

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Friday, July 13, 2001 1:02 PM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; BALL John; RAKOWITZ John A; LINN Diane M
Cc: BOGSTAD Deborah L; WARREN Dave C; BOYER Dave A; TUNEBERG Kathleen A
Subject: A&T Response to Board Question at the May 23rd Budget Worksession

During DSS's budget worksession, Commissioner Cruz asked, "Why do you have to pay cash (as opposed to a check or credit card) for marriage licenses?"

Kathy Tuneburg from A&T has provided the following response:

"While many processes related to issuing Marriage Licenses are governed by statute the type of payment we can accept is not. The County used to accept checks for Marriage License payments. However, fifteen to twenty years ago a decision was made to accept only cash.

We were experiencing an increasing number of returned checks. Couples in the process of getting married are quite often closing out checking accounts for various reasons: moving out of state, changing names, combining finances, etc. We were spending more and more time trying to locate these individuals. Sometimes we got lucky and they would cover the check and the return fee but it became more common to be unable to recoup the funds. The County has no recourse or leverage with which to make them pay. We were receiving reduced revenue and increasing the cost of what revenue was received.

We have no reason to think the situation would change should we consider accepting checks again. The approximate annual funds collected from the \$60 marriage license fee are the General Fund (\$25) with \$151,250, Court Conciliation Services (\$10) with \$ 60,500, and Domestic Violence Program (\$25) with \$151,250 . This revenue would be reduced by whatever level of uncollectible checks occurred.

The "cash only" policy really receives very few customer complaints. The "cash only" requirement is stated in the Marriage License information telephone recording and on the forms available in the A&T lobby or that are mailed out. Additionally, an ATM is conveniently located at the front of the building.

However, if situations arise where not taking a check would create a problem for a customer we will take them. We can track any return check activity and report back on it.

With regard to debit/credit cards, businesses accepting credit cards are assessed a "discount fee" of 1 1/2 to 3 % of each transaction amount. Each debit transactions incurs a \$.42 charge. By law this fee cannot be passed along to the cardholder. So this would be an additional cost of doing business and/or reduction of revenue. Also, current requirements are that both services must be used (i.e. debit cards cannot be offered without also offering credit card services).

Please let me know if I can provide any further information.

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Wednesday, May 23, 2001 12:41 PM
To: BOGSTAD Deborah L
Subject: FW: Finance Response to Board Questions-- May 1 Budget Worksession

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

From: DARGAN Karyne A
Sent: Tuesday, May 22, 2001 11:13 AM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; FARVER Bill M
Cc: WARREN Dave C; JOHNSON Cecilia; SIMPSON Thomas G; BOYER Dave A
Subject: Finance Response to Board Questions-- May 1 Budget Worksession

Following, please find a response to the May 1 budget worksession from the Finance Office. Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.



IBM Migration Funding
Plan.doc...



IBM Migration cost est
Apr 200...



Master Budget
Worksession Ques...



MULTNOMAH COUNTY, OREGON

COUNTY COMMISSIONERS

BILL FARVER, CHAIR
PAULINE ANDERSON, DISTRICT #1
SERENA CRUZ, DISTRICT #2
LISA NAITO, DISTRICT #3
LONNIE ROBERTS, DISTRICT #4

DEPARTMENT OF SUPPORT SERVICES

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PORTLAND, OR 97293-0700
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MEMORANDUM

TO: Board of County Commissioners

FROM: Dave Boyer, Finance Director

DATE: May 20, 2001

SUBJECT: IBM Migration Plan Funding

Over the last two years portions of the assessment and taxation and the financial systems have migrated off the mainframe. The County is currently spending about \$1,400,000 to support the remaining applications residing on the IBM mainframe. It is estimated that it will cost approximately \$7,900,000 to move the remaining systems off of the mainframe.

It is estimated that it will cost \$4,400,000 to migrate the Sheriff's Office off the mainframe. Attached is an analysis to migrate the Sheriff's Office applications off the mainframe.

\$996,847 from the 1998 and 2000 Certificates of Participation (COP) issues have been allocated to migrate the remaining assessment and taxation systems and records systems off the mainframe.

The other two system that need to be transferred is the fixed asset system and health information system.

- The fixed asset module was purchased from SAP but was not implemented in the first phase of MERLIN. The estimated cost to implement this module is estimated to be \$400,000.
- The County is currently in the process of partnering with Oregon Community of Health Information Network (OCHIN) to find a Statewide solution for a health information system. \$1,500,000 of the 1998 COP has been allocated to this project. At the current time final costs to move the health system off the network is not known. Tom Fronk is the lead County person working on this effort. Lisa Yeo and Dave Boyer are also involved with County negotiations. (Very rough estimate of additional amount needed is \$600,000)

We are recommending that the following funds be allocated to develop or purchase applications to replace the remaining applications on the mainframe. In fiscal year 2002/03 we are recommending that we issue a bond in the amount of \$2,467,825 to complete the funding of the migration off the IBM mainframe. The initial payment would be due the following year to coincide with the savings from being off the mainframe. Once the migration is complete and the bonds are paid, the County will be saving about \$1,800,000 per year. The second table represents the estimated cash flow for migrating off the mainframe.

Funding Source Table

Funding Source	Amount
Funds allocated from 1998 COP	\$1,740,260
Funds allocated from 2000 COP	756,590
Interest Earnings from 2000 COP issue	800,000
Issue costs 2000 COP	344,876
East County Sheriff's Office planning	747,908
Balance from Inverness Jail	64,232
Balance from Juvenile Justice Complex	25,017
Issue costs from 1996 PS Bond issue	53,292
Interest Earnings from 1996 PS Bond issue	900,000
Bond issue in year two	2,467,825
Total Estimated Cost	\$7,900,000

Cash Flow Table

Fiscal Year	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07
Cost Avoidance being off Mainframe	\$ 0	\$ 0	\$1,366,000	\$1,534,450	\$1,725,545	\$1,800,000
Debt Service (Paid off in three years)	0	0	(940,000)	(940,000)	(940,000)	0
Planning for East County SO Facility	0	0	(380,000)	(367,908)	0	0
Unallocated Savings	\$ 0	\$ 0	\$ 46,000	\$ 226,542	\$ 785,545	\$1,800,000

The following is information regarding the Migration of the Sheriff's Office:

Sheriff's Office Migration Off Mainframe

Results of our IBM migration planning meeting on April 5th

Attended: Larry Aab, Patti Snyder, Andy Potter, John Kavarinos, Rick Jacobson, Dave DeVore, and Lisa Yeo

Unable to Attend: Tim Rowan

Executive Summary:

OTO cost increases from \$3.6M to \$4.4M over first 2 years (explanation below).

Should also add contingency funding (being estimated).

IBM Mainframe Funding

Still assumes Health Dept funding replacement of HIS separately.

We now have a complete list of smaller applications that must also be moved off the IBM mainframe. Getting cost estimates for moving Fixed Assets to Merlin.

Others to be moved include several A&T programs, archiving of data from LGFS and GEAC, possible Elections and DES Plat programs. Investigating.

Sheriff Noelle expected to approach the Chair's office about funding and scheduling this work to begin July 2001.

All departments are in agreement that movement off the mainframe should proceed.

Notes from our meeting:

1. Finalized cost estimate for moving Sheriff's systems, DA's system, and DSS-Justice off the mainframe to other platforms. Only significant change was increase in OTO from \$3.6M to \$4.4M due to changes in DA's system replacement plans. The DA's office will replace the mainframe DACTS system with a turnkey package called CRIMES requiring additional cost of software licenses for 275 users (\$330K OTO, \$49K ongoing), and the addition of \$500K OTO for 4 FTE business analysts for 2 years from the DA's office to participate in this conversion (cannot do without backfill due to budget/staff cuts). **Revised cost analysis attached below.**

2. Health Dept has started looking at the functionality in HIS that the OCHIN system might not provide, and how they will provide this without the mainframe available. Tim submitted the attached document after the meeting (**attached below**).

3. Reviewed complete list of other (smaller) applications needing to be moved off the IBM mainframe. Developing cost estimates for moving Fixed Assets to Merlin, for archiving data from GEAC and LGFS, and for replacing the IBM-based Decision Analyzer reporting tool and Mobius imaging/report management tool. Awaiting response from Elections, DSCD, and A&T on plans to move their remaining programs.

4. "Hidden" Costs. All of DA's costs are covered in the above estimate. Sheriff's costs for MCSO staff to participate in new system design, testing, training and documentation preparation are not included, but cannot be estimated by Patti Snyder at this time.

5. All agreed we're ready to move forward with this project given funding, starting July 2001 if possible. Sheriff Noelle expected to talk with Bill Farver about possibility of funding in FY 01-02.



MULTNOMAH COUNTY OREGON

DEPARTMENT OF SUPPORT SERVICES
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BOARD OF COUNTY COMMISSIONERS
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TO: Dan Noelle
Mike Schrunk
Lillian Shirley
Cecilia Johnson

FROM: ISD Senior Management

DATE: February 2001

SUBJECT: IBM Mainframe Transition

The purpose of this analysis is to determine the potential cost savings of moving County business applications off the IBM mainframe and onto less expensive "platforms" (UNIX and NT).

Summary of Analysis

Eliminating the IBM mainframe saves \$1.5 million per year in personnel, hardware and software costs. The annual hardware and software costs for replacement servers (UNIX and NT) for SWIS, DACTS, and DSS-Justice will total less than \$100,000 per year, resulting in a net gain of \$1.4 million per year.

One-time-only conversion costs of \$3.6 million must be expended during the first two years. The "break even" point (where the OTO costs are recovered from resultant savings) occurs between the 4th and 5th year. During the first five years, the net savings is \$1.5 million. During the following 5 years, nearly \$11 million in savings would be realized.

It is assumed that the Health Department will migrate the Health Information System (HIS) off the County's IBM mainframe within the first two years, either by replacing it with new software (assuming funding is available) or by contracting with another organization such as OHSU to run the current software (at a cost comparable to current ISD service reimbursement).

Explanation of Attached Spreadsheets

The portion of the ISD budget that supports all central County systems (i.e. the hardware, the operating system software, and the operations staff) is \$4.5 million. This does not include applications programming staff.

Over the next five years, the County can expect significant annual inflationary increases in the IT budget. We have estimated inflation at 8% (personnel), 5% (hardware maintenance), and 15% (software maintenance). These increases for hardware and software are typical for the industry, but are probably understated given that our contract on the IBM mainframe expires in 2002 and will have to be renegotiated. The increases for personnel are probably also understated since IT salaries have been increasing by 11% to 17% per year due to supply and demand conditions in the IT market, and the cost of medical benefits continues to skyrocket.

If the County is going to lower the cost of IT services by taking advantage of the technological changes that are driving the computer industry, we (Multnomah County) need to consider migrating the business applications that run on the IBM mainframe to a less expensive platform (UNIX and NT). This migration will require "one time only" conversion costs estimated at \$3.6 million plus ongoing annual maintenance of \$60,000 (subject to inflation). That investment will result in a lower annual expense of \$1.4 million, resulting in reduced cost allocations (service reimbursements) to the County departments for ISD "basic services."

Spreadsheet #1

- The first section, labeled "Current Tech-Support Budget (with IBM)", is the actual budget for next year projected out for the next five years. There is no growth, other than inflation, and no major reductions planned.
- The second section, labeled "Migration Costs/Savings", reflects the OTO costs and the subsequent savings of making those investments. These costs are detailed in Spreadsheet #2. The savings are in hardware maintenance, software maintenance, and personnel. Staff supporting the data center will be reduced from 18 to 14 FTE.
- The third section, labeled "Tech-Support Budget (without IBM)", is a summation of the first two sections, or a five-year projection of the savings based on the OTO expenses.

Spreadsheet #2

- This is a detailed breakdown of the estimated costs for programming, new hardware, and software (database) by application. This accounts for the \$3.6 million dollar OTO investment.

Other Assumptions:

- The DA will migrate the current DACTS system instead of buying a shrink-wrapped application package or migrating to its recently purchased CRIMES system.

- The Sheriff and DA will minimize maintenance and further enhancement of the current SWIS and DACTS systems during the first two years to enable some of the existing programmers to be redeployed to the conversion project.

IBM Mainframe Transition

Cost Analysis

Current Tech-Support Budget (with IBM mainframe)							
		FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	Total
1	Personnel	1,438,797	1,553,901	1,678,213	1,812,470	1,957,467	8,440,848
2	H/W	1,209,253	1,269,716	1,333,201	1,399,862	1,469,855	6,681,886
3	S/W	1,736,142	1,996,563	2,296,048	2,640,455	3,036,523	11,705,731
4	Capital	181,000	190,050	199,553	209,530	220,007	1,000,139
5	Conversion	0	0	0	0	0	0
6	New H/W&S/W	0	0	0	0	0	0
	Total	4,565,192	5,010,230	5,507,015	6,062,316	6,683,852	27,828,605
Migration Costs/Savings							
		FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	Total
1	Personnel	0	0	-380,000	-410,400	-443,232	-1,233,632
2	H/W	0	0	-98,511	-103,437	-108,608	-310,556
3	S/W	0	0	-1,030,089	-1,184,602	-1,362,293	-3,576,984
4	Capital	0	0	0	0	0	0
5	Conversion	2,769,000	1,654,000	0	0	0	4,423,000
6	New H/W&S/W	0	124,000	142,600	163,990	188,589	619,179
	Total	2,769,000	1,778,000	-1,366,000	-1,534,449	-1,725,545	-78,993
Tech-Support Budget (without IBM mainframe)							
		FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	Total
1	Personnel	1,438,797	1,553,901	1,298,213	1,402,070	1,514,235	7,207,216
2	H/W	1,209,253	1,269,716	1,234,690	1,296,425	1,361,246	6,371,330
3	S/W	1,736,142	1,996,563	1,265,959	1,455,853	1,674,231	8,128,747
4	Capital	181,000	190,050	199,553	209,530	220,007	1,000,139
5	Conversion	2,769,000	1,654,000	0	0	0	4,423,000
6	New H/W&S/W	0	124,000	142,600	163,990	188,589	
	Total	7,334,192	6,664,230	3,998,415	4,363,878	4,769,719	27,130,433
Inflation rates:							
	Salary Inflation	0.08					
	H/W Inflation	0.05					
	S/W Inflation	0.15					

IBM Mainframe Transition

Cost Analysis

	Application Conversion Costs			First year	Second year	Total
	SWIS					
1	5.5 FTE - current application staff					
2	1 FTE - remain on maintenance					
3	4.5 FTE move to conversion staff					
4	14,976 hrs - add contractors to conversion			1,123,200	1,123,200	2,246,400
	DACTS					
5	1.5 FTE - current application staff					
6	.5 FTE - remain on maintenance					
7	1 FTE move to conversion					
8	3,744 hrs - add contractors to conversion			280,800	280,800	
8a	Crimes Software licenses (275 seats)			330,000		
8b	Business analysts (4 FTE)			250,000	250,000	1,391,000
	DSSJ					
9	4,000 hrs - contractor staff			300,000	0	300,000
	HIS Replacement					
10	Existing staff			0	0	0
11	Contractors			0	0	0
	Application sub-total			2,284,000	1,654,000	3,937,400
12	ISD rate	50				
13	Contractor rate	75				
	New Hardware/Data Base Costs			Hardware	Software¹	
				*****First Year Costs*****		
	SWIS					
1	2 application servers (1 prod, 1 test - NT - 4 cpu's)			50,000	60,000	
2	1 DB server - UNIX 4500 - 4 cpu's			150,000	70,000	
3	1 DB test server - UNIX 220 - 1 cpu			17,000	18,000	
	DACTS					

IBM Mainframe Transition

Cost Analysis

4	1 application server			0	0	
	DSS-J					
5	1 Staging server -UNIX 450 - 4 cpu's			50,000	70,000	
	HIS					
6	2 application servers	<i>estimated cost</i>	50,000	0	0	
7	1 DB server		150,000	0	0	
8	1 DB test server		50,000	0	0	
	Hardware & DBMS sub-total			267,000	218,000	485,000
	Conversion total			2,769,000	1,654,000	4,423,000
	¹ Software includes database licenses (DB2) and Web software (Websphere)					

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Wednesday, May 23, 2001 12:41 PM
To: BOGSTAD Deborah L
Subject: FW: Finance Response to Board Questions-- May 16 Budget Worksession

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

From: DARGAN Karyne A
Sent: Wednesday, May 23, 2001 12:23 PM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; FARVER Bill M
Cc: WARREN Dave C; JASPIN Michael D; LEAR Wendy R; JOHNSON Cecilia
Subject: Finance Response to Board Questions-- May 16 Budget Worksession

Following, please find a response to the May 16 budget worksession from the Finance Office. Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.

Response from Wendy Lear, Division Manager Operations and Support Services

#32. Provide additional information on CFS GF expenditures, direct and indirect; include information on how CFS made 7% target.

