kafoury
Commissioner Jeff Cogen
Commissioner Judy Shiprack
Commissioner Diane McKeel

FROM: Bill Collins, EMS Administrator

VIA: Lillian Shirley, Health Department Director
Gary Oxman, MD, Health Officer

SUMMARY Emergency Ambulance Service Contract Compliance Report

The Health Department Emergency Medical Services office and the EMS Contract Compliance Committee have completed their report on the first four years (2005 – 2009) of the second emergency ambulance service agreement with American Medical Response. We are pleased to report that the contractor has met the requirements of the agreement. The department recommends that the Board approve a three year contract extension as allowed for in the agreement.

**MULTNOMAH COUNTY
EMERGENCY MEDICAL SERVICES**

AMBULANCE CONTRACT COMPLIANCE COMMITTEE

**AMERICAN MEDICAL RESPONSE
CONTRACT COMPLIANCE REPORT**

SUMMARY: SEPTEMBER 1, 2005 THROUGH AUGUST 31, 2009

CONTENTS

REPORT SUMMARY

COMPLIANCE REPORT

SUMMARY – CONTRACT COMPLIANCE REPORT

This document is a summary of the performance of American Medical Response NW (AMR) in its role of exclusive emergency ambulance service provider for Multnomah County. Performance is judged relative to requirements specified by AMR's franchise agreement (contract) with the County. The report covers the period of September 1, 2005 through August 31, 2009. The Multnomah County Health Department's EMS Program carried out this compliance review as part of its routine contract monitoring responsibilities.

The review includes a comprehensive audit of AMR's performance in several areas as outlined immediately below. This report and the attached compliance audit identify the requirements of the contract and in the AMR proposal, and specify the compliance or lack of compliance for each requirement.

The Contract Compliance and Rate Regulation Committee has met and reviewed the information contained in the audit report and has determined that AMR is in substantial compliance with the contract requirements and recommends the contract be extended for three years as allowed for in the agreement.

Shawn Baird, Chair
Multnomah County EMS Contract Compliance and Rate Regulation Committee
September 10, 2009

AMR CONTRACT COMPLIANCE REPORT
SEPTEMBER, 2005 THROUGH AUGUST, 2009

This contract compliance report is divided into the following sections. The report covers all performance requirements and conditions of the contract as well as performance on performance elements proposed by AMR and accepted by the County through the bid and contract execution processes.

COVERAGE AND RESPONSE TIMES

AMBULANCE STAFFING

AMBULANCE DEPLOYMENT AND OPERATIONS

COMMUNICATIONS

REPORTS

PERSONNEL

TRAINING

FIRST RESPONSE COORDINATION

PATIENT FEES

FINANCIAL REQUIREMENTS

FINES

QUALITY IMPROVEMENT

PUBLIC EDUCATION

COVERAGE AND RESPONSE TIMES

The contract and proposal identify a number of response time requirements.

AMR met the contract standards for urban response times. They met or exceeded the urban response time standard of 8 minutes or less on 90% of the calls for each month of the four contract years with the exceptions of March, 2008 when they achieved a response time of 89.85% and July, 2008 response time of 88.24%. This failure to meet response times in two non-continuous months is allowable under the contract, with a financial penalty.

AMR did not meet the requirement for an eight-minute response in 87% of calls in each of eight (8) urban zones. Changes in ambulance deployment have been undertaken to correct the problem. However, response times in the Southwest Portland Hills continue to be suboptimal ranging from 76% to 85%. The contract allows the EMS Administrator to require AMR to add unit hours and/or change posting locations; both of these approaches have been used. AMR has complied with the above EMS Program requirements to address this problem, and therefore is in compliance with the contract.

AMR met the rural response time standard of 20 minutes or less in 90% of the calls in each three-month evaluation period in each of the four contract years with the exception of the quarter starting in December, 2007 with a percentage of 83.95 and the quarter starting with June, 2008 with a percentage of 86.8%. Failure to meet response times in two non-continuous periods is allowable under the contract, with a financial penalty.

There have been no problems identified with the immediate response to frontier or code-one (urgent but not emergency) calls. The summary of response time performance is included in this report in Appendix A.

AMBULANCE STAFFING

The contract requires that each ambulance in service with 9-1-1 be staffed with two (2) paramedics. A review of the schedules and the sign-on logs for the dispatch computer shows compliance, with no incidents of substandard staffing. One call on July 2, 2009 was run with a mutual aid ambulance with one paramedic and one basic EMT which is allowable (with a financial penalty) under the contract.

AMBULANCE DEPLOYMENT

This section deals with the type, number and locations of ambulances, the interface with Portland City Bureau of Emergency Communications (BOEC) dispatch, disaster plans, posting facilities, and the equipment and maintenance required for each ambulance.

AMR has met all the requirements in this section.

All but 5 posts have a bathroom and resting facilities as proposed by AMR

VEHICLES

All ambulances in service with this contract have been inspected by the EMS office and have all required equipment and meet the vehicle requirements. All ambulances were replaced after the start of the current contract in accordance with the proposed schedule.

The maintenance program in place at AMR exceeds the requirements of the contract.

Currently AMR maintains 32 ambulances based on a peak deployment of 23.

COMMUNICATIONS

All requirements in this section have been met.

All ambulance VHF radios have been replaced; this is a system enhancement but not a contract requirement.

DATA COLLECTION

All reporting requirements continue to be met.

There were 27 equipment failure reports sent to EMS over four years. Reports only if patient is on board or ambulance is at the scene. No delays or adverse effects on patient care.

PERSONNEL

Payroll records show that AMR is meeting franchise contract requirements for wages and benefits, and hours per shift maximums.

All employees have completed the required orientation, protocol exam, geography exam, and received written objectives for their probationary period.

The AMR proposal requires that each paramedic be evaluated by their supervisor each year. This is complete and written evaluations are in the employee personnel files.

The Field Training Officer (FTO) program assigned eight (8) paramedics to be FTOs. The FTOs are to be evaluated on their performance at least once each year. Evaluations are up to date.

TRAINING

The AMR proposal identified sixteen (16) training/educational offerings for their staff. These included:

- Driver Training (EVOC)
- First Responder Orientation
- Haz-Mat Awareness
- Mass Casualty Incidents
- OSHA Safety and Risk
- Advanced Cardiac Life Support (ACLS)
- Pediatric Life Support (PALS)
- Pre-Hospital Trauma Life Support (PHTLS)
- Incident Command Awareness
- Paramedic Certification
- Exposure Control
- Customer Service Training
- Field Training Officer
- ICS for Supervisors
- Haz-Mat Operations
- Ride-along for System Status Plan Controllers

Training was complete with the exception of annual Exposure Control training being only 75% complete.

FIRST RESPONDER COORDINATION

AMR must reimburse first responders for supplies used by on 9-1-1 calls. AMR has paid all invoices from the County, totaling \$300,000 to \$400,000 per year.

AMR continues to collect and return equipment belonging to first responder agencies as required.

PATIENT FEES

AMR correctly billed contract-approved patient charges in 99.92% of cases. As required, no discounts for service were offered. All of the 0.08% of incorrectly-billed invoices were corrected.

Records of the number of requests for fee adjustment or payment plans for hardship cases were maintained as requested by EMS. To date, 638 requests were made. In 41 cases (6.4%) no adjustment was made. In 543 cases (85.1%), complete or partial reductions in charges were made, totaling \$283,468. In 45 cases AMR allowed a reduced payment schedule.

The EMS Program received three to four complaints per year regarding the ambulance service charges. Most complaints were regarding the amount of the charge; one involved a collection problem. All charges were correct except for one case being billed at the regular rate when the patient was a pre-paid Paramed (AMR membership program) member. All complaints were successfully addressed.

FINANCIAL REQUIREMENTS

At the time of this report AMR met all of the three fail-safe franchise conditions:

1. There are no liens or encumbrances reported on any of AMR's equipment. Multnomah County is listed on vehicle titles as a security interest per contract requirements.
2. AMR has obtained the required \$2,750,000 letter of credit payable to Multnomah County should AMR default on the contract. The EMS Program is in possession of the letter.
3. An agreement is in place for a conditional lease for the equipment used in providing medical response to 9-1-1 calls. This agreement is filed at the EMS office.

In addition to the above, there are various insurance requirements in the contract. All required insurance certificates were provided to the EMS Program; Multnomah County is listed as the certificate holder on all documents. This will allow Multnomah County to be notified if the insurance is canceled for any reason.

FINES

The contract calls for specific fines to be levied for failure to meet certain response time requirements of the contract. There was one fine levied for failure to meet the monthly 8-minute response time standard and one fine for needing to employ mutual aid from another provider on one call. There were \$241,225 in fines, at \$35 per minute levied for individual late urban calls in excess of 12 minutes.

QUALITY IMPROVEMENT

The Multnomah County Continuous Quality Improvement (CQI) Committee assists the EMS Medical Director in coordinating quality improvement efforts in the County. The Committee evaluates the quality of care delivered by pre-hospital providers and the training needed by Emergency Medical Technicians (EMTs). AMR participates in the CQI process and provided EMS with all requested patient care reports and other data.

The EMS Medical Director reviews patient care records for every episode of patient care involving a cardiac arrest, need for airway management, and serious trauma. AMR continues to provide data in an electronic format which facilitates the Medical Director's review process. This data is being matched with data from Bureau of Emergency Communications, fire providers, the Oregon Health Division Trauma Registry and Death Registry. The EMS Program is in the process of matching data from these sources with other data on patient

outcomes from the receiving hospitals in order to provide better information on how to improve care.

With participation of the EMS Medical Director, AMR operates a separate quality assurance committee which reviews care of specific patients, as well as personnel and equipment issues. Data on specific classes of patients ("screens") are gathered and analyzed at the request of the EMS Medical Director. Data from screens is submitted to the Multnomah County CQI Committee for further analysis and system improvement.

PUBLIC EDUCATION

The required public education plan was submitted by AMR. Their records show they have exceeded the implementation requirements of the plan.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Declaring Intent to Extend the Agreement for Exclusive Emergency Ambulance Service, Contract No.0506046 with American Medical Response Northwest (AMR) and Authorizing Negotiations for Extension

The Multnomah County Board of Commissioners Finds:

- a. On September 1, 2005, the County entered in to Contract 0506046 with AMR, providing exclusive emergency ambulance service through 911.
- b. Section 9 of the agreement provides it will terminate August 21, 2010 unless extended and Section 9 provides:

“Extensions may be granted under the following conditions:
Both parties give notice of their intent to renew at least 10 months before the end of the contract term;
Extensions are made under mutual agreement;
Each extension is an independent decision and made at the discretion of COUNTY;
and
The PROVIDER has been in substantial compliance with the terms of the agreement.”
- c. The Board wishes to give notice of intent to extend the Agreement.
- d. The Contract Compliance Committee and the EMS Program Office of the Health Department shows AMR in compliance with the contract.
- e. MCC 21.421 provides that the EMS program office is responsible for administration of the emergency ambulance service contract.