Our CGF Support, after adjusting for annualizations and OTO funding decreased \$1.1 million from FY01 or a drop of about 4%. However, our CGF indirect grew because of service expansion on Federal and State funded projects, where County indirect is not paid in full, and our Departments indirect rate went up this year. The growth in Indirect combined with the real reduction in support showed a net loss of .4% over last year. Had I thought about it, the graph would have just compared CGF support and all other revenue, which would have been a truer depiction of our revenue trend for programs and services for the past five years. I have attached the revised graph. Keep in mind however, the graph just compares CGF between years and does not account for annualization or OTO, which is why the net change between this year and last is less than 4%.

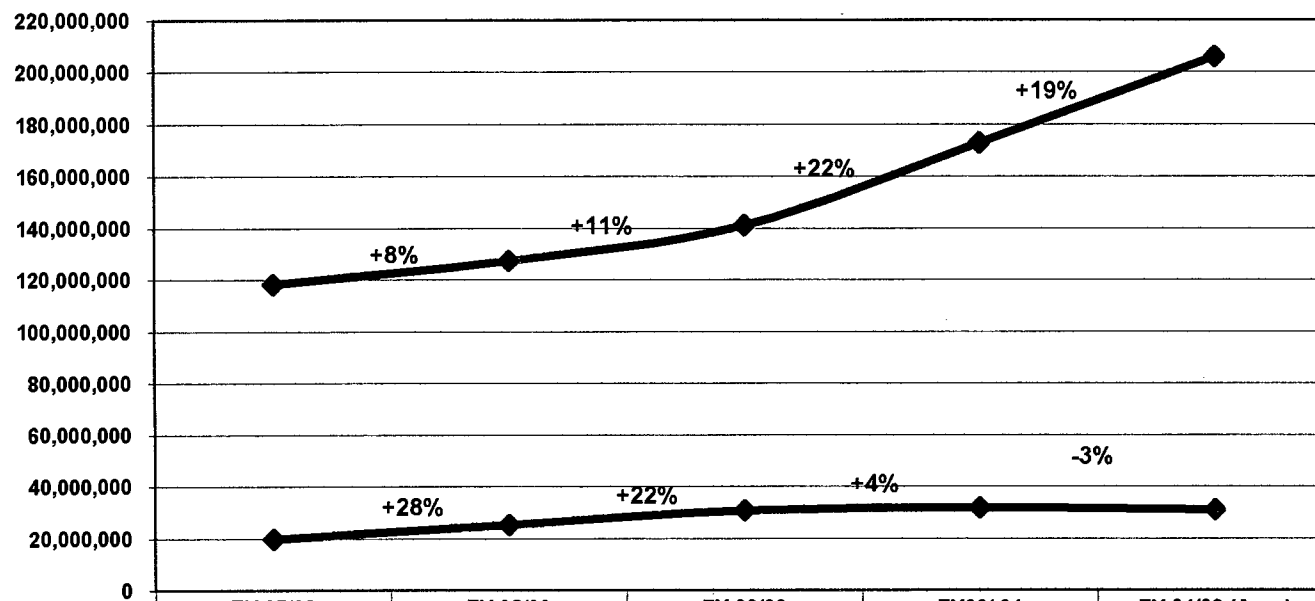
Please let me know if you have questions or need additional information.



Bgt vs CGF(Less
Ind).xls



Master Budget
Worksession Ques...



◆ Total Budget	FY 97/98	FY 98/99	FY 99/00	FY00/ 01	FY 01/02 (Appr)
	118,380,932	127,514,720	141,385,815	172,835,630	206,037,689
◆ CGF (Less Ind)	FY 97/98	FY 98/99	FY 99/00	FY00/ 01	FY 01/02 (Appr)
	19,844,717	25,343,987	30,806,134	31,910,551	31,102,149

MEMORANDUM

TO: Interim Chair Bill Farver
Interim Commissioner Pauline Anderson
Commissioner Serena Cruz
Commissioner Lonnie Roberts

FROM: Commissioner Lisa Naito

DATE: May 18, 2001

SUBJECT: Response to Budget for Commission on Children, Families and Community
Proposal to Add Back Key Services for Children and Families

The County faces significant budget reductions that will result in lay-offs of county staff, and painful cuts in services across all departments. As a result, I have been looking more carefully at all budgets for opportunities to improve services, reduce administrative costs, and minimize the loss of critical services. I recognize that the proposed budget for the Commission on Children, Families and Community (CCFC) already reflects reduction, but believe we can make further improvements.

Board Responsibility

The Board of County Commissioners is responsible for the coordinated comprehensive plan for addressing the needs of children and their families, through its local commission on children and families. The Board is also responsible for ensuring that policies and funding are congruent with one another. The budget of the CCFC should be brought into alignment with state-mandated expectations of local commissions. The CCFC budget should be rewritten to prioritize core services and realign staffing to legislated mandates and local priorities.

Mission of Commissions on Children and Families

The Children's Care Team was formed in 1991 to develop systems that better meet the needs of children and their families. I was a legislative member of the Children's Care Team and a proponent of legislation forming the commissions on children and families. They were formed to ensure local planning, integrate funding streams and coordinate services for children and their families.

The goal of local commissions is to support children and their families from prenatal through age 18. The local commission is envisioned to be the leader of comprehensive planning for services. They are charged with bringing together people and organizations to plan and coordinate resources and efforts.

State Policies

The 1999 legislature passed SB 555 into law. Relevant provisions include:

“...The **main purposes** of a local commission on children and families are to promote wellness for the children and families in the county or region, to mobilize communities and to develop policy and oversee the implementation of a **local coordinated comprehensive plan**.... A local commission shall:

- (a) Inform and involve citizens;
- (b) Identify and map the range of resources in the community;
- (c) Plan, advocate and fund research-based initiatives for children who are 0 to 18 years of age and their families;
- (d) Develop local policies, priorities and measurable outcomes;
- (e) Prioritize activities identified in the local plan and mobilize the community to take action;
- (f) Prioritize the use of non-dedicated resources;
- (g) Monitor implementation of the local plan;
- (h) Monitor progress of and evaluate the outcomes identified in the local plan....” (Section 13. ORS 417.775)

“...The **local coordinated comprehensive plan** shall include:

- (B) **Provisions for a continuum of social supports** at the community level for children from the prenatal stage through 18 years of age and their families, that takes into account areas of need, service overlap, asset building and community strengths...
- (C) **An early childhood system plan**....” (Section 13. ORS 417.775)

State law specifies the role and responsibilities of **county boards of commissioners**. The most relevant sections of SB 555 are included below:

“(3) **Funds payable to implement local coordinated comprehensive plans shall be paid to the county. The board or boards of county commissioners are responsible for the expenditure of such funds subject to county budget and fiscal operating procedures.**” (Section 11. ORS 417.760)

“(b)The county board or boards of commissioners shall be responsible for providing the **level of staff support** detailed in the local plan and shall ensure that funds provided for these purposes are used to carry out the local plan.” (Section 13. ORS 417.775 (5) (b))

Planning

Planning should be a major focus of the local commission. While several major planning initiatives for children and youth have taken place in recent years, the local commission has not been the lead planning force. The CCFC has been very supportive of the proposed Early Childhood System of Support, involved with homeless youth system planning and coordination, and juvenile services planning. However, it is time for the local commission to take a lead role in implementing these systems plans.

There is currently a need for school-based services planning. The county, cities, and community volunteers all provide services in schools. At the same time, these services are not well coordinated. There are also major unmet needs in the areas of core services among school age children and their families. These needs should be identified and quantified. Resources can be maximized by improving coordination of services, and much work needs to be done to develop a strategic plan for school-age children. The CCFC should take the lead role in planning these school-based efforts.

Budget Revisions

Staffing Recommendations

Since planning for children and youth is the key mission for the CCFC, the excellent commission staff should be re-deployed to support the planning efforts. I propose aligning CCFC staff as follows:

- ***Poverty Advisory Committee***
Ensure that 1 FTE professional staff is devoted to the Poverty Advisory Committee. This committee should address major issues, including attracting business and well-paying jobs, housing with particular attention to special needs, integrating services with housing, and energy. Funding for the position is already provided by the Department of Community and Family Services.
- ***Implement State Planning for Children 0 to 18 Years***
 - (a) 1 FTE to coordinate the **Oregon Children's Plan**. This is already covered in the proposed budget through the position that is housed in the County to do this work. The county provides approximately \$160,000 in county general funds to the CCFC, that should cover this position.
 - (b) 1 FTE professional staff for the **Early Childhood Care and Education Council** to implement the Early Childhood Framework plan. This active volunteer committee of the CCFC requires adequate staffing. They are poised to take responsibility for the systems planning and coordination of the Early Childhood Vision, Goals, and Strategies Framework, which entails an immediate need for full-time staffing.
 - (c) 1 FTE devoted to **school-age children and their families** for planning and coordination. The CCFC should be in the position to be the lead planner for this effort to involve schools, state services, county, cities, parents, non-profits and other community groups that support school age children.
 - (d) 1 FTE devoted to **youth-related planning and coordination, including the Youth Advisory Board**, to address the following areas:
 - homeless youth system
 - juvenile justice
 - school retention and school-to-work initiatives
 - health and behavioral health services for youth

- (e) 4 FTE for administrative staffing (1 FTE Director, 2 FTE Administrative Secretaries, 1 FTE Finance Coordinator)

- ***Projected Savings***

Current staff could thus be reduced by 3.3 positions. Public affairs and media coverage could be purchased from the county Public Affairs Office for approximately \$35,000. The total results in savings of **\$179,500**.

Program Recommendations

The CCFC currently operates two programs, Take the Time and Early Words. I do not believe the CCFC should directly operate programs. I have expressed this concern to CCFC leadership in the past. Operation of direct programs impairs the objectivity of the planning process and diverts staff from the primary mission of the commission, which should be planning and coordination. The CCFC will value its own employees and programs over others in the community.

Specifically, I propose the following:

- ***Early Words***

This early literacy program would be more appropriately placed with the county Library Early Childhood Programs. They have in place many related programs, and this initiative is an excellent fit. We want to help all county residents to form a lifelong connection with books and reading. Our libraries are a focal point for that goal. Separation of Early Words from our existing early childhood programs further exacerbates fragmentation of systems, and we lose opportunities to gain capacity through a coordinated approach.

- ***Take the Time***

I applaud the assets survey and believe that it has lead to some increased awareness of the needs of school-age children. But I also believe that the link of the assets to the parents and communities must be more targeted and strategic. The current marketing approach is ineffective in my view. I recommend that Take the Time be reconfigured as follows:

- (a) Continue to fund the small-grants program, and shift responsibility for the process to Community and Family Services.
- (b) Provide an estimated \$50,000 for materials related to assets used to engage parents, volunteers and the community with school age children.
- (c) With the removal of \$108,000 earmarked from Portland Public Schools for this program, this results in savings of **\$551,939**.

Total Staffing and Program Reductions = \$731,439

I propose we reinstate funds that have been cut from the following critical services for children and youth:

Olds Nurse Home Visiting Program in N. Portland (Prenatal and infant nurse home visits)	\$250,000
Connections Program for Young Parents	\$106,000
SKIP Health and Developmental Screenings	\$ 35,000
Portland Early Intervention Program & Multnomah Early Childhood Program	\$147,000
Native American Youth Association (NAYA) (Student retention)	\$ 32,314
Native American Rehabilitation Association (NARA) (Child care for children of parents in residential A&D treatment)	\$ 31,844
OregonCares (Local match for state funds for quality child care initiative, pending legislation)	<u>\$ 50,000</u>
Total	\$652,158

I suggest the balance be put in early childhood prevention programs in alignment with the early childhood planning efforts underway.

06/12/01
File



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS

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TO: Board of County Commissioners

FROM: Kathleen Innes

TODAY'S DATE: June. 18, 2001

SUBJECT: Report for 02-HD-PA-07 Funds for Coalition of Community Health Clinic/ Development of Data Management

Attached is the report on amendment 02-HD-PA-07 Funds for Coalition of Community Health Clinic/
Development of Data Management

**Statement of Need and Proposal Narrative
for Carryover of \$30,215
from Contract # 0010364 with the Coalition of Community Health Clinics.
(Outside In serving as fiscal agent for this contract)**

In Fiscal Year 2000-2001 the Coalition of Community Health Clinics received a contract from Multnomah County for \$145,000 for Quality Improvement and the Development of Data Management capabilities of the Coalition. The Contract included funding for the employment of a Data Management Technician, and a Clinical Operations Analyst, and \$35,000 for the purchase of hardware and software, and Quality Improvement project expenses for the ten Coalition Clinics. At the conclusion of this fiscal year, there will remain \$30,215 unspent, which we are requesting be carried over to the new year.

During budget discussions this year with the Director of Primary Care it was agreed that \$50,000 for Coalition infrastructure including Data Management and Quality Improvement would be established as a line item in the Primary Care budget, which would continue annually. For this year a request would be made that the unspent remainder of the \$145,000 allotted for 2000-2001 (\$30,215) be carried over. No additional add package would be requested, and the Coalition would tithe and seek other funding sources to meet the rest of it's operating budget. The total County contribution to Coalition Data Management and Quality Improvement for 2001-2002 would be \$80,215, a 45% reduction over last year's County support. The reasons for these decisions were as follows:

- The Coalition has met or exceeded the goals of last year's work plan.

- Rapid and exciting changes in the Healthcare Safety Net environment necessitate continued capacity building of the Coalition and deepening partnership with MCHD, for mutual support around a shared mission.

- Specific emerging Projects will require increased coordination, planning and data collection of the Coalition clinics this year. They include: OCHIN, Communities in Charge, Federal Financial Participation , Family Planning Expansion Project, SCHIP II, HRSA/Safety Net.

- Though increased environmental demands require a larger Coalition operating budget this year, expected revenues from the above, will allow the Coalition to contribute to it's own administration. Much less is needed from the County than last year's contribution of \$145,000. The \$30,215 carry over is still vitally necessary.

A Statement of Work for the upcoming year is attached. Reports of the Data Management and Quality Improvement Project accomplishments for Fiscal year 2000-2001 to-date are also attached.

Draft Statement of Work
Contract #4600001660 (formerly 0010364)

1. Contractor shall perform the following work:

Contractor will receive will receive quality improvement funds as an agent for the Coalition of the Community Health Clinics.....

A. Employ a 1.0 FTE Data Management Technician who will provide the following services:

- 1) Work with Data and Practice management systems development projects of OCHIN and Communities in Charge to explore and facilitate coordination with Coalition Data Systems.
- 2) Develop Coalition Clinic Data Systems' capacity to participate in FPEP, FFP, and other reimbursement programs involving community clinics.
- 3) Establish network connectivity and e-mail capacity of all Coalition Clinics.
- 4) Conduct an unduplicated count of all Coalition patients.

B. Coordinate Purchase of components to improve capacity of data management system, i.e., hardware, software, additional tools associated with system development.

C. Subcontract will professional consultants to develop Coalition capacity to sustain administration and generate revenue including:

- 1) FPEP, FFP
- 2) Improved Pharmaceutical purchase rates and contracts
- 3) Grant writing
- 4) Statewide Healthcare Safety Net organization and participation
- 5) Develop Coalition organizational structure
- 6) Participation with Communities in Charge and OCHIN

D. Reporting. 1) Contractor's Data Management Technician shall share with COUNTY Coalition Coordinator a copy of written report prepared monthly for the Coalition of Community Health Clinics on their work progress; 2) Contractor will share with COUNTY Coalition Coordinator a copy of written report prepared monthly for the Coalition of Community Health Clinics on work progress related to development of administration, organization and revenue generation; 3) By July 30, 2002, CONTRACTOR shall submit to COUNTY Coalition Coordinator, in a format to be determined by COUNTY, a final summary report on results of the activities funded under this contract.

The maximum payment under this Contract, including expenses, is \$80,215.00

Data Management Report

Charles Falk

Data Manager for the Coalition of Community Health Clinics

June 14, 2001

Relational Database Projects Created and Installed

➤ Volunteer Database



The Volunteer Database is used by Coalition personnel to track volunteers and their availability, approval status, specialty, accreditation, contact information, and tracking dates. The database was initially in Paradox format. The data was imported into a newly created Microsoft Access database and is operated from the Multnomah County Health Department by Coalition personnel. The initial contact person was Anne Stephanie and is now managed by Kristy Koia. The database utilizes forms and reports to help facilitate data entry and data retrieval. The database is essential for Coalition clinics to help staff their clinics with qualified personnel.

➤ Specialty Referral Database

The Specialty Referral Database is operated by Multnomah County's Information and Referral Department for Coalition Clinics in a multi user environment to schedule patients to a specialist. The database was originally in an a non-normalized FileMaker Pro database. The data was imported into a newly created Microsoft Access database. The database uses advanced calculations to streamline the data entry process by only allowing the viewing and data entry of patients within the allotted referrals allowed for any given month for a specialist. The database also tracks the amount of referrals not available by specialty and tracks the time spent by Information and Referral personnel in scheduling a patient. The daily data entry of patients is handled by the County's Information and Referral department while the specialist information is maintained by Coalition personnel situated at the Multnomah County Health Department. Training was provided to both the Information and Referral department and Coalition personnel. This project requires active communication between County, Coalition, Clinic, and Data Management personnel. The database is modified as the various groups meet to better serve patient needs.