The Multnomah County Board of Commissioners Resolves:

- 1. The Board declares its intent to extend the Agreement for Exclusive Emergency Ambulance Services, Contract No. 0506046 and authorizes the EMS Administrator to enter into negotiations with AMR to extend the Agreement for three years from September 1, 2010 through August 31, 2013.

ADOPTED this 15th day of October, 2009

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____

Jacqueline A. Weber, Assistant County Attorney

SUBMITTED BY:

Lillian Shirley, Director of the Department of Health

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 09-127

Declaring Intent to Extend the Agreement for Exclusive Emergency Ambulance Service, Contract No.0506046 with American Medical Response Northwest (AMR) and Authorizing Negotiations for Extension

The Multnomah County Board of Commissioners Finds:

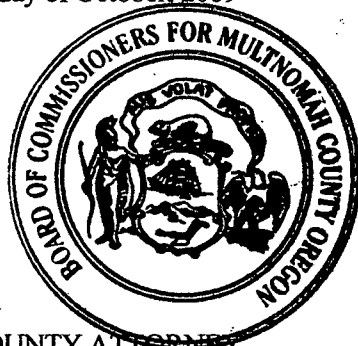
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Each extension is an independent decision and made at the discretion of COUNTY;
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- c. The Board wishes to give notice of intent to extend the Agreement.
- d. The Contract Compliance Committee and the EMS Program Office of the Health Department shows AMR in compliance with the contract.
- e. MCC 21.421 provides that the EMS program office is responsible for administration of the emergency ambulance service contract.

The Multnomah County Board of Commissioners Resolves:

1. The Board declares its intent to extend the Agreement for Exclusive Emergency Ambulance Services, Contract No. 0506046 and authorizes the EMS Administrator to enter into negotiations with AMR to extend the Agreement for three years from September 1, 2010 through August 31, 2013.

ADOPTED this 15th day of October, 2009

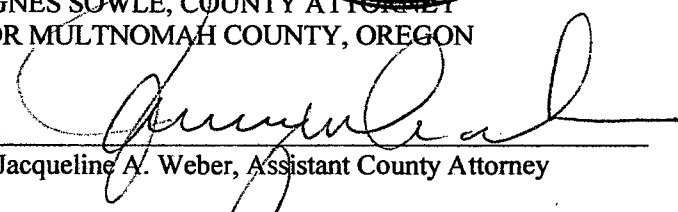


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Jacqueline A. Weber, Assistant County Attorney

SUBMITTED BY:
Lillian Shirley, Director of the Department of Health



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (revised 09/22/08)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-8
Est. Start Time: 10:00 AM
Date Submitted: 10/06/09

Agenda Title: **PROCLAMATION Declaring the Week of October 19, 2009 Save for Retirement Week in Multnomah County, Oregon**

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 10 minutes
Department: DCM Division: Finance & Risk Management
Contact(s): Mindy Harris
Phone: 503.988.3786 Ext. 83786 I/O Address: 503/531
Presenter(s): Mindy Harris

General Information

1. What action are you requesting from the Board?

Adoption of Proclamation

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

National Save for Retirement Week is the first congressionally endorsed, national event formally calling on employers to promote the benefits of saving for retirement, and encourage their employees to take full advantage of employer-sponsored plans.

Goals for National Save for Retirement Week are:

- Help raise employee awareness of the need to save now for their future financial security
- Promote the benefits of getting started early saving for retirement
- Encourage employees to take full advantage of their employer-sponsored plans by

- increasing their contributions
- Creating a culture that promotes and values saving in the workplace and the community

This proclamation declares the week of October 19, 2009 as Save for Retirement in Multnomah County, with the goal and intent of helping raise awareness and understanding by County employees and workers throughout our community of the importance of taking personal responsibility for saving for their future.

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

None

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

None

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

The County's financial services providers for our Deferred Compensation Plan and representatives from Social Security, PERS, Employee Health Benefits and other partners are supporting our employee brown bag education and a financial fitness fair open to all employees during the designated week.

Required Signature

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

Mindy Hume

Date: 10/01/09



Multnomah County Deferred Compensation Program

2009 National Save for Retirement Week

October 18 - 24, 2009

Date	Time	Class Title	Description	Location	Street Address	Presenter
October 19, 2009 Monday	12:00 to 1:00	OPSRP Early Career	For Oregon Public Service Retirement Plan (OPSRP) members. Topics include: OPSRP overview, for members hired on or after August 2003; OPSRP membership details and benefits; The Individual Account Program (IAP).	Multnomah Bldg Boardroom 1st Floor	501 SE Hawthorne Blvd Portland, OR 97214	Darrell Jabin
October 20, 2009 Tuesday	10:00 to 2:00	Financial Fitness Fair	Stop by the fair and meet representatives from the following: *Deferred Compensation (Advantis Credit Union, Hartford, ING) *Multnomah County Benefits *County Retiree Benefits Program *Financial Lending Institutions (Homestreet Bank, Advantis & Point West Credit Union) *Social Security Administration *HRA/VEBA (how and when to access funds)	Lincoln Building Pine Room 1st Floor	421 SW Oak Portland, OR 97204	
October 21, 2009 Wednesday	10:00 to 2:00	Financial Fitness Fair	Stop by the fair and meet representatives from the following: *Deferred Compensation (Advantis Credit Union, Hartford, ING) *Multnomah County Benefits *County Retiree Benefits Program *Financial Lending Institutions (Homestreet Bank, Advantis & Point West Credit Union) *Social Security Administration *HRA/VEBA (how and when to access funds)	Multnomah Bldg 5th Floor Lunchroom	501 SE Hawthorne Blvd Portland, OR 97214	
October 22, 2009 Thursday	12:00 to 1:00	Social Security	What you need to know about your Social Security benefits. Your entitlement and payout amount, taxes and earnings limits, benefits to family members, disability benefits, Medicare coverage. There will also be time for Q&A with the speaker.	Lincoln Bldg Columbia Conf Rm 1st Floor	421 SW Oak Portland, OR 97204	Alan Edwards
October 27, 2009 Tuesday	12:00 to 1:00	Social Security	What you need to know about your Social Security benefits. Your entitlement and payout amount, taxes and earnings limits, benefits to family members, disability benefits, Medicare coverage. There will also be time for Q&A with the speaker.	Multnomah Bldg Boardroom 1st Floor	501 SE Hawthorne Blvd Portland, OR 97214	Alan Edwards
October 28, 2009 Wednesday	12:00 to 1:00	PERS Mid-Career	For Tier One and Tier Two members who are more than five years away from retirement. Topics include: The Individual Account Program (IAP); retirement benefit calculator; planning for the future; and understanding your retirement income.	East Precint Community Room	737 SE 106th Avenue	Dan Gregory



BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. _____

Declaring the Week of October 19, 2009 Save for Retirement Week in Multnomah County, Oregon

The Multnomah County Board of Commissioners Finds:

- a. The week of October 19, 2009 has been designated National Save for Retirement Week by the United States Senate and by the United States House of Representatives.
- b. Saving for one's retirement is a key component to overall financial health and security during retirement years.
- c. The cost of retirement continues to rise and Americans are living longer, thereby requiring higher rates of saving for longer periods of time to meet their income needs in retirement.
- d. Many workers have experienced declines in their retirement savings accounts as a result of the economic downturn over the past year, making continued contributions and long term strategies more important now than ever before.
- e. Recent data from the Employee Benefit Research Institute indicates that less than two-thirds of American workers and/or their spouses are currently saving for retirement, and the actual amount of retirement savings of the American worker lags far behind the amount that is realistically needed to adequately fund retirement. Other data indicates that 75% of workers who have saved for retirement expect to have to continue working during their retirement years.
- f. Multnomah County has a voluntary deferred compensation savings plan that offers employees a wide variety of investment options and a robust educational program. The Plan enjoys participation and savings rates that are generally double the national averages for state and local government plans.

The Multnomah County Board of Commissioners Proclaims:

The week of October 19, 2009 is Save for Retirement Week in Multnomah County. Multnomah County supports the goals and ideals of National Save for Retirement Week, including raising public awareness about the importance of adequate retirement savings and financial security in retirement.

ADOPTED this 15th day of October 2009.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Ted Wheeler, County Chair

Deborah Kafoury,
Commissioner District 1

Jeff Cogen,
Commissioner District 2

Judy Shiprack,
Commissioner District 3

Diane McKeel,
Commissioner District 4

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. 09-126

Declaring the Week of October 19, 2009 Save for Retirement Week in Multnomah County, Oregon

The Multnomah County Board of Commissioners Finds:

- a. The week of October 19, 2009 has been designated National Save for Retirement Week by the United States Senate and by the United States House of Representatives.
- b. Saving for one's retirement is a key component to overall financial health and security during retirement years.
- c. The cost of retirement continues to rise and Americans are living longer, thereby requiring higher rates of saving for longer periods of time to meet their income needs in retirement.
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- e. Recent data from the Employee Benefit Research Institute indicates that less than two-thirds of American workers and/or their spouses are currently saving for retirement, and the actual amount of retirement savings of the American worker lags far behind the amount that is realistically needed to adequately fund retirement. Other data indicates that 75% of workers who have saved for retirement expect to have to continue working during their retirement years.
- f. Multnomah County has a voluntary deferred compensation savings plan that offers employees a wide variety of investment options and a robust educational program. The Plan enjoys participation and savings rates that are generally double the national averages for state and local government plans.

The Multnomah County Board of Commissioners Proclaims:

The week of October 19, 2009 is Save for Retirement Week in Multnomah County. Multnomah County supports the goals and ideals of National Save for Retirement Week, including raising public awareness about the importance of adequate retirement savings and financial security in retirement.

ADOPTED this 15th day of October 2009.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

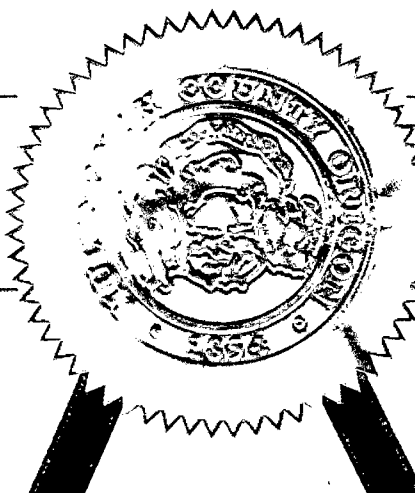

Ted Wheeler, County Chair


Deborah Kafoury,
Commissioner District 1


Judy Shiprack,
Commissioner District 3


Jeff Cogen,
Commissioner District 2


Diane McKeel,
Commissioner District 4





MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (revised 09/22/08)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-9
Est. Start Time: 10:10 AM
Date Submitted: 09/09/09

Agenda Title: Administrative Review Update and Briefing

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 20 minutes
Department: Non-Departmental Division: Chair's Office
Contact(s): Carol M. Ford, Administrative Review Project Manager
Phone: 503-988-3312 Ext. 23605 I/O Address: 501/4
Presenter(s): Jana McLellan, Chief Operating Officer, Carol M. Ford, Administrative Review Project Manager and Bob Thomas, Facilities and Property Management Director

General Information

1. What action are you requesting from the Board?

No Board action required.