➤ Old Town Database

The Old Town Database is operated by the Old Town Clinic in a multi user environment. The Database was initially in a non-normalized FileMaker Pro format. The data was imported into a newly created Microsoft Access database. The pre-existing data which included over 10,000 patients and 23,000 visits then needed to be tested and validated. The database uses advanced macro technology to increase data entry efficiency. Option boxes and validated drop down lists are used to adhere to Federally Qualified Health Center guidelines. Reports allow users to enter date ranges and other criteria in dialog boxes to retrieve necessary data. Training was provided to the Old Town Clinic staff to operate the database and to improve office efficiency.

➤ **Outside In Database**

The Outside In Database was originally in a non-normalized FileMaker Pro database format. The data was imported into a newly created Microsoft Access database. Over 6,000 patients and 20,000 visits needed to be tested and validated in the new system. A specialized reporting system was created to allow for querying multiple fields in a date range using a dialog box input form. The database stores demographic information like age, gender, race, and homeless status. The database also tracks income, follow up reminders, labs and their results, and vaccine information. Training was provided to the Outside In clinic staff to operate the database.

➤ **Portland Adventist Community Center Database**

The PACS database was originally in an Excel Spreadsheet. The data was extremely cumbersome to work with and there was no error protection. The data was imported into a newly created Microsoft Access database. The database tracks demographic data like age, race, gender, and location. Other information like diagnosis and insurance information is also tracked. Training was provided to operate the database.

➤ **Wallace Medical Concern Database**

The Wallace Medical Concern Clinic had no database before this project was started. They represented a truly unique environment to build a database that would fulfill their needs and at the same time not be constricted by prior database activity. They meticulously worked with the Data Management team to design the perfect database. The database goes beyond the general collection of demographic information. It includes a whole module for medicinal inventory and their dispensation. Providing detailed information about how and when the medicinals were acquired, their lot numbers and distributor/manufacture, and when and how their life cycle ended. The database also tracks prescription, referral, insurance, lab, and provider information for each visit. Reports are available to provide an instant medicinal inventory count and also to show who was given what medication and their quantity's. Various other reports like unduplicated patient count, encounters, ethnicity, insurance, and age are readily available by simply clicking on a button. Training was provided to operate the database in a multi user environment.

➤ **West Burnside Chiropractic Database**

The West Burnside Chiropractic Clinic had no database prior to the Data Management Project. A Microsoft Access database was created for them to track patient demographic information, insurance status, and chiropractic data. The database enables them to produce an unduplicated patient list, encounter figures, and track referral information. The database can be operated easily and

allows for both patient screening and database usage at the same time. Training was provided for the West Burnside Chiropractic personnel to operate the database.

Hardware Purchased and Installed

➤ Clinic

As part of the Data Management Project money was allotted for purchasing hardware to help improve data collection. This aspect of the contract was a very smart element as many clinics had very old hardware that could not handle today's powerful software. Clinics often relied upon charitable organizations to provide their hardware needs as most of their capital was needed to go for daily clinic operations. The Data Management Project allowed for clinics to receive modern state of the art computers, printers, and other devices that will allow them to operate efficiently for years to come. The Data Manager inspected each clinic and determined the best most cost efficient approach. Instead of buying the newest most expensive processors, slightly slower processors were purchased but with extra ram to insure speed and stability.

The Wallace Medical Concern has received two computers, two monitors, and a printer. Old Town Clinic has received one computer and monitor. West Burnside Chiropractic Center has received one computer and monitor, one 250mb Zip drive, one hub, and cabling (they also have received a free donated computer from the County). PACS has received one computer and monitor. Outside In has received two computers. Neighborhood Health Clinics has received one computer and one monitor.

The hardware project still has clinics that will need hardware. North Portland Nurse Practitioners will be receiving two computers and two monitors, a 250mb Zip drive, a network hub, and cabling. Outside In will be receiving a high capacity printer when they move to their new space. Wallace Medical Concern will be receiving a 250mb Zip drive to perform their backup needs. The process of determining needs, ordering, and installing items is a time consuming project. The scope of which goes beyond data collection and encompasses networking, electronic mail, internet access, file restoration, software installation, printer sharing, and general hardware moving and setting up. Clinics simply do not have the time or expertise to handle most of these projects. The Data Management Project has helped clinics reach beyond the scope of data collection and into office automation.

➤ Coalition Personnel

- Two laptop computers were purchased for the Data Manager and the Quality Assurance Coalition personnel. The laptops were essential for giving demonstrations and working in various office environments. They contain the

necessary screen size and processing speed to be useful as a desktop replacement for years yet were purchased from an off brand name to save money. The laptops contain 128mb of Ram (as do all desktops purchased), a fourteen inch screen, and between 400-500mhz Intel Celeron processors.

Current New Database Projects

➤ Naturopathic College of Natural Medicine Database

The Naturopathic College of Natural Medicine currently has no database system to track their *estimated* 6,000 visits a year. A Microsoft Access database is being designed to capture these visits and their associated demographic, diagnostic, and enabling services. The college is currently moving from its South East location closer downtown in the South West part of town. Once the move is complete the newly designed database will be installed and training will be provided. Considering the amount of annual encounters the college receives, collecting data will provide a very substantial statistical analysis for the Coalition and to the County. The data will provide a better understanding of who is using their college clinic and help better meet their needs.

➤ North Portland Nurse Practitioner Database

The North Portland Nurse Practitioner Clinic currently is using a database system by Medisoft. The database lacks the ability to modify fields and to provide the proper reports needed by the Coalition and County. The database is also disturbing in that the data that is entered is very difficult to retrieve for exporting. The project therefore required hiring a programmer to make the data available. The data is now ready to be imported into a new Microsoft Access database. The database will have a billing module for insurance or private payment. The database will also capture demographic and diagnostic information. Once the database is ready, hardware will be purchased to complete the update and training will be provided.

➤ Outside In Oregon Health Plan Database

Outside In is actively involved in signing patients up for the Oregon Health Plan. A database is being created to help facilitate the process. The database will capture basic demographic information and automatically provide follow up and other dates to help patients not only get on the Oregon Health Plan system but stay on it. Reports will be used to contact OHP and the patients to insure they are on the system.

➤ **Old Town Enabling Services**

A database is being designed to collect data for Old Town Clinic's enabling services that they provide. The data collected will be used in reports to better understand the growing trend of a new class of services provided at clinics.

Current Technical Projects

➤ **FPEP**

The FPEP project is currently only being performed at Outside In through Planned Parenthood in Eugene. The goal is to have more clinics access the FPEP program to increase revenue. Data Management, Coalition Clinics, and the County are looking at ways for individual clinics to automate the FPEP process through the use of technology. Meetings are currently under way to bring about a comprehensive technological solution to adding other Coalition Clinics into the FPEP program. The process could involve exporting of data through clinic databases to the County or directly accessing the Ahlers billing system through their proprietary software and telecommunications at each clinic. This is an exciting project and stands to be very beneficial to the Coalition Clinics that are actively attempting to join the program.

➤ **OCHIN**

OCHIN is a project that is currently in the process of upgrading practice management systems in Oregon, Southern Washington, and Western Idaho. They have 2 basic goals which are a data warehousing system and to bring about an affordable practice management system for the agencies and clinics involved in the project. Data Management has been working with OCHIN to provide the best bridge between the Coalition and OCHIN's goals. The process of data warehousing will require technological solutions to facilitate data transfer from the Coalition Clinics. Practice Management Software will need to be evaluated for consideration at individual Coalition Clinics.

➤ **Data Retrieval and Database Maintenance**



Every database created needs to have routine maintenance. The database will need to be repaired and compacted from time to time to ensure efficiency. Fields will need to be added or edited to reflect changing trends in the health care environment. Complicated reports will need to be created to satisfy clinic needs or outside agencies. Databases are not static or finite in their scope but represent infinite possibilities in data collecting and reporting. The Data Management Project recognizes these needs and attempts to modify the database and create new reports whenever the needs arise.

Recently a sophisticated system for creating medicinal labels was designed for the Wallace Medical Concern Clinic. The system can print multiple labels for an item by reading a field within the system. This removes the need for duplicating data entry. A report was also designed for Outside In that counted the number of encounters using income and dependants and determining their percent of poverty level. Another report was created that showed the amount of money generated by their various types of services and on particular days of the week. Old Town Clinic recently had created reports that showed the number of encounters matching diagnostic codes for mentally ill patients. They also had a report created that showed the number of unduplicated encounters that met a certain insurance and provider criteria. The Specialty Referral Database and the Volunteer Database were both recently converted to Microsoft Access 2000 to represent the changes in the County's version of Microsoft Office.

The Coalition is planning on releasing an unduplicated patient count for all its clinics in the near future. There are still many data goals to be achieved and the health field environment is ever changing and creating new challenges. Luckily Microsoft Access is an extremely flexible database that can grow and change with each clinic's needs.

➤ **Coalition Web Site**

The Coalition has plans to maintain a Coalition of Community Health Clinics web site. The goal is to inform the public of our locations and services and create a better presence within the business community. The web site will present pictures, directions, phone numbers, services, and other important information for each clinic. The internet offers this type of presence free and is a great tool to have at our disposal. Links will be created to other government agencies and email will be available for responding to questions.

An example of the data entry screen used by Old Town Clinic. Notice the advanced patient search box enabling the user to lookup patients by Social Security Number, last name, or birth day. The data entry screen also tracks percent of poverty, race, insurance information, Homeless scale, migrant, and interpreter status.

Microsoft Access - [Patient Search / Enter]

File Edit Window New Record Save Record End

PATIENT VISIT

Last Name Client Number SSN Birth Day (m/d/yyyy)

New Patient Open Form Close Patient # 30535

Print (Ctrl+P) Print Label Abort Delete Patient If

First MATILDA R Middle Last RAPHAEL R

Gender M F R Monthly Income 0.00

DOB 9/14/1980 R Insurance Number Insurance Company

Address HOMELESS City PORTLAND State OR Zip Phone

Homeless Indicator Homeless Not Homeless R Printed Y N

Emergency Contact Name EC Address EC Phone EC Relationship

Homeless Scale R Insurance Type 1 R Insurance Type 2 R Race R Dependents

1 Shelter 2 Transitional 3 Double Up 4 Streets 5 Other

1 Medicaid 2 Medicare 3 Private Insurance 6 None 7 Public Insurance

1 Medicaid 2 Medicare 3 Private Insurance 6 None 7 Public Insurance

Asian Black Caucasian Hispanic Native American Other Unknown

Interpreter Needed Y N Migrant Worker Y N

Percent of Poverty 1-100% 2-101-150% 3-151-200% 4-Above 200% R

Form View

An example of the Specialty Referral Database. The first picture is the main switchboard that enables users to quickly go to the desired specialty.

Specialty Referral Database - [Switchboard : Form]

File Edit View

A - N Query by Specialty O - Z

Close Database

Daily Referral Report

Remove Recent Referral

Go To Admin

Allergy	OB / GYN
Cardiology	Oncology
Colon/Rectal Surgery	Ophthalmology
Dermatology	Orthopedics
Ears, Nose, and Throat	Pain Control
Endocrinology	Pathology
Family Practice	Pediatrics
Gastroenterology	Ped. Cardiology
General Surgery	Ped. Neurology
Hematology/Oncology	Psychiatry
Internal Medicine	Pulmonary Disease
Nephrology	Radiology
Neurology	Rheumatology
	Urology

Form View

This second screen enables the user to enter a referral to a specialist. Notice how the system has a clock that starts when the form is opened. The ending time will be set once the form is closed. Reports can be run every month to determine total minutes and hours and breakdown by specialty. The user simply needs to enter the patients name, date, and referring clinic to complete a record. The specialist will not be viewable if their allotted referrals are exhausted for a month

Specialty Referral Database - [All Fields]

File Edit View

Beg Time 6/14/2001 2:09:34 PM
End Time 6/14/2001 2:09:34 PM

Clinic Name Allergy Associates Specialty Allergy

First Name Refer Alert Date Started 9/24/1999
Last Name Baker, Hassett, Noonan Referrals Accepted 6 Last Modified 9/25/2000

Area Several office locations
Phone 294-1867
Street 233 NW 18th and Everett
City Portland
State OR
Zip 97209

Fee Notes Location Notes Comments General Information

Fees Free or no fee
Fee Notes No charge if the client cannot pay.

☐ Required Field to Save Record

Referral Date	R	First Name	M.I.	Last Name	R	Referring Clinic	Language Req	Not Kept

Record: 1 of 2
The date of the referral

Wallace Medical Concern - [MedInventory]

SEARCH **MEDICAL INVENTORY**

by Lot#

Type Tablet ☒

Amount of Items 9

Count per Item 1

Name ACETAMINOPHEN 325MG Unit Tablet ☒

Brand

Lot # 0109017

Man.

Dist. UDL LABS INC.

Total Count of Item 9

Pending Total 1299

Receive 1/3/2000

Expire 6/2001

Donated ☐

Purchased ☒

Notes

Warnings

Adjustment Additional Supply Dispensed Off Shelf Destroyed Instructions

Inactive

Add Date	Label Units	Qty.	Per	Total	AddReason
1/7/2000	34	45	1530	New Batch	<input checked="" type="checkbox"/>
	0	0	0	Backorder	<input checked="" type="checkbox"/>
*	0	0	0		<input checked="" type="checkbox"/>

Total Additions 1530

Record: 1 of 2

Labels

Date: 1/3/2000

Amount: 9

Preview this Label

Labels in Data Range

Record: 1 of 216

Form View

Microsoft Word - Data Management Report 0614.doc

An example of Outside In's database. The date entry screen tracks useful information like insurance status, labs, FPEP eligible, homeless status, vaccines, and income status. The system automatically determines the patient's age and when the data was last modified.

Outside In Clinic Database - [Pinfo_Option : Form]

File Edit View Insert Format Records Tools Window Help

PATIENT INFORMATION

☐ Last Name
☐ Social Security Number
☐ Birthday M/D/YYYY

M/D/YYYY **SEARCH**

Notes | Payments | Allergies | Vaccines | Follow | Case Mgr | Me

First: Maria Birth Date: 4/7/1952
 M.I.: Gender: Female
 Last: Sanchez Phone:
 SSN: Area:
 Race: White US Citizen:
 Perm Res:

Address: 31209 Scappoose Vernonia HWY
 City: Scappoose
 State: OR Zip: 97056

Delete Patient New Patient
 Required Field Age: 49.18 2/11/2001

Vaccine Date

Record: 1 of 1

VISIT DATA

Copy/Add/Paste

Visit Date: 2/9/2001
 Clinic: Naturopathic
 OHP: Don't Know
 IF OHP Yes:
 Other Ins.: Don't Know
 If Other Yes, Name:
 Member:

New Visit: Confidential
 Homeless?: Yes
 Month Income: \$0.00
 Year Income:
 Supporting: 3
 FPEP eligible: Yes
 FPEP visit: infection Disease, off

Delete Visit
 Diag: LAB
 Vaginitis
 Record: 1 of 3

Form View

Quarterly Report
Quality Improvement – The Coalition of Community Health Clinics

Submitted by: Melissa Bosworth
October 2, 2000

Funding proposals:

HRSA/CAP grant for \$1 Million. Assisted with writing portions of the grant and editing the final version prior to submission to HRSA. Funding was approved.

Northwest Health Foundation emergency grant for \$5k to provide technical assistance and support to the Coalition's Specialty Referral Project. This grant has been drafted but not yet sent. Funding information was passed on to North Portland NP Clinic's contracted grant writer as a possible remedy to paying for the cost of their Metasoft data conversion in to a MS Access format.

Friends of Public Health special needs grant. Submitted a proposal for \$5k to extend the life of the Specialty Referral project (current spending levels will be expended in early spring, 2001—fully three months before the end of the fiscal year). Referred NARA to this funding source for the purchase of two pieces of clinic equipment requested by the Medical Director. Spoke with Shari Black (Executive Director) about an upcoming source of funds dedicated to programmatic funding. More information will be available in November, 2000.

Uniform data definitions:

Presented the federal definition of an "encounter" to Coalition members. Members agreed to utilize the uniform definition below with the following caveat (bold):

Encounters are defined to include a documented, face-to-face contact between a user and a provider who exercises independent judgment in the provision of services to the individual. To be included as an encounter, services must be documented in the patient's record.

Caveat: providers shall include "licensed alternative providers".

Policies/procedures:

- Drafted an "after hours" policy for clients of the PACS Family Health Center instructing clients where to seek care when the clinic is closed.
- Have researched sample EMR confidentiality policies for use as examples when creating the Coalition's policies allowing for the sharing of aggregate data. These policies will be shared with OCHIN as appropriate.