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

On May 19, 2009, COO Jana McLellan presented the "Administrative review – An Agenda for Business Improvement" to the Board as a part of the FY2010 Budget process and analysis.

The Administrative Review report contains recommended priorities in both the near term and throughout FY2010 as the first steps to transform the County's business model. Investments now in staff resources, technology and infrastructure will establish the County as a leader in the delivery of business services during difficult economic times and make it possible to better afford what we do and to better support county core services.

The top priorities include:

- Undergo a **thorough analysis of Internal Services with external resources** to align affordability with service deliverables.
- Optimize the County's **facilities footprint space utilization** focusing on the greatest

- potential savings and maximized usage.
- Assign largest countywide enterprise system, **SAP** to the CIO who will integrate it into the overall reorganization of IT services.
- Set County **Span of Control** benchmarks in order to utilize this best practice tool in the overall management of the County.
- Assure that every Multnomah County **employee will receive a performance review in FY2010.**
- Implement **Contract Action Team recommendations.**

The purpose of this briefing is to update the Board on progress in the six top priority areas (See Attachment 1) and to focus on:

A. Internal Services Business Process Re-engineering

Delivery of cost efficient and customer service focused internal and administrative services is a great challenge facing Multnomah County. The goal of the Business Process Re-engineering (BPR) project is a system-level change to transform the current business models in order to reduce County costs over time, improve responsiveness to customer requirements and open opportunities for partnerships outside the County organization. We are looking for a consultant with proven success in business process re-engineering to design and implement a new business model that meets the County's goal.

The Facilities & Property Management (FPM) division of the Department of County Management (DCM) has been selected for business process re-engineering in this project. But it is important for the County to be able to use the model in other County internal and administrative services, including but not limited to, information services, fleet, records, store, distribution, human resources, finance and budget. Throughout this project, we will be building the County's capacity for managing implementation of the new business model in other internal and administrative service areas. The contractor will model and coach FPM and other internal service representatives on change management and project management best practices.

Carol M. Ford will present highlights and answer questions at the briefing.

B. Optimization of the County facilities footprint.

In order to reduce the ongoing costs of County vacant building space, Facilities & Property Management (FPM) initiated last spring an extensive process of Space Optimization across the County building portfolio. Space Optimization will be a multi-year process with periodic gains along the way. Currently the process includes updating and clarifying administrative policies on County space allocation, understanding departmental business needs and identifying specific projects to reduce County vacant space.

FPM will work with departments on specific opportunities at time of lease terminations, filling unoccupied space and emptying buildings destined for disposition, while still meeting their business needs. As a part of the goal of reducing County facilities space, FPM is looking at new innovative work station designs. Departments are encouraged to look at their service delivery and consider alternative work space designs that further reduce the County's building footprint. Currently, FPM is working with DCJ, the MCSO and IT on projects to relocate staff aimed to reduce overall need for County building space over the next two years.

Bob Thomas, FPM, will present highlights and answer questions at the briefing.

Jana McLellan, COO, will also update the Board on other activities that are underway to build on County employees' energy and knowledge that created nearly 600 cost saving ideas during the budget process and to drive innovation and creative thinking in the County.

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

The intent of work in the Administrative Review's priority areas is to reduce and better manage the County's future business support costs and to improve performance and quality of County direct and support services. \$150,000 was approved in the FY2010 budget for Business Process Re-Engineering to help achieve these goals.

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

To achieve the Administrative Review goals, the Chair's Office will be updating a number of administrative policies and procedures that clarify roles and responsibilities in business support services, starting the facilities area.

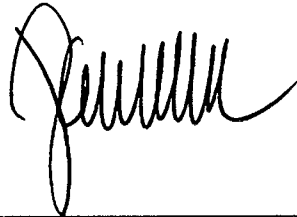
There are no legal issues involved at this time.

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

COO Jana McLellan and Carol M. Ford will meet with the Central Citizens' Budget Advisory Committee to brief them on the Administrative Review priorities. Based on their budget work with departments and agencies, they are also a source for cost saving or service improvement ideas.