Program specific:

Upon discussion of the Medication Project's rapidly declining budget, have drafted a letter to the county outlining the problem and asking for support. This letter will include program statistics and will be reviewed by a Coalition subcommittee examining remedies to budget shortfall prior to being sent.

Cost savings:

Continue to work with Northwest Medical Teams in the distribution of pharmaceuticals to Coalition clinics.

Have researched RxAssist, a program that may help clinics access low or no-cost pharmaceuticals for their uninsured clients. This information will be shared at the October Coalition meeting.

Public relations/marketing:

Formally requested the county's graphic support at no cost and received word through Pam this is available to the Coalition.

Have drafted a clinic brochure for PACS Family Health Center as well as a Coalition brochure. Both are awaiting review and approval.

- Have created a template for gathering clinic-specific information from Coalition clinics to assist with preparing the Coalition's first annual report. The annual report will be available to the public at large as well as targeted audiences (e.g. legislators). The report will contain background information and statistical reports for each of the ten clinic members and will be available, timed with the start of the legislative session, in January, 2001.

Coalition-specific activities:

Odegarde award: Thelma Golden was nominated as the second annual award recipient. Have spoken with OPCA and Friends of Public Health regarding upcoming recognition events. Friends of Public Health is interested in working with us, yet, the organization is in the process of hiring a new Executive Director. This person should be on board by November, 2000. Friends has asked us to follow up at that time. Will begin identifying Thelma's friends and colleagues in preparation of the event.

Membership: Northwest Medical Teams has expressed interest in joining the Coalition. Membership materials have been forwarded.

David Isen of the Portland Alternative Health Center has expressed interest in joining. An invitation to attend a meeting has been forwarded.

Quarterly Report
Quality Improvement – The Coalition of Community Health Clinics

Submitted by: Melissa Bosworth
January 17, 2001

1. Fund development:

Submitted a special needs request for funding to **Friends of Public Health** on behalf of the Coalition for \$5,000 to augment the Medication Project's rapidly declining budget. The proposal was ultimately funded for \$3,000 with the promise of technical assistance and support from Friends allowing us to pursue cost-effective solutions to purchasing.

Submitted an emergency fund request to **Northwest Health Foundation** for \$1,200 on behalf of North Portland Nurse Practitioner's Community Health Clinic to pay for technical assistance in converting the clinic's irretrievable data from Medisoft (the clinic's current system) to a Microsoft Access compatible format (ensuring compatibility with other Coalition clinics). This proposal was funded for the requested amount, a contractor has been secured and the data conversion has begun.

2. Cost savings:

Met with owner/Pharmacist of ProCare to explore improved pricing. The owner wishes to "reaffirm his commitment" to the Coalition clinics by offering reduced pricing. Effective November 15, 2000 ProCare will offer pharmaceuticals to the Medication Project at their (ProCare's) acquisition cost plus \$3.50 per item dispensing fee. The first (partial month) statement NHC received on behalf of the Coalition showed significant savings reflecting this new pricing commitment.

3. Public relations/marketing:

Prepared the Coalition's first annual report. The report contains background on the Coalition as well as individual clinic profiles. The annual report will serve several purposes. It will be used as a means to disseminate information as well as a "marketing" piece for the ten member clinics. The annual report will be made available to Coalition members as well as the public in January, 2001, timed with the start of the legislative session.

4. Coalition business:

Specialty Referral Project: met with county staff and Charles regarding implementation of the newly designed database program. Agreements were made as to who would manage which piece of the project. Drafted and sent a memo outlining the changes to all stakeholders (Coalition members, MCHD key staff and I&R).

FY 1999-2000 summary: prepared and disseminated a summary on behalf of the Coalition to Multnomah County Health Department. This summary provides the number of primary care visits (allopathic and complementary/alternative) provided by Coalition clinics.

Coordinator proposal: assisted with the preparation of a proposal to fund the Coalition Coordinator position. This proposal was shared with Coalition members and county stakeholders. As no decision has been reached, the document will be used as a springboard for future discussions.

Odegaard award: began preliminary planning of the 2nd annual Odegaard award to be presented to Thelma Golden. The award will take place in early March, 2001 to coincide with International Women's Day.

Participation in meetings: Attended the *Free Clinics of the Western Region* meeting in San Francisco November 2-4, 2000. The meeting included tours of several of the free clinics in the San Francisco area as well as provided opportunities to discuss common issues such as data collection and analysis (the Coalition of Community Health Clinics is farther along than any other clinic participating in the session!).

Attending the *Consumers Addressing Access to Pharmaceuticals (CAAP)* meetings chaired by Ellen Pinney. The group is preparing organized responses to the rising costs of pharmaceuticals utilized by the insured, OHP-eligibles, underinsured, and uninsured persons. Possible remedies will be shared with policy makers statewide.

Quality Improvement Report March 19, 2001

Submitted by: Melissa Bosworth

1. Fund development:

Submitted requests for \$5,000 yearly in ongoing funds from all of the major health systems' hospital giving committees in the Portland metropolitan area to support the Coalition's Prescription Assistance Project. Requests were sent to Legacy Health System, Kaiser Permanente, Adventist Health and OHSU. A formal proposal to Providence Health System's Mission Integration program was also sent. John Duke will provide any needed follow-up on the proposals.

2. Annual Report:

Revisions have been made to the annual report and the report has been mailed to community leaders/Coalition partners. Clinic copies will be available today, March 19, 2001.

3. Coalition brochure:

Pam Waldman (MCHD) and I met with Kevin Kitamura (Multnomah County Public Affairs) to discuss revising the former Coalition brochure. Kevin has completed his first mock-up to the brochure and minor changes will be made. The brochure includes information about who we are, who we see and will include the map that appears in the annual report. In addition, the brochure provides an opportunity to contribute to the Coalition (via Neighborhood Health Clinics, Inc. as our fiscal agent). I will be meeting with Kevin tomorrow to discuss the minor changes.

The budget for printing the brochure is under discussion. As soon as a decision is made, the brochure will be available to all clinics within 2 weeks.

4. Odegard Award:

Approximately 35 persons attended the second annual Odegard Award. Thelma Golden, year 2000 recipient, was overwhelmed by friends and former colleagues' personal stories of how she impacted their lives through her positive attitude and years of volunteerism.

Master Tracking Sheet

Budget Worksession Follow-Up Questions

No.	Date	Commissioner	Respondent/ Dept	Completed	Question
1	5/1/01	Naito, Farver	Budget Office	Noted	Flag decision points when potential for urban renewal district property to come back on the tax rolls.
2	5/1/01	Cruz	MCSO	5/18/01	Issue paper on Pay to Stay; provide rough draft at MCSO budget session
3	5/1/01	Roberts	DCJ	5/22/01	Describe the issues that keep kids from going to school.
4	5/1/01	Naito	CFS		Historically, how have we funded our other community centers (i.e. Clara Vista, Brentwood Darlington). Who are our other partners? Provide details on the service components, funding capital contribution, other source (city) contributions?
5	5/1/01	Cruz	Chair/Budget		Provide FFP funding and develop language to create placeholder for Clara Vista and Rockwood concurrently if there is additional FFP funding.
6	5/1/01	Andersen	Budget Office	5/04/01	Create MH Council Follow Up session
7	5/1/01	Naito	DA/DCJ		What type of funding can we expect from LLEBG as compared to a national perspective? Additionally, what has the city spent LLEBG funding for in the past (police overtime, equipment, etc...)?
7	5/1/01		DCJ/MCSO/ Evaluation	5/18/01	Pretrial Release issue paper as a result from Chicago visits
9	5/1/01	Andersen	Finance	5/22/01	Describe funding proposal for Mainframe migration
10	5/1/01	Andersen	Finance	5/29/01	Status of bond projects and remaining funding available. Risk ranking
11	5/1/01	Naito	DSCD/Finance	5/29/01	Facilities Finance Committee report (Naito resolution)
12	5/1/01	Cruz	Budget Office	5/16/01	List of items in budget funded by FFP
13	5/1/01	Cruz	MCSO	5/11/01	Report on MCSO implementation of Fleet Audit; in compliance why or why not
1	5/8/01	Naito	Budget	Noted	Lay out budgets by funding source (see state for example)
2	5/8/01	Naito/Farver	Budget	Noted	Levy Planning for Library, Public Safety. Hard data for potential operating levies this fall. Budget Office to prepare information this summer.
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					in future. Shortfall?
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20	5/15/01	Farver	MH Dept/ Jim Gaynor		Budget Note- come back with package of budget amendments; come back in a series of meetings over the course of the year. MH Redesign group to return with a group of amendments about the specifics of the system re-design.
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22	5/16/01	Anderson	Health		How do you measure the success/effectiveness of the STARS program?

[illegible]

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Thursday, June 07, 2001 11:25 AM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; LINN Diane M; ROJO DE STEFFEY Maria
Cc: FARVER Bill M; WARREN Dave C; JOHNSON Cecilia; BOGSTAD Deborah L
Subject: DSCD Response to Board Questions at the May 30th Budget Worksession

Following, please find responses to the May 30th budget worksession (questions #80, 81 and 82) from the DSCD. Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.



DSCD Response to
May 30th BCC ...



Master Budget
Worksession Ques...



OFFICE MEMORANDUM...
DEPARTMENT OF SUSTAINABLE COMMUNITY DEVELOPMENT

To: Karyne Dargan, Budget Office
From: Bob Thomas, DSCD Director's Office
Date: June 5, 2001
Subject: Response to May 30th Board Questions

This is DSCD's response to questions raised by the Board at their May 30th Budget work session.

Question 80 How many contract employees will lose their job due to MCSO proposal?

Response by Wanda Yantis, Facilities & Property Management:

Approximately 30 contract employees would be displaced by this proposal (this figure provided by the MCSO to FPM).

Question 81 Provide detail information on janitorial proposal. Include information regarding contract cuts, amount of savings, and financial and operational aspects.

Response by Dan Brown, Facilities & Property Management Director:

The table below was presented to the Sheriff's Office and the Budget Office outlining what services would be deleted from the FPM expenditures per the Sheriff's Office proposal to provide approximately \$1,000,000 in services.

SERVICE	FACILITY	ANNUAL COST	COMMENTS
Landscaping Services:			
FPM Landscaping Maintenance	41 Different Locations	\$216,239	Reduction of 4 FTE's
PHC Landscaping Contract	7 Locations	\$60,000	
Mower Contract	Edgefield & Mid-County Health Properties	\$11,000	
	Sub Total =	\$287,239	
Custodial Services:			
Sheriff Facilities Simple Metro Responses	Jails	\$85,000	
Window Cleaning	County Wide	\$105,000	
Pressure Washing	County Wide	\$35,000	
	Sub Total =	\$225,000	
Sheriff Facility Janitorial	MCIJ	\$45,017	
Sheriff Facility Janitorial	Justice Center (County Half)	\$85,565	
Sheriff Facility Janitorial	River Patrol	\$2,816	
Sheriff Facility Janitorial	MCRC	\$0	
Sheriff Facility Janitorial	Hansen Station	\$31,200	
	Sub Total =	\$164,598	

Custodial Services (Cont'd)

Other Departments Janitorial	Yeon Complex	\$60,816	
Other Departments Janitorial	Ford Building	\$15,000	
Other Departments Janitorial	All County Libraries	\$269,000	
		Sub Total =	\$344,816
		Grand Total =	\$1,021,653

Question 82 Naito Proposal:- Workcrews for landscaping/janitorial in jails

- No Workcrews in Libraries
- Transfer 4.00 FTE cut in FM to MCSO; to act as Day Porters in Library
- Will consider plumbing in jails
- Return to BCC 6/12/01

Response from Dan Brown:

- Providing janitorial services in Sheriff's Office facilities currently provided by commercial contract would save \$164,598. Providing Countywide ground maintenance services currently costs \$287,239 using a combination of 4 FPM FTE and contracted services.
- FPM providing janitorial services for libraries would restore \$269,000 to the original FPM budget if services were provided by contract.
- It is not understood why the 4 FTE currently within FPM and assigned to grounds maintenance work would be beneficial by being assigned to the Sheriff's Office. FPM could delete day porter services from the current commercial janitorial contract and assign FTE to the day porter role. This is not the least cost for providing day porter services and is not recommended. Use of these FTE for day porter services was intended to address the concern raised by the Library Department with inmates providing day porter services in public libraries.
- If these 4 FTE are not picked up by either the Sheriff's Office or the Libraries, FPM recommends that an amendment be prepared to provide General Fund support (\$191,701) to retain the 4 FTE and reprogram them to other internal support functions within FPM (Materials Management, assist trades, etc.). FPM's budget does not have the capacity to take these 4 positions on without additional resources to support them.
- If the Sheriff's Office handled their own nuisance plumbing calls and proper clean-up of sewage spills they would save approximately \$85,000 in contracted services annually.

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Thursday, June 07, 2001 11:42 AM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; LINN Diane M; ROJO DE STEFFEY Maria
Cc: FARVER Bill M; WARREN Dave C; JOHNSON Cecilia; BOGSTAD Deborah L; COBB Becky; HAY Ching L
Subject: Library Response to Board Question at the May 29th Budget Worksession

Following, please find responses to the May 29th budget worksession (question #61) from the Library. Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.

This is in response to question 61 from 5/29/01 - Commissioner Cruz: "Prioritize any library project funds remaining for repayment of \$1.9 million COP."

We fully expect that we will be able to turn the COP back and not use it. However, we're reluctant to do so until we know the actual costs of the projects have been identified. Right now, there are still some discrepancies in FM's numbers that Mike is working with FM folks to resolve. Once that is done to our satisfaction, we will work with Dave Boyer to return the COP money. And I'm cc'ing Dave to see what we need to do to make that happen.



Master Budget
Worksession Ques...

BOGSTAD Deborah L

From: Linda M Turner/R6/USDAFS [lmturner@fs.fed.us]
Sent: Friday, June 08, 2001 12:45 PM
To: mult.chair@co.mulnomah.or.us; district1@co.mulnomah.or.us;
serena@co.mulnomah.or.us; lisa.h.naito@co.mulnomah.or.us;
lonnie.j.roberts@co.mulnomah.or.us
Cc: deborah.l.bogstad@co.mulnomah.or.us
Subject: Letters of Support for Forest Project



jon stewarts ltr..doc



Roger Bell's ltr.doc

Jon Stewart, who initiated the original agreement for Forest Project between the Forest Service and Multnomah County, and Roger Bell, Forest Trails Engineer for the Mt. Hood National Forest, sent me support letters for the program that I would like to share with you. Thank you for reading these letters and your consideration for continued support of this worthy program.
(See attached file: jon stewarts ltr..doc)(See attached file: Roger Bell's ltr.doc)

Linda M. Turner
Public Affairs Specialist
Gifford Pinchot National Forest
phone: 360-891-5195
fax: 360-891-5245
e-mail: lmturner@fs.fed.us

June 7, 2001

Dear Multnomah County Commissioners:

"I apologize for not being able to attend this evening's meeting, but I do wish to share my support of the Multnomah County Forest Project. I am currently small woodland owner in Clackamas County and am an employee of the Deschutes National Forest in Central Oregon. Over a decade ago I had the honor of working with a number of very dedicated Multnomah County employees who helped initiate the Forest Project.

This incredibly successful community service model is unique in that it uses a residential facility within close proximity of the service projects. I have since used this example in the development of the Northwest Service Academy AmeriCorps program, currently serving over 350 AmeriCorps Members in Oregon and Washington, and the Deschutes Conservation Camp, currently serving 90 Oregon State Department of Corrections inmates who are working on federal lands in Deschutes and Crook Counties.

Having the Forest Project residential site located in the heart of the Columbia River Gorge National Scenic Area provides a critical workforce to help maintain Portland's front yard. Sites like Multnomah Falls, which is the single most visited recreation site in the State of Oregon, are kept in pristine shape by the Forest Service through this critical partnership with Multnomah County. Over the past decade, as winter storms swept through the Gorge and caused untold damage to the trails, bridges and facilities in the Scenic Area, the Forest Project crews were the first on site. They quickly and efficiently provided the critical labor to help repair these facilities in time for the peak spring tourist season when facilities at higher elevations are still not open to the public and flowers were blooming in the Gorge. They also worked closely with communities like Cascade Locks to help shovel snow from roofs of public buildings that could have caused hundreds of thousands of dollars damage to historic and public structures.

Most importantly I have personally seen the transformation the Forest Project have made in young men's lives. It has helped provide challenging work for felons, young men on the first rung of the corrections ladder, and helped them regain confidence in themselves. Again and again I saw individuals turn themselves around because the arduous physical work and the sense of accomplishment that building a trail provided. Field projects, like constructing the dramatic Wahclella Falls Trail near Bonneville Dam, gave a new purpose and meaning to their lives.