Required Signature

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



Date: 09/09/09

**ATTACHMENT 1 –
Administrative Review Update on Top Priorities**

Functional Leads	Administrative Review Priorities	September 10, 2009 Updates
Carol M. Ford, Project Mgr		
Jana McLellan	1. Internal Services	<p>This priority is to better manage internal services costs and to improve customer responsiveness. We will look for increased competitiveness, greater customer choice, and better management of demand levels as well as service costs.</p> <p>Internal Services Business Process Re-Engineering (BPR) proposals are due Sept 14. Process will select a new business model for Facilities & Property Management that is transferable to other internal services and to select the best consultant to assist implementation. Work is to begin by December 2009. Departments and agencies will be involved in the selection and implementation.</p>
Bob Thomas	2. Space Optimization	<p>Development of policy, procedures and guidelines underway. Working with customers through the Operations Council and their Facilities Subcommittee.</p> <p>Starting specific Space Opt projects with DCJ, IT and MCSO.</p>
Sherry Swackhamer	3. SAP	<p>The reporting relationship for SAP moved to IT on July 1, 2009, per the Admin Review recommendation. A draft vision for SAP has been drafted and will be vetted through the current Steering Committee, ITAB and the SAP team.</p> <p>Recommendations for the appropriate governance model are being discussed with the current Steering Committee and Information Advisory Board (ITAB). ITAB represents all departments and agencies.</p>
	4. Span of Control	Central HR meeting with departments and agencies to go over span of control issues in September and October. Departments and agencies deciding who to include in these meetings (may be Ops Council members).
Jana McLellan	4a. Benchmarks	As per the Admin Review, Departments and Agencies will meet with COO in December to review span of control issues.
Travis Graves	4b. Management & Exec Class/ Comp Study	Kickoff planned for early September. Project plan and scope being finalized. Advisory team of Department Directors identified.
Travis Graves	4c. Correct Allocation of Positions	Central HR meeting with departments and agencies to go over correct allocation of positions in September and October. Departments deciding who to include in these meetings.
Travis Graves	5. Performance Assessment	Central and department HR are working together to determine quarterly reporting process. First report complete in October.
Mindy Harris	6. Implementing Contract Action Team Recommendations	The Contract System Redesign project functions with an Advisory Committee which consists of 9 representatives from Departments and Agencies. Their first meeting is on 9/10.



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (revised 09/22/08)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-10
Est. Start Time: 10:30 AM
Date Submitted: 10/07/09

Agenda Title: **First Reading of a Proposed ORDINANCE Establishing Vehicle Registration Fees (Multnomah County Code Sections 11.250-11.256) for Construction of a New Sellwood Bridge**

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: October 15, 2009 Amount of Time Needed: 1 hour
Department: Non-Departmental Division: Commissioner Kafoury and Chair Wheeler
Contact(s): Nancy Bennett
Phone: (503) 988-4435 Ext. 84435 I/O Address: 503/600
Presenter(s): Karen Schilling

General Information

1. What action are you requesting from the Board?

Approve first Reading of an Ordinance Establishing Vehicle Registration Fees for Construction of a New Sellwood Bridge.

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

The Sellwood Bridge is at a critical juncture with the Locally Preferred Alternative being selected in early 2009. For the work to continue, the County needs to have a Funding Plan in place for the remainder of the work items to continue to construction. The 2009 legislature passed HB2001 which allows counties over 350,000 to enact a vehicle registration fee (VRF) during the next four years. Revenues from a local VRF are restricted to replacing the Sellwood Bridge. In addition, the bill included \$30 million to help fund the interchange of Highway 43 at the west end of the bridge.

The City of Portland has agreed to contribute \$8M per year for 20 years which will allow the County to bond \$100M. Clackamas County has expressed their support for enacting a VRF since many of

the Sellwood Bridge users are Clackamas County residents. This is the first reading of the ordinance for Multnomah County to enact a VRF.

The project's next major milestone is to complete a Final Environmental Impact Statement (EIS), a plan the federal government must approve before construction can begin. The Final EIS will be submitted to the Federal Highway Administration in 2010. Federal approval is expected in Summer/Fall of 2010. After approval, the county can use federal funds already secured to buy right of way and design the project. If funding is secured, construction can begin in 2012.

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

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

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

A hearing will be held in conjunction with the first and second reading of the ordinance. In addition a briefing with public testimony was held on October 8, 2009 to allow citizens, partner jurisdictions and stakeholders to provide input to the County.

Required Signature

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

Deborah Koffmy

Date: 10/07/2009

TED WHEELER

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. _____

Establishing Vehicle Registration Fees (MCC §§ 11.250-11.256) for Construction of a New Sellwood Bridge

The Multnomah County Board of Commissioners Finds:

- a. Building and maintaining highways and bridges are essential to sustaining the quality of Oregon's highway infrastructure, which is vital to the state, counties and municipalities to support commerce, tourism and the safe transportation of people and goods.
- b. County taxes and other revenues have not been sufficient to provide funding for maintenance and replacement of the bridges Multnomah County is obligated to maintain, and in particular have not been sufficient to replace the Sellwood Bridge.
- c. The Sellwood Bridge is the County's top transportation priority with a sufficiency rating of 2 out of 100.
- d. Replacing the Sellwood Bridge will ensure that all modes of transportation have safe passage and that businesses will be able to continue operating.
- e. Oregon Laws Chapter 865 (2009), effective September 28, 2009, grants to counties with a population of 350,000 or more the authority to enact an ordinance establishing vehicle registration fees for the purpose of designing, replacing and acquiring necessary property for engineering and constructing a bridge and its approach that crosses the Willamette River in the City of Portland.
- f. A county vehicle registration fee of \$38.00 for each two year registration period would become a dedicated revenue source for replacement of the Sellwood Bridge in Multnomah County and would contribute to local matching funds required to obtain federal funds.
- g. Pursuant to 2009 Oregon Laws, Chapter 865, the County will enter into an intergovernmental agreement with the Oregon Department of Transportation (department) by which the department will collect the fees and pay them to the county.

Multnomah County Ordains as follows:

Section 1. MCC Chapter 11, Revenue and Taxation, is amended to add the following subchapter:

MOTOR VEHICLE REGISTRATION FEE

§ 11.250 AUTHORITY.

This ordinance is adopted pursuant to the authority granted by Oregon Laws Chapter 865 (2009).

§ 11.251 PURPOSE.

The purpose of this ordinance is to provide funds for the designing, replacing, acquiring necessary property for, engineering and constructing a new Sellwood Bridge and approaches. Except for motor vehicles registered as government-owned vehicles under ORS 805.040, the Sellwood Bridge will be restricted to motor vehicles with a gross vehicle weight rating of 26,000 pounds or less.

§ 11.252 DEFINITIONS.

(A) "Motor vehicle" shall have the meaning given in ORS 801.360.

(B) "Registration" or "register" shall have the meaning given in ORS 801.410.

§ 11.253 FEE IMPOSED; EXEMPTIONS.

(A) Subject to the exceptions in paragraph B, a vehicle registration fee is imposed on every motor vehicle registered with the State of Oregon Department of Transportation where the address on the application for registration or the renewal of registration is in Multnomah County.

(B) The following motor vehicles are exempt from the vehicle registration fee:

- (1) Snowmobiles and Class I all-terrain vehicles;
 - (2) Fixed load vehicles;
 - (3) Vehicles registered under ORS 805.100 to disabled veterans;
 - (4) Vehicles registered as antique vehicles under ORS 805.010;
 - (5) Vehicles registered as vehicles of special interest under ORS 805.020;
 - (6) Government-owned or operated vehicles registered under ORS 805.040 or 805.045;
 - (7) School buses or school activity vehicles registered under ORS 805.050;
 - (8) Law enforcement undercover vehicles registered under ORS 805.060;
 - (9) Vehicles registered on a proportional basis for interstate operation;
 - (10) Vehicles with a registration weight of 26,001 pounds or more described in ORS 803.420
- (10) or (11);
- (11) Vehicles registered as farm vehicles under the provisions of ORS 805.300;
 - (12) Travel trailers, campers and motor homes.

§ 11.254 AMOUNT OF THE FEE.

At the time a motor vehicle is first registered or at the time of registration renewal, the applicant shall pay a county vehicle registration fee of \$38.00 for each two year registration period. This fee is in

addition to other fees required to be paid to that State of Oregon under 803.420. The fee shall be collected by the Department of Transportation on behalf of the County.

§ 11.255 AGREEMENT WITH THE OREGON DEPARTMENT OF TRANSPORTATION.

Pursuant to ORS 801.401, the County shall enter into an intergovernmental agreement with the Oregon Department of Transportation ODOT for collection of the fees.

§ 11.256 USE OF PROCEEDS

The net proceeds of the fees collected under this subchapter shall be used exclusively to pay the cost of designing, engineering, acquiring necessary property for, and constructing the new Sellwood Bridge.

Section 2. The Board Clerk is directed to file a copy of this Ordinance with the Oregon Department of Transportation.

Section 4. The effective date of this ordinance is September 1, 2010.

FIRST READING: October 15, 2009

SECOND READING AND ADOPTION: October 22, 2009

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By John S. Thomas, Deputy County Attorney

SUBMITTED BY:
M. Cecilia Johnson, Director
Department of Community Services

#1

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: OCT 15 09

R-10
SUBJECT: VEHICLE REG FEE - Seaside Bridge

AGENDA NUMBER OR TOPIC: R-10

FOR: _____ AGAINST: X THE ABOVE AGENDA ITEM

NAME: TERRY PARKER

ADDRESS: P.O. Box 13503

CITY/STATE/ZIP: PORTLAND OR 97213-0503

PHONE: DAYS: 503 284-8742

EVES: _____

EMAIL: Lustomercerupn@hotmail.com

FAX: _____

SPECIFIC ISSUE: ALL MODES/MODE USERS SITTING PM

WRITTEN TESTIMONY: YES

IF YOU WISH TO ADDRESS THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

**TERRY PARKER
P.O. BOX 13503
PORTLAND, OREGON 97213-0503**

**Subject: Testimony to the Multnomah County Board on Sellwood Bridge Funding
October 15, 2009**

It seems as if you people have been taking your cues from the Bernie Madoff school of financial scams. Implementing a local vehicle registration fee on motor vehicles as the only local method for funding a replacement Sellwood Bridge is your basic ponzi scheme. With the current design that has been chosen for the new bridge, motorists have the least to gain but will be saddled with the heaviest debt burden and all the local taxes.

If I knew a good lawyer that would work pro-bono, I would take the county to court for allocating more than the constitutionally permissible one percent of motor vehicle tax revenues that can be diverted from roads and roadway bridges, and used for bicycle and alternative infrastructure.

A multi-modal bridge requires a multi-modal tax funding plan. Half or more of the bridge is being allocated for non-motor vehicle use with bike lanes, super-sized sidewalks and even streetcar tracks imbedded in the roadway, that if ever used, will unduly create more congestion.. Therefore, half or more of the cost of the bridge needs to come from directly assessing the non-motor vehicle users – the deadbeat bicyclists, residents in the Sellwood neighborhood whom are likely to be pedestrians on the bridge, and transit passengers.

This is not Nottinghamshire or the Sherwood Forest and you are not Robin Hood or some of his merry followers. However, having the entire cost of this project coming mostly from motorist paid taxes and fees, you are advocating a form of thievery in this motor vehicle owner fleecing.