Prison is a very harsh and debilitating environment. The small bunkhouse and farmhouse provided at Wyeth Bench for the Forest Project is not a prison. It's very simplicity harking back to another era, reinforces the young men's sense of self worth by emphasizing the community service aspect of their work and play while helping reinforce positive one on one relationships through the camaraderie created in a camp-like setting.

The positive personal impact of the program for it's enrollees combined with the incredible resources it provides to rural communities in the Columbia River Gorge National Scenic Area and the US Forest Service makes the Forest Project a model of community service. Therefore I do hope you continue to fund this model program to help turn around lives and maintain Portland's front door to the world.

The Forest Project brings social science together with environmental science to create a community service program that works. I hope that you decide to tonight to continue your key financial support of this model program."

Thank you.

Sincerely,
Jon Stewart
People Programs
Deschutes National Forest
(541-383-5576)
jstewart01@fs.fed.us

To the Multnomah County Commissioners:

I regret that I am unable to attend this hearing and speak to you personally concerning the Multnomah County Forest Project. Over the past fifteen years or so, I have directly supervised quite a number of trail construction projects on the Mount Hood National Forest utilizing the work force provided Multnomah County Forest Project. I am well acquainted with the Forest Project and the benefits derived by the Mt. Hood National Forest from its long association with the Forest Project.

Most trails in the National Forest are created and maintained by methods nearly identical to those of a hundred years ago. Trail construction is exceptionally arduous and physically demanding work. It is no longer easy nor is it inexpensive to find people willing and capable of performing the necessary tasks. The Forest Service no longer has the budgetary nor the human resources to meet the demand without help from programs like the Forest Project.

The Multnomah County Forest Project has made it possible for us to construct, reconstruct and maintain many of your trails that, simply put, would not have been otherwise possible. In another realm, I have often witnessed positive changes in the attitudes of many of these men as a result of the opportunity you have given them to perform simple, hard work on community projects worth doing.

Roger Bell
Forest Trails Engineer
Mt Hood National Forest
Sandy, Oregon
503-668-1649

June 7, 2001

May 14, 2001

Dear Chair Farver and Commissioners Anderson, Cruz, Naito and Roberts:

I am pleased to be asked to provide additional information to you regarding the 2001-2001 Citizen Involvement Committee budget. The Nondepartmental Citizens' Budget Advisory Committee, which I've been privileged to chair this year, has scrutinized more than a dozen programs, offices and departments, making us perhaps the most knowledgeable citizen group in the County regarding the overall impact of this year's budget. As such, it is no small matter when I heartily agree with CIC Director John Legry that the CIC "is probably the lowest funded organization in the County."

Under the CIC's constraint budget, it was required to identify cuts totaling \$8,447.00. This figure was met as follows:

Professional Services	\$ 1,067.00
Printing	3,000.00
Supplies	600.00
Education and Training	500.00
Local Travel	400.00
Dues	193.00
Building Management (<i>represents elimination of one of the four rooms within CIC's office suite</i>)	2,366.00
Distribution and Postage	321.00
TOTAL	<hr/> \$8,447.00

Additionally, the CIC was recently notified by Facilities Management of drastic increases in next year's cost for office space. It is not yet clear what these costs would be under CIC's plan to vacate one room, but the charge for continuation of the current space was increased from \$13,149.00 to \$19,235.00, a difference of \$6086.00.

Finally, the 2 non-management staffmembers of the CIC, both longtime employees of the County, have been falling further behind in pay with each subsequent year, relative to similarly situated employees elsewhere in the County. Given their exemplary service to the County, I would urge the Board to allocate an additional \$2196.00, which would provide for a long-overdue 3% merit increase for these staffers.

Therefore, in order to maintain the CIC's current service levels, as well as provide a modest pay adjustment, I respectfully request that the County augment the CIC's submitted budget in the amount of \$16,729.00.

Multnomah County's Citizen Involvement Committee is a nationally recognized model for public participation in local government, and is one of the things that makes our County a special place. Please allow it to continue its valuable work.

Best Wishes,

John Mulvey
Chair, Nondepartmental Citizens' Budget Advisory Committee

Cc: John Legry, Director, Citizen Involvement Committee
Jeanne McPherson, Chair, Citizen Involvement Committee
M'Lou Christ, Chair, Citizens' Budget Advisory Committee
Julie Neburka, Budget Office

Master Tracking Sheet

Budget Worksession Follow-Up Questions

No.	Date	Commissioner	Respondent/ Dept	Completed	Question
1	5/1/01	Naito, Farver	Budget Office	Noted	Flag decision points when potential for urban renewal district property to come back on the tax rolls.
2	5/1/01	Cruz	MCSO	5/18/01	Issue paper on Pay to Stay; provide rough draft at MCSO budget session
3	5/1/01	Roberts	DCJ	5/22/01	Describe the issues that keep kids from going to school.
4	5/1/01	Naito	CFS		Historically, how have we funded our other community centers (i.e. Clara Vista, Brentwood Darlington). Who are our other partners? Provide details on the service components, funding capital contribution, other source (city) contributions?
5	5/1/01	Cruz	Chair/Budget		Provide FFP funding and develop language to create placeholder for Clara Vista and Rockwood concurrently if there is additional FFP funding.
6	5/1/01	Andersen	Budget Office	5/04/01	Create MH Council Follow Up session
7	5/1/01	Naito	DA/DCJ		What type of funding can we expect from LLEBG as compared to a national perspective? Additionally, what has the city spent LLEBG funding for in the past (police overtime, equipment, etc...)?
7	5/1/01		DCJ/MCSO/ Evaluation	5/18/01	Pretrial Release issue paper as a result from Chicago visits
9	5/1/01	Andersen	Finance	5/29/01	Describe funding proposal for Mainframe migration
10	5/1/01	Andersen	Finance	5/29/01	Status of bond projects and remaining funding available. Risk ranking
11	5/1/01	Naito	DSCD/Finance	5/29/01	Facilities Finance Committee report (Naito resolution)
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22	5/16/01	Anderson	Health		How do you measure the success/effectiveness of the STARS program?

[illegible]

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Wednesday, May 23, 2001 12:41 PM
To: BOGSTAD Deborah L
Subject: FW: Finance Response to Board Questions-- May 1 Budget Worksession

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

From: DARGAN Karyne A
Sent: Tuesday, May 22, 2001 11:13 AM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; FARVER Bill M
Cc: WARREN Dave C; JOHNSON Cecilia; SIMPSON Thomas G; BOYER Dave A
Subject: Finance Response to Board Questions-- May 1 Budget Worksession

Following, please find a response to the May 1 budget worksession from the Finance Office. Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.



IBM Migration Funding
Plan.doc...



IBM Migration cost est
Apr 200...



Master Budget
Worksession Ques...



MULTNOMAH COUNTY, OREGON

COUNTY COMMISSIONERS

BILL FARVER, CHAIR
PAULINE ANDERSON, DISTRICT #1
SERENA CRUZ, DISTRICT #2
LISA NAITO, DISTRICT #3
LONNIE ROBERTS, DISTRICT #4

DEPARTMENT OF SUPPORT SERVICES

MULTNOMAH BUILDING
501 SE HAWTHORNE BLVD. 4TH FLOOR
PO BOX 14700
PORTLAND, OR 97293-0700
PHONE (503) 988-3312
FAX (503) 988-3292

MEMORANDUM

TO: Board of County Commissioners

FROM: Dave Boyer, Finance Director

DATE: May 20, 2001

SUBJECT: IBM Migration Plan Funding

Over the last two years portions of the assessment and taxation and the financial systems have migrated off the mainframe. The County is currently spending about \$1,400,000 to support the remaining applications residing on the IBM mainframe. It is estimated that it will cost approximately \$7,900,000 to move the remaining systems off of the mainframe.

It is estimated that it will cost \$4,400,000 to migrate the Sheriff's Office off the mainframe. Attached is an analysis to migrate the Sheriff's Office applications off the mainframe.

\$996,847 from the 1998 and 2000 Certificates of Participation (COP) issues have been allocated to migrate the remaining assessment and taxation systems and records systems off the mainframe.

The other two system that need to be transferred is the fixed asset system and health information system.

- The fixed asset module was purchased from SAP but was not implemented in the first phase of MERLIN. The estimated cost to implement this module is estimated to be \$400,000.
- The County is currently in the process of partnering with Oregon Community of Health Information Network (OCHIN) to find a Statewide solution for a health information system. \$1,500,000 of the 1998 COP has been allocated to this project. At the current time final costs to move the health system off the network is not known. Tom Fronk is the lead County person working on this effort. Lisa Yeo and Dave Boyer are also involved with County negotiations. (Very rough estimate of additional amount needed is \$600,000)

We are recommending that the following funds be allocated to develop or purchase applications to replace the remaining applications on the mainframe. In fiscal year 2002/03 we are recommending that we issue a bond in the amount of \$2,467,825 to complete the funding of the migration off the IBM mainframe. The initial payment would be due the following year to coincide with the savings from being off the mainframe. Once the migration is complete and the bonds are paid, the County will be saving about \$1,800,000 per year. The second table represents the estimated cash flow for migrating off the mainframe.

Funding Source Table

Funding Source	Amount
Funds allocated from 1998 COP	\$1,740,260
Funds allocated from 2000 COP	756,590
Interest Earnings from 2000 COP issue	800,000
Issue costs 2000 COP	344,876
East County Sheriff's Office planning	747,908
Balance from Inverness Jail	64,232
Balance from Juvenile Justice Complex	25,017
Issue costs from 1996 PS Bond issue	53,292
Interest Earnings from 1996 PS Bond issue	900,000
Bond issue in year two	2,467,825
Total Estimated Cost	\$7,900,000

Cash Flow Table

Fiscal Year	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07
Cost Avoidance being off Mainframe	\$ 0	\$ 0	\$1,366,000	\$1,534,450	\$1,725,545	\$1,800,000
Debt Service (Paid off in three years)	0	0	(940,000)	(940,000)	(940,000)	0
Planning for East County SO Facility	0	0	(380,000)	(367,908)	0	0
Unallocated Savings	\$ 0	\$ 0	\$ 46,000	\$ 226,542	\$ 785,545	\$1,800,000

The following is information regarding the Migration of the Sheriff's Office:

Sheriff's Office Migration Off Mainframe

Results of our IBM migration planning meeting on April 5th

Attended: Larry Aab, Patti Snyder, Andy Potter, John Kavarinos, Rick Jacobson, Dave DeVore, and Lisa Yeo

Unable to Attend: Tim Rowan

Executive Summary:

OTO cost increases from \$3.6M to \$4.4M over first 2 years (explanation below).

Should also add contingency funding (being estimated).

IBM Mainframe Funding

Still assumes Health Dept funding replacement of HIS separately.

We now have a complete list of smaller applications that must also be moved off the IBM mainframe. Getting cost estimates for moving Fixed Assets to Merlin.

Others to be moved include several A&T programs, archiving of data from LGFS and GEAC, possible Elections and DES Plat programs. Investigating.

Sheriff Noelle expected to approach the Chair's office about funding and scheduling this work to begin July 2001.

All departments are in agreement that movement off the mainframe should proceed.

Notes from our meeting:

1. Finalized cost estimate for moving Sheriff's systems, DA's system, and DSS-Justice off the mainframe to other platforms. Only significant change was increase in OTO from \$3.6M to \$4.4M due to changes in DA's system replacement plans. The DA's office will replace the mainframe DACTS system with a turnkey package called CRIMES requiring additional cost of software licenses for 275 users (\$330K OTO, \$49K ongoing), and the addition of \$500K OTO for 4 FTE business analysts for 2 years from the DA's office to participate in this conversion (cannot do without backfill due to budget/staff cuts). **Revised cost analysis attached below.**
2. Health Dept has started looking at the functionality in HIS that the OCHIN system might not provide, and how they will provide this without the mainframe available. Tim submitted the attached document after the meeting (**attached below**).
3. Reviewed complete list of other (smaller) applications needing to be moved off the IBM mainframe. Developing cost estimates for moving Fixed Assets to Merlin, for archiving data from GEAC and LGFS, and for replacing the IBM-based Decision Analyzer reporting tool and Mobius imaging/report management tool. Awaiting response from Elections, DSCD, and A&T on plans to move their remaining programs.
4. "Hidden" Costs. All of DA's costs are covered in the above estimate. Sheriff's costs for MCSO staff to participate in new system design, testing, training and documentation preparation are not included, but cannot be estimated by Patti Snyder at this time.
5. All agreed we're ready to move forward with this project given funding, starting July 2001 if possible. Sheriff Noelle expected to talk with Bill Farver about possibility of funding in FY 01-02.



MULTNOMAH COUNTY OREGON

DEPARTMENT OF SUPPORT SERVICES
INFORMATION SERVICES DIVISION
4747 EAST BURNSIDE
PORTLAND, OREGON 97215
(503) 988-3749

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN • CHAIR OF THE BOARD
DIANE LINN • DISTRICT 1 COMMISSIONER
SERENA CRUZ • DISTRICT 2 COMMISSIONER
LISA NAITO • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

TO: Dan Noelle
Mike Schrunk
Lillian Shirley
Cecilia Johnson

FROM: ISD Senior Management

DATE: February 2001

SUBJECT: IBM Mainframe Transition

The purpose of this analysis is to determine the potential cost savings of moving County business applications off the IBM mainframe and onto less expensive "platforms" (UNIX and NT).

Summary of Analysis

Eliminating the IBM mainframe saves \$1.5 million per year in personnel, hardware and software costs. The annual hardware and software costs for replacement servers (UNIX and NT) for SWIS, DACTS, and DSS-Justice will total less than \$100,000 per year, resulting in a net gain of \$1.4 million per year.

One-time-only conversion costs of \$3.6 million must be expended during the first two years. The "break even" point (where the OTO costs are recovered from resultant savings) occurs between the 4th and 5th year. During the first five years, the net savings is \$1.5 million. During the following 5 years, nearly \$11 million in savings would be realized.

It is assumed that the Health Department will migrate the Health Information System (HIS) off the County's IBM mainframe within the first two years, either by replacing it with new software (assuming funding is available) or by contracting with another organization such as OHSU to run the current software (at a cost comparable to current ISD service reimbursement).

Explanation of Attached Spreadsheets

The portion of the ISD budget that supports all central County systems (i.e. the hardware, the operating system software, and the operations staff) is \$4.5 million. This does not include applications programming staff.

Over the next five years, the County can expect significant annual inflationary increases in the IT budget. We have estimated inflation at 8% (personnel), 5% (hardware maintenance), and 15% (software maintenance). These increases for hardware and software are typical for the industry, but are probably understated given that our contract on the IBM mainframe expires in 2002 and will have to be renegotiated. The increases for personnel are probably also understated since IT salaries have been increasing by 11% to 17% per year due to supply and demand conditions in the IT market, and the cost of medical benefits continues to skyrocket.

If the County is going to lower the cost of IT services by taking advantage of the technological changes that are driving the computer industry, we (Multnomah County) need to consider migrating the business applications that run on the IBM mainframe to a less expensive platform (UNIX and NT). This migration will require "one time only" conversion costs estimated at \$3.6 million plus ongoing annual maintenance of \$60,000 (subject to inflation). That investment will result in a lower annual expense of \$1.4 million, resulting in reduced cost allocations (service reimbursements) to the County departments for ISD "basic services."

Spreadsheet #1

- The first section, labeled "Current Tech-Support Budget (with IBM)", is the actual budget for next year projected out for the next five years. There is no growth, other than inflation, and no major reductions planned.
- The second section, labeled "Migration Costs/Savings", reflects the OTO costs and the subsequent savings of making those investments. These costs are detailed in Spreadsheet #2. The savings are in hardware maintenance, software maintenance, and personnel. Staff supporting the data center will be reduced from 18 to 14 FTE.
- The third section, labeled "Tech-Support Budget (without IBM)", is a summation of the first two sections, or a five-year projection of the savings based on the OTO expenses.

Spreadsheet #2

- This is a detailed breakdown of the estimated costs for programming, new hardware, and software (database) by application. This accounts for the \$3.6 million dollar OTO investment.

Other Assumptions:

- The DA will migrate the current DACTS system instead of buying a shrink-wrapped application package or migrating to its recently purchased CRIMES system.

- The Sheriff and DA will minimize maintenance and further enhancement of the current SWIS and DACTS systems during the first two years to enable some of the existing programmers to be redeployed to the conversion project.

IBM Mainframe Transition

Cost Analysis

Current Tech-Support Budget (with IBM mainframe)							
		FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	Total
1	Personnel	1,438,797	1,553,901	1,678,213	1,812,470	1,957,467	8,440,848
2	H/W	1,209,253	1,269,716	1,333,201	1,399,862	1,469,855	6,681,886
3	S/W	1,736,142	1,996,563	2,296,048	2,640,455	3,036,523	11,705,731
4	Capital	181,000	190,050	199,553	209,530	220,007	1,000,139
5	Conversion	0	0	0	0	0	0
6	New H/W&S/W	0	0	0	0	0	0
	Total	4,565,192	5,010,230	5,507,015	6,062,316	6,683,852	27,828,605
Migration Costs/Savings							
		FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	Total
1	Personnel	0	0	-380,000	-410,400	-443,232	-1,233,632
2	H/W	0	0	-98,511	-103,437	-108,608	-310,556
3	S/W	0	0	-1,030,089	-1,184,602	-1,362,293	-3,576,984
4	Capital	0	0	0	0	0	0
5	Conversion	2,769,000	1,654,000	0	0	0	4,423,000
6	New H/W&S/W	0	124,000	142,600	163,990	188,589	619,179
	Total	2,769,000	1,778,000	-1,366,000	-1,534,449	-1,725,545	-78,993
Tech-Support Budget (without IBM mainframe)							
		FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	Total
1	Personnel	1,438,797	1,553,901	1,298,213	1,402,070	1,514,235	7,207,216
2	H/W	1,209,253	1,269,716	1,234,690	1,296,425	1,361,246	6,371,330
3	S/W	1,736,142	1,996,563	1,265,959	1,455,853	1,674,231	8,128,747
4	Capital	181,000	190,050	199,553	209,530	220,007	1,000,139
5	Conversion	2,769,000	1,654,000	0	0	0	4,423,000
6	New H/W&S/W	0	124,000	142,600	163,990	188,589	
	Total	7,334,192	6,664,230	3,998,415	4,363,878	4,769,719	27,130,433
Inflation rates:							
	Salary Inflation	0.08					
	H/W Inflation	0.05					
	S/W Inflation	0.15					

IBM Mainframe Transition

Cost Analysis

	Application Conversion Costs			First year	Second year	Total
	SWIS					
1	5.5 FTE - current application staff					
2	1 FTE - remain on maintenance					
3	4.5 FTE move to conversion staff					
4	14,976 hrs - add contractors to conversion			1,123,200	1,123,200	2,246,400
	DACTS					
5	1.5 FTE - current application staff					
6	.5 FTE - remain on maintenance					
7	1 FTE move to conversion					
8	3,744 hrs - add contractors to conversion			280,800	280,800	
8a	Crimes Software licenses (275 seats)			330,000		
8b	Business analysts (4 FTE)			250,000	250,000	1,391,000
	DSSJ					
9	4,000 hrs - contractor staff			300,000	0	300,000
	HIS Replacement					
10	Existing staff			0	0	0
11	Contractors			0	0	0
	Application sub-total			2,284,000	1,654,000	3,937,400
12	ISD rate	50				
13	Contractor rate	75				
	New Hardware/Data Base Costs			Hardware	Software ¹	
				*****First Year Costs*****		
	SWIS					
1	2 application servers (1 prod, 1 test - NT - 4 cpu's)			50,000	60,000	
2	1 DB server - UNIX 4500 - 4 cpu's			150,000	70,000	
3	1 DB test server - UNIX 220 - 1 cpu			17,000	18,000	
	DACTS					
4	1 application server			0	0	
	DSS-J					
5	1 Staging server -UNIX 450 - 4 cpu's			50,000	70,000	
	HIS					
6	2 application servers	estimated cost	50,000	0	0	
7	1 DB server		150,000	0	0	
8	1 DB test server		50,000	0	0	
	Hardware & DBMS sub-total			267,000	218,000	485,000
	Conversion total			2,769,000	1,654,000	4,423,000
	¹ Software includes database licenses (DB2) and Web software (Websphere)					

Master Tracking Sheet

Budget Worksession Follow-Up Questions

No.	Date	Commissioner	Respondent/ Dept	Completed	Question
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2	5/1/01	Cruz	MCSO	5/18/01	Issue paper on Pay to Stay; provide rough draft at MCSO budget session
3	5/1/01	Roberts	DCJ	5/22/01	Describe the issues that keep kids from going to school.
4	5/1/01	Naito	CFS		Historically, how have we funded our other community centers (i.e. Clara Vista, Brentwood Darlington). Who are our other partners? Provide details on the service components, funding capital contribution, other source (city) contributions?
5	5/1/01	Cruz	Chair/Budget		Provide FFP funding and develop language to create placeholder for Clara Vista and Rockwood concurrently if there is additional FFP funding.
6	5/1/01	Andersen	Budget Office	5/04/01	Create MH Council Follow Up session
7	5/1/01	Naito	DA/DCJ		What type of funding can we expect from LLEBG as compared to a national perspective? Additionally, what has the city spent LLEBG funding for in the past (police overtime, equipment, etc...)?
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12	5/1/01	Cruz	Budget Office	5/16/01	List of items in budget funded by FFP
13	5/1/01	Cruz	MCSO	5/11/01	Report on MCSO implementation of Fleet Audit; in compliance why or why not
1	5/8/01	Naito	Budget	Noted	Lay out budgets by funding source (see state for example)
2	5/8/01	Naito/Farver	Budget	Noted	Levy Planning for Library, Public Safety. Hard data for potential operating levies this fall. Budget Office to prepare information this summer.
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20	5/15/01	Farver	MH Dept/ Jim Gaynor		Budget Note- come back with package of budget amendments; come back in a series of meetings over the course of the year. MH Redesign group to return with a group of amendments about the specifics of the system re-design.
21	5/16/01	Cruz	Health		Budget Note —Time frame for reviewing revenues coming into Health Department/Primary care clinics. Include potential cuts, if revenues do not meet projections. Quarterly Status Report. Have a broader issue to capture FFP, fees, etc
22	5/16/01	Anderson	Health		How do you measure the success/effectiveness of the STARS program?

[illegible]

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Wednesday, May 23, 2001 12:41 PM
To: BOGSTAD Deborah L
Subject: FW: Budget Office Response to Board Questions May 1 Budget Worksession

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

From: DARGAN Karyne A
Sent: Tuesday, May 22, 2001 7:57 AM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; FARVER Bill M
Cc: WARREN Dave C; JOHNSON Cecilia
Subject: Budget Office Response to Board Questions May 1 Budget Worksession

Following, please find a response to the May 1 budget worksession from the Budget Office. Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.

Attached is the updated version of the FFP funding in the Approved FY 02 Budget. The total amount was reduced by \$335k in Health per Carol Ford & Julie Neburka and it now matches what is in the Budget Narrative under the budget managers message (summaries pg 7)



FFP Funding.doc



Master Budget
Worksession Ques...



MULTNOMAH COUNTY OREGON

**DEPARTMENT OF SUPPORT SERVICES
BUDGET & QUALITY DIVISION**

BUDGET
EVALUATION & RESEARCH

PHONE: 503 988-3883
FAX: 503-988-4570

MULTNOMAH BUILDING
501 SE HAWTHORNE BLVD
4TH FLOOR
P.O. BOX 14700
PORTLAND, OREGON 97293-0700

TO: Board of County Commissioners

FROM: Budget Office

DATE: May 16, 2001

SUBJECT: FFP Funding in the Approved FY 02 Budget

CFS FFP Funded Activities	
DUII 10% non-collection	100,000
Youth Investment backfill	
Runaway Youth (Harry's Mother)	118,942
Girls Shelter/Transitional Housing	66,213
Family Mediation	28,250
Client Assistance Funds	24,500
System Coordination	43,000
Sex Industry Outreach	30,560
YI - Training Funds	20,000
School Based Health Clinics (0.8 to 1.0)	162,130
DV Contracts	34,000
ROY - Gresham Barlow School District	52,000
FFP Staff person	75,000
FRC Center Staff	247,000
Bienestar @ Rockwood	100,000
CFS Sub-total	1,101,595
CFS FFP (FQHC) Funded Activities - Match Embedded in Program	
CRC Operating Costs	274,750
CRC Wrap Around	323,350
	598,100
Health Department Enhanced FQHC	
Director's Office	181,989
Planning & Development	22,083
Health Officer	16,850
Disease Prevention & Control	663,704
Neighborhood Health	1,682,096
Dental	207,991
Primary Care	2,263,687
Support Services	305,695
Business Services	268,893
Health Department Total:	5,612,988
County-wide Total	7,312,683

Master Tracking Sheet

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[illegible]

BOGSTAD Deborah L

From: Patricia Welch [patriciw@multcolib.org]
Sent: Wednesday, May 23, 2001 6:10 PM
To: BOGSTAD Deborah L
Cc: WELCH Patricia H; COOPER Ginnie; Charles Dickinson; Shane Elledge
Subject: Re: thank you so much

Deb, working with you is a pleasure; come back any time. I'm copying the folks who did the real work on the room: Shane Elledge and Charles Dickinson. They are the ones who transformed the room from Computer Lab Central to Hearing Room.

Actually, it was all very exciting. Participatory democracy is a gas! And, I'll take a [tightly] packed house to an empty room any day.

Patricia

On Tue, 22 May 2001, BOGSTAD Deborah L wrote:

> I'm sorry for not writing this Friday morning - but I want you to know how
> very very much I appreciated your hospitality and the use of your beautiful
> facility for the Budget hearing Thursday evening - what a wonderful crowd!
> I know it was scary about the packed house for a while, but things seemed to
> go really well. Thanks too for having your folks set up and I'm sorry for
> the messy crackers some little ones left crunched into the carpet.
The
> Commissioners and I are in the Boardroom right now and we all love our
> kids.read@libraries mouse pads - thanks again so much!!
> Deb Bogstad, Board Clerk
> Multnomah County Chair's Office
> 501 SE Hawthorne Boulevard, Suite 600
> Portland, Oregon 97214
> (503) 988-3277 phone
> (503) 988-3013 fax
> deborah.l.bogstad@co.multnomah.or.us
>

Patricia Hill Welch	North Portland Branch
Multnomah County Library	512 N Killingsworth
503-988-6280 (phone)	Portland, OR 97217
503-988-5187 (fax)	

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Friday, May 25, 2001 3:33 PM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; ROJO DE STEFFEY Maria; FARVER Bill M
Cc: BOGSTAD Deborah L; WARREN Dave C; JOHNSON Cecilia; DARGAN Karyne A
Subject: Transportation (DSCD), Response to Board Question-- May 9 Budget Worksession



Willamette Shoreline
Consortiu...



Master Budget
Worksession Ques...

Attached, please find a response to the May 9 budget worksession from the Transportation Division of DSCD. Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.



OFFICE MEMORANDUM...
DEPARTMENT OF SUSTAINABLE COMMUNITY DEVELOPMENT

To: **Acting Chair, Bill Farver**
 Commissioner Lisa Naito
 Commissioner Serena Cruz
 Commissioner Lonnie Roberts
 Interim Commissioner Pauline Anderson

From: **Karen Schilling, Transportation Division**

Date: **May 24, 2001**

Subject: **Willamette Shoreline Consortium**
 Question #1, May 9, 2001 Budget Worksession

The Willamette Shoreline Consortium is comprised of Metro, Tri-Met, Portland, Lake Oswego, ODOT, and Clackamas and Multnomah Counties to address preserving the Willamette Shoreline corridor as a future transit corridor. The corridor extends through Dunthorpe, the unincorporated area of Multnomah County between Portland and Lake Oswego. The Consortium was established in 1989 by intergovernmental agreement to preserve the corridor.

This corridor is part of the Regional Transportation Plan (RTP) as a possible future regional transit corridor. Currently, the historic trolley operates on the track. Operation of the trolley line preserves the ability in the future to operate other types of transit service. Historically, Lake Oswego and Portland have provided funding for ongoing operations and maintenance of the trolley line to ensure continued operation.

A year ago, Lake Oswego and Portland asked Multnomah and Clackamas Counties and Tri-Met to participate financially. The proposal is for each consortium member (except Metro due to legal constraints for funding) to contribute \$20,000 annually for five years. This funding will provide continued maintenance of the track and trestle and provide matching funds needed for a \$500,000 federal grant. Maintenance is needed to ensure the safe operation of the trolley.

No action was taken a year ago concerning the funding of the Willamette Shoreline Trolley. It is my understanding that Multnomah County has never participated financially in the endeavors of the Consortium. Since gas tax funds cannot be used for this purpose, funding would need to come from the general fund. There will certainly be future requests for funding either for maintenance or other federal grants for studies in the corridor.

C: **Karyne Dargan**
 Mike Oswald

Master Tracking Sheet

Budget Worksession Follow-Up Questions

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41	5/22/01	Cruz	Budget		Provide more information on FY 2001 under-spending, reserve balance, next

[illegible]

Board Follow-up Question: Explain the Training Budget and Process

During the Sheriff's Office budget presentation on Wednesday May 23, 2001 several questions were asked about cuts in training. I will attempt to clarify how our training is structured and the cut impacts.

Training Unit Structure

There appears to be some confusion about the structure of the Training Unit and how training functions are budgeted. Many large law enforcement/corrections organizations have quite large training units. For example the Portland Police Bureau has over thirty officers assigned to training. All training is conducted from a centralized unit.

We have chosen to approach training from a decentralized approach. We only utilize three sworn members and two civilian staff to coordinate training functions. Instead of having training instructors assigned to a unit we have members who are qualified instructors assigned to various posts and units. These individuals are temporarily reassigned to the in-service training functions during training periods. For example a deputy may be assigned to graveyard shift at the Inverness Jail. He or she may be a certified instructor in CPR. We will pull this deputy from his or her regular assignment to teach a class.

As a result the cost of training is primarily found in overtime. These cost centers are found in the various units where instructors are assigned. We have considered consolidating overtime expenditures in the Training Unit but have decided not to do that so unit and division managers have more responsibility and accountability for expenditures of overtime funds. A good argument can be made for moving the funds to the Training Unit.

What frequently happens is that a commissioner will look at our budget and see that the Training Unit budget is very small in relation to other units such as Personnel. It is important that you understand that you are not seeing the majority of training costs as they are being captured as overtime in units and divisions. For example the current budget for corrections officer training is about \$470,000 and that is not reflected in the Training Unit budget.

Current fiscal year cuts to come in at 96% of constraint

We made three decisions effecting training that would save funds in Fiscal Year 01. All of the funds are represented by overtime costs.

1. We canceled in-service training for corrections deputies that had been scheduled up to July 1st. This training will be re-scheduled next fiscal year.
2. We canceled spring firearms qualifications. We normally require firearms qualifications twice a year, in the fall and then in the spring. All deputies who are required to carry a firearm on duty were qualified during the fall qualifications. I

discussed this with Jacquie Weber and we concluded that the liability impact would be minimal. We will not be able to cancel qualifications next fiscal year. Cost savings are obtained by not paying overtime.

3. We reassigned the law enforcement sergeant assigned full time to the Training Unit to the Patrol Unit. We have two sergeants assigned to patrol who are taking family leave. This move will save overtime costs in patrol.

Training cuts for next fiscal year

1. In addition to in-service training most of the units or divisions have training funds that can be used for discretionary training for members. Many of the units chose to cut some of those discretionary training funds. The Training Unit also cut some supplies. We cut a total \$134,703 in training and supply dollars.
2. We have planned to resume mandatory in-service training for corrections deputies at the current level of 24 hours. However, due to COLA increases not reflected in the cost of overtime to provide the training we are only budgeted with enough funds to provide 20 hours of training. There are no budgeted funds for mandatory training for civilian staff. They do receive some training but it is at the discretion of unit managers. We will have less money for that training next year.
3. As you know, the Grand Jury report has been critical of the amount of training for corrections deputies. We have set a goal to provide at least 40 hours of mandatory in-service training for corrections deputies. It would cost us about \$440,000 to provide the additional 16 hours of in-service training. We obviously do not have those dollars.

Conclusion

1. Training functions are largely decentralized and costs are not captured in the Training Unit. With SAP we are able to determine agency training costs.
2. In-service training for this fiscal year was delayed until next year in order to save overtime costs and come in at 96% of constraint.
3. Spring range firearms qualification was canceled to save overtime funds. It does represent some risk of liability.
4. Next fiscal year we will provide mandatory in-service training for corrections deputies and law enforcement deputies at current levels. COLA increases not reflected in training overtime will result in overspending in this area. We will not be able to increase training hours to meet Grand Jury recommendations for our own goals.
5. Discretionary training will be reduced in every unit and division.

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Tuesday, June 05, 2001 2:10 PM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; LINN Diane M; ROJO DE STEFFEY Maria
Cc: FARVER Bill M; BOGSTAD Deborah L; THOMAS Bob C; BOYER Dave A; WARREN Dave C; JOHNSON Cecilia
Subject: Finance Response to Board Question May 29 Budget Worksession

Following, please find a response to the May 29 budget worksession from the Finance Director (question #60). Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.

#60 Remove the \$260,000 from bond fund contingency and make available as a resource. Provide additional discussion.

The \$260,710 that was recommended to be placed in contingency in the Buildings Project Fund will be added as additional resources for projects being financed by the 2000 COP funds. Before any funds are allocated to an individual project the Finance Director will determine if it is an allowable use of bond funds and advise the Capital Financing Committee. The Board of County Commissioners will be briefed by the Capital Financing Committee on the need and use. The BCC will give final approval of the use of these funds.



Master Budget
Worksession Ques...