It is time to stop treating alternative transport users with special privileges and immunities that allows them to avoid paying their share of transportation taxes. The whole unbalanced Sellwood Bridge funding scheme lacks equity and discriminates against motor vehicle owners. Additionally, the argument that most bicyclists also own a car lacks credibility. If bicycle owners are exempt from paying registration fees on their bicycles, then too should any individual that owns more than one car or truck needs to be exempt from paying a local motor vehicle registration fee on more than one of their vehicles. .

Clearly many in the general populous are fed up with alternative transportation advocates freeloading and dominating the appointments on transportation committees. Additionally they are fed up with bicyclists acting like spoiled little children whom expect mommy and daddy – in this case the taxpayers – to pay for the specialized infrastructure they clamor for and claim as their own.

The bottom line is the social engineering that attempts to control and dictate how people move about needs to stop and come to an end. The socialist mindset that is now trampling the liberties and principals this country was founded upon must be round flied. Bicycle infrastructure needs to be directly paid for by bicyclists that use it, overly-wide sidewalks need to be exclusively paid for by the Neighborhoods that want them, and any transit infrastructure needs to be paid for by transit users themselves. As it applies to the Sellwood Bridge replacement; half of the funding or more needs to be levied on the alternative transport modes.

Respectively submitted,

Terry Parker

#2

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 10/15/09

SUBJECT: Sellwood Bridge/Vehicle Fee

AGENDA NUMBER OR TOPIC: 919 fee for Sellwood Bridge R-10

FOR: X AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: LAURA JACKSON

ADDRESS: 4323 SE TAGGART ST

CITY/STATE/ZIP: PORTLAND OR 97206

PHONE: _____ DAYS: 503-754-1480 EVES: _____

EMAIL: laura@corvid-consulting.com FAX: _____

SPECIFIC ISSUE: Fee is a reasonable investment in safety

WRITTEN TESTIMONY: _____

IF YOU WISH TO ADDRESS THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

#3

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 10/15/09

SUBJECT: Sellwood Bridge / Vehicle Fee

AGENDA NUMBER OR TOPIC: R-10

FOR: X AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: Brian Wilson

ADDRESS: 2958 SW DOSCH RD

CITY/STATE/ZIP: PORTLAND

PHONE: _____ DAYS: 503 227 8600 EVES: 503 807 3521

EMAIL: brian@kalbererco.com FAX: _____

SPECIFIC ISSUE: _____

WRITTEN TESTIMONY: Please pass the fee increase -
it is one of several critically needed
funding mechanisms to complete a
new bridge.

IF YOU WISH TO ADDRESS THE BOARD:

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4. If written documentation is presented, please furnish one copy to the Board Clerk.

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2. Written testimony will be entered into the official record.

#4

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 10/15/09

SUBJECT: Sellwood Bridge / Vehicle Fee

AGENDA NUMBER OR TOPIC: R-10

FOR: ☒ AGAINST: ☐ THE ABOVE AGENDA ITEM

NAME: ERIC MILLER

ADDRESS: 1541 SE MALDEN ST

CITY/STATE/ZIP: Pdx, OR 97202

PHONE: _____ DAYS: _____ EVES: _____

EMAIL: _____ FAX: _____

SPECIFIC ISSUE: _____

WRITTEN TESTIMONY: _____

IF YOU WISH TO ADDRESS THE BOARD:

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#5

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 10/15/09

SUBJECT: Sellwood Bridge / Vehicle Fee

AGENDA NUMBER OR TOPIC: R-10

FOR: ☒ AGAINST: ☐ THE ABOVE AGENDA ITEM

NAME: Heather Koch ("COOK")

ADDRESS: 1326 SE Tenino St

CITY/STATE/ZIP: Portland OR 97202

PHONE: DAYS: 503.539.4208 EVES: _____

EMAIL: _____ FAX: _____

SPECIFIC ISSUE: _____

WRITTEN TESTIMONY: _____

IF YOU WISH TO ADDRESS THE BOARD:

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MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (short form)

Board Clerk Use Only

Meeting Date: 10/15/09
Agenda Item #: R-11
Est. Start Time: 11:30 AM
Date Submitted: 10/06/09

Agenda Title: Recap Briefing on Latino Heritage Month for Multnomah County

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

Requested Meeting Date: October 15, 2009
Amount of Time Needed: 20 Minutes
Department: Non-Departmental
Division: Commissioner Districts 2 and 1
Contact(s): Marissa Madrigal & RJ Cervantes
Phone: 503-988-6786 Ext. 86786 I/O Address: 503/600
Presenter(s): Marissa Madrigal and RJ Cervantes

General Information

1. What action are you requesting from the Board?

None.

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

Latino Heritage Month was celebrated from 9/15/09 to 10/15/09 and this briefing will serve as a recap for the Board to learn about the festivities and events that were held over the period of that month. We will also show a brief film about the Micro Mercantes program hosted by Hacienda CDC. After the film there will be a short testimony from a representative of the program to discuss how it has been beneficial to them. At the end of the briefing, we are offering the Board and the audience a chance to eat tamales prepared by the Micro Mercantes program.

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

None

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

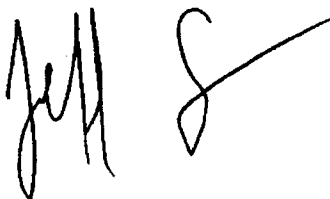
None

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

Representatives of the Hacienda CDC Micro Mercantes Program will come and testify about their experiences with the program and how it has been beneficial to their income growth, and community development.

Required Signature

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



Date: 10/06/09