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43	5/22/01	ALL	Budget/Finance		Board to review reserve policies and practices.
44	5/23/01	All	MCSO	5/25/01	Explore options for use of the courthouse jail (include information on cost savings from closing on nights and weekends).
45	5/23/01	Cruz	Budget Office/ MCSO	5/25/01	Budget Note: Review to Pay to Stay in 6 months to see how program is working; number of clients, impact on clients. Policy discussion on use of (home equity) assets for purpose of collections.
46	5/23/01	Cruz	Budget Office		Provide financial information on departments budgets to include requested, target constraints and executive budget. 1 Pager.
47	5/23/01	Naito	Budget Office/ MCSO	5/25/01	Budget Note: Come back to BCC on regular interval to report on INS/US Marshal, Pay to Stay revenues. Overall comprehensive review. MCSO to provide what would cut if Federal revenues don't come through.
48	5/23/01	Cruz	DSS		Why do you have to pay cash (as opposed to a check or credit card) for marriage licenses?
49	5/23/01	Naito	Budget Office/ DSS		Budget Note: Consideration of a due diligence report regarding mainframe migration (peer review) regarding cost effectiveness etc. also interested in "peer review" of the organizational implications of ITO
50	5/23/01	Cruz	MCSO		Amendment: Eliminate janitorial contract in the MCSO's budget, restore to Facilities budget; explore landscaping/contracting proposals/options.
51	5/23/01	Naito	DCJ	5/30/01	Amendment: Intensive Transition for Employment \$40,000
52	5/23/01	Cruz	CFS		Amendment: Restore GIFT. Provide detail on 3 contracts
53	5/23/01	Anderson	MCSO		Provide copy of MCSO Fleet Audit to Commissioner Anderson
54	5/23/01	Farver	Budget Office/ Chair's Office	5/25/01	Budget Note: Court Day Care \$25,000 from contingency as part of challenge grant.
55	5/29/01	Naito	DSCD	6/05/01	Provide more information on the green roof concept and project for Multnomah Building; Is a new roof needed anyway?; What is the environmental advantage? What is additional cost to make the roof green as opposed to a "standard" roof? What are tradeoffs?
56	5/29/01	Cruz	DSCD	6/05/01	What is the amount of the next \$300,000 worth or projects that got bumped down to fund the green roof? What happened to partnership with the city?
57	5/29/01	Farver	DSCD	6/05/01	What is the status of private funding for the green roof?
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61	5/29/01	Cruz	Library		Prioritize any Library Project funds remaining for repayment of \$1.9 million COP
62	5/29/01	Cruz	DSCD	6/05/01	What is the annual building maintenance on courthouse?

63	5/29/01	Cruz	MCSO		Number of beds a Wapato? Clarify history of beds for A&D.
64	5/29/01	Farver	DSCD/ Transportation	6/05/01	Want future worksessions earlier in budget process to prioritize and plan road/bridge projects. Involve BCC earlier in process
65	5/29/01	Cruz	DSCD	6/05/01	Have discussion about "deal making" process and when return to board, or board staff (i.e. R.A.C.C. move into 1 st floor of McCoy Bldg.) Dialog of boundaries and when appropriate for department to move forward of the need to bring before BCC. Brief BCC staff with Rakowitz.
66	5/29/01	Cruz	Budget Office		Budget Office to bring back parameters for bringing projects back to board (over budget, change of scope, to the extent it does or doesn't fit in with Approved Master Plan) for update and approval.
67	5/29/01	Naito	DSCD/LUP	6/05/01	Why did we bring LUP away from customer base in east county and locating at the Multnomah Building? What was the investment in Yeon Annex to locate LUP there two years ago?
68	5/29/01	Naito	DSCD	6/05/01	Need to include BCC in the loop for space planning.
69	5/29/01	Naito/Anderson/ Cruz	DSCD	6/05/01	Amendment: Remove the follow projects from the CIP Budget: Green Roof Construction (\$282,000) and Design (\$49,700) and 5 th floor remodel for LUP (\$492,000). Provide a list of alternative projects (i.e. wellness center, mainframe migration, Sheriff move, or other things throughout the county).
69	5/29/01	Cruz	DSCD	6/05/01	Provide additional information about River Patrol capital project
70	5/29/01	Naito	DSCD	6/05/01	Provide more information on costs and tradeoffs of Master Plan; What are we buying for \$700,000? Alternatives to consider, hire 1.00 FTE vs. \$400,000 of professional services contracts.
71	5/29/01	Cruz	DSCD	6/05/01	Is Master Planning an "Asset Preservation" item or a "Capital", describe rationale.
72	5/29/01	Farver	DSCD	6/05/01	Provide other Asset Preservation options if it was not used to fund the Master Plan. What would not be funded in CIP plan if the Master Plan was funded there.
73	5/29/01	Anderson	DSCD	6/05/01	Facilities to review other options for preparing Master Plan within current resources.
74	5/29/01	Cruz	DSCD	6/05/01	Facilities to follow up with more information on McCoy Building improvements.
75	5/29/01	Cruz	DSCD	6/05/01	Budget Note: Have discussion about Asset Preservation. Definition of asset preservation projects vs. capital improvement projects and what those dollars would fund; more information on particulars of projects. Include Facilities Sub-Committee.
76	5/29/01	Cruz	DSCD	6/05/01	Amendment: Remove \$2,000,000 Asset preservation project of Yeon Shop/Annex (AP scope yet to be determined).
77	5/29/01	Naito	Budget Office		Budget Note: Create some threshold dollar value with respect to emergency fund which would trigger BCC notification. Attach to previous note for Budget Office policy development.
78	5/29/01	Cruz	DSCD	6/05/01	Provide information (County Policy and ORS) on the definition and requirements of an "essential facility" for law enforcement buildings.
79	5/29/01	Cruz	DSCD	6/05/01	Facilities to provide/resurrect costs for option re: MCSO move to Yeon Annex vs. building a new facility. Provide information on land available in east county

[illegible]

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Tuesday, June 05, 2001 7:58 AM
To: #DISTRICT 1; #DISTRICT 2; #DISTRICT 3; #DISTRICT 4; FARVER Bill M; ROJO DE STEFFEY Maria; LINN Diane M
Cc: WARREN Dave C; JOHNSON Cecilia; BOYER Dave A; BOGSTAD Deborah L
Subject: DSCD Response to Board Questions May 29th Budget Worksession

Following, please find a response to the May 29th budget worksession from DSCD. Given, that many of these responses trickle in, I will be forwarding the information as I receive it. Additionally, with each response I will attach a copy of the Budget Worksession Follow-Up Question Master Tracking Sheet, so that you may see what questions have been answered and when.



DSCD Response to
May 29th BCC ...



Master Budget
Worksession Ques...



OFFICE MEMORANDUM...
DEPARTMENT OF SUSTAINABLE COMMUNITY DEVELOPMENT

To: Karyne Dargan, Budget Office
From: Bob Thomas, DSCD Director's Office
Date: June 4, 2001
Subject: Response to May 29th Board Questions

This is DSCD's collective response to questions raised by the Board at May 29th Capital Budget Hearing.

Question 55 Provide more information on the green roof concept and project for Multnomah Building; Is a new roof needed anyway?; What is the environmental advantage? What is additional cost to make the roof green as opposed to a "standard" roof? What are tradeoffs?

Response from Amy Joslin, DSCD Sustainability Program:

The following bullets speak to the environmental / economic / social advantages of a green roof, as well as the trade-offs:

Background:

- The Multnomah Building is in a combined sewer overflow area - meaning stormwater and sewer flow through the same pipes and existing pipes are at capacity with sewer flows alone - when you add stormwater they overflow directly into the Willamette river by-passing the treatment plant.

Environmental Advantage:

- **Raw sewage** from the Multnomah building dumps into the Willamette River *every day it rains more than 1/10 inch*. During an average year, this occurs *over 70 times*. This is equivalent to **37,500 gallons of raw sewage from the Multnomah building during a 1.5" rain event**.
- Green roof also acts as a "carbon sink" absorbing carbon dioxide. Carbon dioxide is the biggest contributor to global warming.

Economic Advantage:

- Reduced stormwater run-off saves the City of Portland and local taxpayers big dollars from the energy and materials required to treat stormwater.
- Direct energy and stormwater savings for the Multnomah building are estimated at \$2,500 annually at current rates - with pending rate increases these savings could increase significantly.
- A Green Roof will double the life expectancy of the existing roof from 20 years to 40 years. (Ultraviolet rays and extreme temperature swings cannot attack the roof surface.)

Social Advantage:

- Human health impacts from Multnomah Building raw sewage entering the Willamette River will be reduced. Health impacts occur to people that come in contact with the Willamette River including recreation such as fishing, boating, and swimming etc. Willamette River has been proposed as a future drinking water source!!

- Employee benefits - the patio and green roof area will provide a relaxing and natural environment for employees of the Multnomah Building to get some fresh air and enjoy the views that this building provides. This educational benefit will hopefully extend beyond the workplace as employees institute their own green measures at home.

Trade-Offs:

- Stand to lose a potential \$30,000 grant from the City of Portland to participate in their Stormwater Pilot program.
- The City of Portland has estimated costs to upgrade sewer / stormwater infrastructure will cost over \$400 million for the Eastside alone. By taking the Multnomah Building "off the combined sewer overflow grid" could reduce the investment required. If all buildings were to take similar actions, this cost might be avoided entirely.
- The art project will be stand-alone on the Multnomah building without any explanation to the public. This art project is being advertised as "sustainable" yet lacks real sustainable design features. By sending the wrong message to the public, we are damaging the credibility of the County's sustainability initiative.
- A green roof on the Multnomah Building offers tremendous demonstration project potential as a visible County commitment to sustainability and a showcase of sustainable technology for the Pacific Northwest region.

Response from Dan Brown, Facilities & Property Management Director:

- The roof of the Multnomah Building was replaced as part of the renovation contract work performed. It was desired to include a green roof within the original scope of work, but was not done due to budget considerations. Chair Stein expressed her disappointment in the green roof not being done and directed FPM to seek every opportunity to include a green roof at some future date. Due to new information on the lightweight green roof technology now available, structural strengthening of the Multnomah Building is not necessary, thus reducing the cost of installing this roof system.
- The environmental advantage of a green roof is that it will reduce the amount of storm water runoff that is generated by the Multnomah Building. This advantage is quantifiable. Another environmental advantage is that inducing vegetation into the urban environment produces the benefit of reducing carbon dioxide emissions. Finally, the environmental education perspective of installing a green roof on the Multnomah Building is highly beneficial to promoting the County goals of achieving a sustainable society.
- The estimated additional cost of installing the green roof on the 5th floor of the Multnomah Building is \$328K. Design fees of \$50K have already been obligated. Final construction cost is estimated at \$278K.
- Not installing the green roof will not have a functional impact on the Multnomah Building and the green roof can be installed at a later date if the BCC elects to proceed with the project.

Question 56 What is the amount of the next \$300,000 worth of projects that got bumped down to fund the green roof? What happened to partnership with the city?

Response from Dan Brown:

The \$300K (approximately) will go back into the CIP fund for use on future projects. These funds are savings from the Multnomah Building project and existing funds that have not been obligated.

From Amy Joslin, DSCD Sustainability Program:

Partnership with the City includes application for a \$30,000 grant as a stormwater pilot. Final applicants are to be selected in June. Partnership also includes active technical support from Tom Liptan, environmental specialist, who is a member of the project team.

Question 57 What is the status of private funding for the green roof?

From Dan Brown:

FPM has acknowledgment from the vendor of the opportunity to promote their green roof system but they have not followed up with a formal proposal or commitment.

Question 58 Provide a list of the unanticipated or unfunded Multnomah Building costs/projects.

From Dan Brown:

Projects for Multnomah Building currently unfunded include:

- Fifth Floor Remodel - \$492K (In FY02 Approved Budget)
- Cafeteria Remodel - \$100K (In FY02 Approved Budget)
- Green Roof - \$282K (In FY02 Approved Budget)
- Wellness Facility - \$200K (Not in FY02 Approved Budget)

Question 59 Worksession Item: Review prioritized capital projects and reallocated funding.

From Dan Brown:

The removal of Master Planning and the Yeon Complex from Asset Preservation will not impact the prioritized Asset Preservation projects identified. It is recommended that those funds not expended be placed in Asset Preservation reserve for funding future projects of high priority.

Question 60 Remove the \$260,000 from bond fund contingency and make available as a resource. Provide additional discussion.

Response from Bob Thomas:

The Facilities Priority Committee felt that placing \$260,000 in Asset Preservation Fund Contingency was the best use of those funds. After the group had reviewed the prioritized list of projects to fund with Asset Preservation revenue, they felt that additional funds should be set aside for emergency or unforeseen work. They placed \$100,000 in a line item for Emergency Repairs. They also placed \$260,000 in Fund Contingency to be used to replenish the Emergency Repairs item (only with formal Board Action), and to serve as a Beginning Working Capital for FY03, since the Asset Preservation Fund is currently the only ongoing source for future capital project funding. If the Fund Contingency is programmed directly into FY02 projects, there will be no *non-committed* carryover funds available for FY03.

Question 62 What is the annual building maintenance on courthouse?

From Dan Brown:

The Courthouse is one of the most expensive facilities for the County to operate and maintain. The costs are outlined below:

COURTHOUSE BUILDING MANAGEMENT COSTS

\$577,411	Utilities
\$886,395	Maintenance Contracts and Supplies
\$351,150	Asset Preservation
\$60,660	Capital Surcharge
\$57,684	Energy Loans
\$2,500	Enhanced Services
\$268,605	County Labor
\$2,204,405	Total Annual Cost

The Courthouse has 212,818 billable square feet, which works out to be \$9.10 per square foot, or \$5.70 per square foot without utilities, AP, Surcharge, Enhanced Services and Labor Costs.

Question 64 Want future work sessions earlier in budget process to prioritize and plan road/ bridge projects. Involve BCC earlier in process.

Response from Harold Lasley, Transportation Director:

In the next couple of months, we will schedule work sessions with the BCC on policies, priorities, and funding options for the FY2003 – 05 transportation capital improvement program.

Question 65 Have discussion about “deal making” process and when return to board, or board staff (i.e. R.A.C.C. move into 1st floor of McCoy Bldg.) Dialog of boundaries and when appropriate for department to move forward of the need to bring before BCC. Brief BCC staff with Rakowitz.

From Dan Brown:

- John Rakowitz has worked closely with FPM to place a retail operation in the first floor of the McCoy Building per the County Good Neighbor Agreement with the Association For Portland Progress.
- Providing office space for R.A.C.C. was looked into as an alternative to locating a retail operation in the McCoy Building and was presented to the BCC during the CIP Budget hearing to confirm work had progressed. The County is working very hard to get an appropriate occupant in the McCoy Building and R.A.C.C. appears to be more feasible than locating a retailer in this building.
- The process consists of preparing lease documents and tenant improvement agreements that will make the move from the Solomon Building to the McCoy Building attractive to R.A.C.C. The BCC must approve the lease agreement and it was anticipated by FPM that more specific details would be presented at a future executive session.

Question 67 Why did we bring LUP away from customer base in east county and locating at the Multnomah Building? What was the investment in Yeon Annex to locate LUP there two years ago?

Response from Kathy Busse, Land Use Planning Director:

Land Use Planning has the following functional working relationships within the Multnomah Building

- ? A&T (records and mapping)
- ? County Attorney
- ? DSCD Administration
- ? BCC and Chair's Office
- ? GIS mapping servers
- Metro and City of Portland Permitting are within 1 mile travel distance of the Multnomah Building.

Land Use Planning Customer Relationships

- 60% of LUP customers are from West County
- 40% are from east county, however, some of these customers must also go to City of Portland Permitting for septic approvals.
- BCC Hearing Room is easily accessible, available and convenient for evening Planning Commission meetings

Note: The Multnomah Building is the "County Seat" providing the basic government services to east and west Multnomah County. In county offices, this typically includes the Chair and Commissioner's offices, A&T, and Permitting. There was a substantial negative reaction to the move to east county from west county residents when permitting moved. This move back to a central location would consolidate trips for the largest percentage of customers, while at the same time, re-establish "equity" in distance traveled for all.

From Dan Brown:

Project costs for the construction of the Yeon Annex were \$3,345,000 as budgeted in Facilities-controlled funds. If Land Use Planning costs for the construction of the Annex were on the basis of square footage occupied, their share would have been 28.4% of \$3.345 million, which equaled \$950,000. Debt Service payments on the COPs used to finance the construction are included in the Building Management charges of all Annex tenants, present and future.

Question 68 Need to include BCC in the loop for space planning.

From Dan Brown: It is the intent of FPM to have the BCC participate in space planning by reviewing and approving a County Master Plan. BCC direction should be strategic and global. The Master Plan will provide the opportunity to control space utilization.

Question 69 Amendment: Remove the follow projects from the CIP Budget: Green Roof Construction (\$282,000) and Design (\$49,700) and 5th floor remodel for LUP \$492,000). Provide a list of alternative projects (i.e. wellness center, mainframe migration, Sheriff move, or other things throughout the county).

From Dan Brown:

Provided below is a non-prioritized list of Multnomah Building projects not funded.

Not Constructed / Not Funded

M = Maintenance

I = Improvement

R = Repair

- (1) Penthouse cooling tower (ccc-1) - make up pump - \$25,000 ncnf M
- (2) Mezzanine fan (ahu-5) - booster pump - \$5,000 ncnf I
- (3) Public research (tu 1-27) - additional cooling - \$5,000 ncnf I
- (4) Telephone rooms (6) – added exhaust - \$6,500 ncnf I
- (5) Workbench - additional cooling - \$10,000 ncnf I
- (6) Penthouse - egress lighting - \$10,000 ncnf I
- (7) LUP on 5th floor (95%) - \$384,000 nc (nf?) I
- (8) Café on 5th floor (0%)- \$150,000 nc I
- (9) Health & Wellness Center - \$175,000 - \$225,000 nc I

Deferred from Original Scope (non-prioritized)

- (1) Building entry vestibule - \$150,000 - I
- (2) Gas meter vent shaft - \$5,000 I
- (3) Add exit from File Storage - \$2,500 I
- (4) Removal of UST - \$10,000 M
- (5) Parking Garage waterproofing - \$407,500 M
- (6) Parking Garage ADA access - \$20,500 I
- (7) Roof garden & terrace replacement - \$150,000 I
- (8) Loading dock door replaced - \$17,500 R
- (9) Elevator lobbies panel replacement - \$60,000 I
- (10) Elevator cab upgrade - \$180,000 I
- (11) Toilet room partitions - \$7,500 M
- (12) Lobby information system - \$32,500 I
- (13) Parking Garage auto-attendant - \$85,000 I
- (14) Pump overhauls - \$40,000 M
- (15) Chiller replacement - \$285,000 M
- (16) Cooling tower rebuild - \$35,000 M
- (17) Domestic HWH replacement - \$20,000 M
- (18) Boiler replacement - \$200,000 M
- (19) Enhanced lighting controls - \$15,000 I
- (20) Elevator security upgrade - \$33,000 I
- (21) Security desk upgrades - \$65,000 I

Question 69 Provide additional information about River Patrol capital project.

From Dan Brown:

- 100% Construction Documents due June 21st
- Site permits:
 - Multnomah County will contribute \$10,000 to the permitting process.
 - Metro is submitting a "Master Plan" application for the, land side improvements. This application would take; optimistically, 6 months through the City of Portland's permit process. The benefit of this approach is a 12 year period for the project permit and that each component will not have to go through the permitting process.
 - The Oregon Marine Board will submit the water side permit application.
- Phasing
 - Phase 1 will consist of the access road
 - Phase 2 will be the construction of the Multnomah County River Patrol facility
 - Phase 3 will consist of removing the old River Patrol building , parking lot improvements, and water side improvements
- Construction Data
 - Total Building Area is 12,741 Square feet (includes 500 sq. ft. of canopy entrances)

- Direct Construction Cost is \$2.4 million (from Architectural Cost Consultants, LLC estimate from 4/22/01)

- Observation

At best, this project will not be funded until next fiscal year. This will coincide well with the permitting process and the Phase 1 construction.

Question 70 Provide more information on costs and tradeoffs of Master Plan; What are we buying for \$700,000? Alternatives to consider, hire 1.00 FTE vs. \$400,000 of professional services contracts.

See response for Question 73, below.

Question 71 Is Master Planning an “Asset Preservation” item or a “Capital”, describe rationale.

From Dan Brown:

- The Master Plan will be one of the primary planning documents needed for Multnomah County to cope with its Asset Preservation needs. The Master Plan will include information on the condition of existing facilities and identify those facilities in which it would be advantageous for the County to vacate versus to continue to attempt to maintain and operate.
- The Master Plan will be a living document that will be referenced prior to expending Asset Preservation funds on a facility. The future use of a building will influence how the Capital Improvement Program Prioritization Committee interprets the priority of need for a building.
- The Master Plan will also identify those capital construction projects the County wants to complete and the funding strategies identified. New initiatives will be considered against the County long-range capital construction goals.
- It is a key part of the process linking asset planning, asset use, and asset disposition (where appropriate) to achieving the optimum useable life of each facility.
- The Asset Preservation Fund is the only stable ongoing revenue source among the various capital funds, so is needed to support the continuous nature of staff planning work in a dynamic environment such as County government.

Question 72 Provide other Asset Preservation options if it was not used to fund the Master Plan. What would not be funded in CIP plan if the Master Plan was funded there.

From Dan Brown:

If Master Planning were funded by the CIP Fund, most of the funds in the FY02 CIP Fund are carryovers to complete committed projects, so options would be very limited. Likely deleted projects would be the Multnomah Green Roof, MCSO move costs, and some ADA improvements.

Question 73 Facilities to review other options for preparing Master Plan within current resources.

From Dan Brown:

This line item actually is the full funding for the Long-Range Planning Branch of Facilities’ Planning and Project Development Section. It has been called “Master Planning” since that is a primary task, one which links all other activities, but the \$700,000 contains the following:

- 4 FTE County employees with experience in Planning, Community Development, Architecture, Estimating, Project Management, and Facilities Management. These people are dedicated to optimizing County facilities uses, establishing partnership and development opportunities, analyzing

options and properties (owned and leased) for use or reuse, and forecasting space and budget needs for facilities capital. They develop the Project Charters which form the basis for all major projects.

FY02 : Pay, benefits, supplies, telecomm. \$305,000

- Consulting services of \$395,000 forecast as follows for FY02, as a startup year for the Master Planning concept (forecast for FY03 for consulting services is only \$150,000)

- Consulting services detail:

- Master Plans and related

- \$75,000 North/Northeast Master Plan
- \$60,000 East County Master Plan
- \$30,000 Mid-County Master Plan
- \$50,000 Westside/Central Eastside Master Plan, initiation (finish FY03)
- \$40,000 Future Options Studies for Surplus/Underutilized Properties
- \$15,000 Urban Renewal and Development Financing Expertise/Analysis
- \$15,000 Seismic/Structural Reports Summary and Presentation Support
- \$15,000 (up to) Graphics, publication, and photographic support

- Subtotal : \$300,000

- Other ongoing and anticipated work

- \$ 50,000 Courthouse Renovation Study Followup and Action Support
- \$10,000 Rockwood Commons Feasibility analyses
- \$10,000 ADA and potential Departmental Service Request support
- \$15,000 Preliminary Siting analyses (both lease and own) as needed
- \$10,000 (up to) Graphics, publication, and photographic support

Subtotal: \$95,000

TOTAL: \$ 395,000

- The Long-Range Planning Branch's current Hot Issues List (5-25-01) reveals that the Master Plans are only 4 of the 27 listed initiatives underway, and that most of those initiatives would benefit from being developed, analyzed, and presented in the context of a Master Plan.
- Long-Range/Master Planning, at \$700K, represents under 2% of Facilities' operating budget, which is itself under 4% of the County Budget. To help shape effective, documented decisions about space with a replacement cost of over \$500 million, housing 5000 County employees, the Master Plan expense is minimal for the potential savings realized.
- Alternatives:
 - In-house vs consulting: It is possible to add 1 or more FTE instead of paying \$300K + for consultants. However, the lead time to hire/train is a short-term barrier; and the projected reduction in Master Plan activity after the initial 12-18 months (FPM will maintain the structure of the Master Plan via continuous in-house updating, once approved) is a long-term barrier. The current 4 FTE is the appropriate size for the long term.
 - Master Planning within current resources: If limited to the \$305,000 of existing staff, FPM would not be able to leverage our contacts and judgment via consulting assistance, and would have to either severely constrict the Master Plan concept to a listing of upcoming activities captured in some basic analysis statements or devote staff to Master Planning and leave the detailed specific project development work alone for one or more years. FPM currently has no other staff performing major project pre-planning and estimating.

Question 74 Facilities to follow up with more information on McCoy Building improvements. See last page of this document for response from Dan Brown:

Question 75 Budget Note: Have discussion about Asset Preservation. Definition of asset preservation projects vs. capital improvement projects and what those dollars would fund; more information on particulars of projects. Include Facilities Sub-Committee.

DSCD will lead this in FY03.

Question 76 Amendment: Remove \$2,000,000 Asset Preservation project of Yeon Shop/Annex (AP scope yet to be determined).

DSCD will work with the Budget Office to accomplish this.

Question 78 Provide information (County Policy and ORS) on the definition and requirements of an "essential facility" for law enforcement buildings.

From Dan Brown:

An "Essential Facility" as defined in the 1997 addition of the Uniform Building Code Volume 2 Division 4 "are those structures which are necessary for emergency operations subsequent to a natural disaster". Fire and Police Stations are an occupancy type or a function of the structure and are by code considered an "Essential Facility".

Note: Uniform Building Code 1997 Table 16- K- Occupancy Category.

The Hansen Building Seismic Report notes that the structure does not comply with requirements for an "Essential Facility". Since the long range plan for the Sheriff's Administration Offices assumes a move from this facility, and that the current use is "grand fathered in"- the structure has not been brought up to current building or seismic codes for an essential facility.

Some but not all Police Precincts comply with essential facility, for instance the Justice Center does not comply. A structure may meet Zone 3 seismic code but be lacking in some area that, at the discretion of building code officer, not be an impediment to occupancy.

Uniform Building Code 1997 Volume 1 Section 104.2.1 Powers and Duties of Building Official states that "The Building Official shall have the power to render interpretations of this code and to adopt and enforce rules and separate regulations to clarify the application of its provisions. Such interpretations, rules and regulations shall be in conformance with the intent and purpose of this code."

It is the opinion of FPM that since the Yeon Annex nearly meets the "essential building" criteria under the 1997 UBC and that we are reusing an existing building, that the local Building Official will issue an occupancy permit for locating Sheriff Office administration activities in the Yeon Annex.

* Preliminary Structural Seismic Evaluation, Hansen Building, March 21, 1995

** 1997 Uniform Building Code Volume 1

** * 1997 Uniform Building Code Volume 2

Question 79 Facilities to provide/resurrect costs for option re: MCSO move to Yeon Annex vs. building a new facility. Provide information on land available in east county as a comparison against the \$4.8 million price tag for Yeon remodel (incorporation information re: “Clackamas County Sheriff Office at Clackamas Town Center”).

From Dan Brown:

Clackamas County Sheriff's North Precinct

Comments from Chief Neil Buttler, project manager for North Precinct development.

- Construction was completed three years ago, (Construction costs have increased approximately 3 to 3.5% per year during this time)
- Total development cost was around \$7 million dollars, which included construction, land, remediation and capping a contaminated site. (A cost breakdown has been requested from Chief Buttler)
- Building size is 12,000 square feet.
- Use is for patrol services only.
- Building was built to the “Essential Facility” standard.
- Funding – The original intent was to construct a much smaller building but Clackamas Community College contacted the CCSO about partnering in this project. Clackamas Community College wanted to construct a gun range and felt it would have fewer objections from neighbors with the CCSO as a partner. The College issued certificates of participation and built the building. The College's program did not work out so the CCSO is now buying the facility on a 20-year program.

Assumptions for MCSO East Precinct:

Multnomah County Sheriff's Program

1. The Sheriff's Office has forecasted a space need in 2020 of 29,097 square feet for the East County Precinct. Space allocation for the purposes of this comparison is 23,241 square feet. This is the available space of the Yeon Annex without any floor area addition. The space available at the Yeon Annex is adequate for the current MCSO program with the ability to add a 3rd floor if/when there is a need.
2. It is presumed the County owned Edgefield site in Troutdale is the likely alternative MCSO East County Precinct site.
3. Land Use Planning is scheduled to move to the Multnomah Building and consequently will not be a factor in staff space planning.
4. County owned land in Troutdale is available and has market value but is not calculated as a lost resource. A market value calculation would include all impacted parcels, Yeon, Troutdale, and the Hansen site, which is beyond the scope of this comparison.
5. This is a space and gross cost comparison and does not address program objectives and requirements.

Yeon Annex
Troutdale Site

Site Ownership

Multnomah County
Multnomah County

Adequacy of lot area

Existing development
Large lot available

Presumed date of occupancy

Fall 2002
Summer 2004

Development Cost^{1, 2, 3}

\$3,200,000
\$4,800,000

Site development

\$1,500,000

Renovation

\$1,500,000

Warehouse

\$200,000

Floor space

23,241 sq. ft.
23,241 sq. ft.

Code development issues

- Potential for a "change of use" issue with Gresham, which could result in a required new Community Service permit process.
- Parking change triggers a DEQ site evaluation.
- Current zoning on potential sites will require a Conditional Use permit.
- Potential sites will require wetland analysis.

Non-MCSO staff cost⁴

\$900,000
0

Yeon Asset Utilized

Yes
No

Hansen Building vacated

Yes

Yes

Public Transit access

Poor

Limited

Total Site Costs⁵

\$4,100,000

\$4,800,000

¹. Troutdale hard costs are estimated at \$150 per square foot and soft costs at \$60 per square foot for a total project cost of \$210 per square foot. This estimate includes wetlands delineation and protection where required.

². Yeon Annex occupancy cost estimates include DEQ required site changes, renovation costs at \$65 per square foot and warehouse space renovation in the Old Yeon building at \$25 per square foot.

³. Yeon Annex site and renovation cost does not include costs associated with moving any County staff besides the MCSO.

⁴. Cost of moving Transportation staff from Yeon Annex to the Old Yeon building estimated at \$65 per sq. ft.

⁵. The \$4.8 million originally programmed for the Yeon move included funds to renovate basement space in the Old Yeon building for Records and Central Stores. This \$700,000 difference between the project cost and the Yeon Total Site Cost has been re-programmed to stabilize the sinking front wall of the Old Yeon Building.

FPM RESPONSE TO BUDGET WORKSESSION QUESTIONS FROM MAY 29, 2001

QUESTION # 74, McCOY BUILDING CAPITAL IMPROVEMENTS

The FY02 Capital Budget Request for Facilities includes the following projects at the McCoy Building, the site of the Health Department's Westside Primary Care Clinic, principal Specialty Clinics, and Laboratory.

Project	Budget	Fund	Scope	Timing
McCoy Retail Space	\$ 1,235,041	Bldg. Proj. (2504) (two C.O.P.'s)	Basic HVAC, electrical, egress, etc. work to allow occupancy, + tenant improvements but not furniture, fixtures, moves.	Negotiate lease 8/01? Design/bid/constr. and Occupy by 10/02
South Wall Asbestos	\$ 279,853	Def. Maint.(2505)	Remove and replace screen at common wall, remove flaking asbestos mastic and repair/rewaterproof wall.	Charter by 9/01 Design/bid by 3/02 Constr. Summer 02
McCoy Exhaust Fans	\$ 11,182	Asset Pres. (2509)	Repair/replace building exhaust fans	by 6/02
McCoy Fire Escapes	\$ 90,000	" "	Repairs required by City inspection	by 6/02
McCoy HVAC/Electrical	\$ 585,000	" "	Upgrade ventilation capacity to code and repair/replace equipt. at life cycle	Charter by 10/02 Design/bid by 6/02 Constr. by 5/03
Water Meter Upgrade	\$ 50,000	" "	City-required replacement of water meter to accommodate increased flow needs due to recent clinic remodels	by 6/02
Health Dept. Expansion	\$ 470,000	" "	Listed in error. Duplicates Retail line item. \$\$ will be reprogrammed in Asset Preservation Fund.	

5/15

HD

HEALTH DEPARTMENT

Budget Worksession Follow-Up Questions

No.	Date	Commissioner	Respondent/ Dept	Completed	Question
16	5/15/01	Cruz	ADS/Health/ Budget Office	5/29/01	Amendment: MDT nurses cur to be restored by decreasing \$100,000 GF going to Health Dept and adding \$100,000 GF to ADS. Health Department will budget salary savings primarily in administrative areas, to minimize impact on client services. CMF/Health
21	5/16/01	Cruz	Health	5/29/01	Budget Note— Revenue Review – as proposed by Budget Office.
22	5/16/01	Anderson	Health	5/29/01	STARS program evaluation data presented to Commissioner Anderson. Document available to BCC upon request. CMF/Health
23	5/16/01	Cruz	Health	5/29/01	Amendment: Restore MDT Nurses. (See #16 above)
24	5/16/01	Naito	Health	5/29/01	Amendment: Restore \$250,000 for second OLDs team in North Portland. Included in Commissioner Naito's proposal.
26	5/16/01	Naito	Health/CFS	5/29/01	Amendment: Restore \$106,000 for Connections contract (funded in CFS). Included in Commissioner Naito's proposal.
27	5/16/01	Naito	Health	5/29/01	Amendment: Restore \$35,000 for SKIP. Included in Commissioner Naito's proposal.
28	5/16/01	Farver	Health/ADS	5/29/01	Follow-up information to address "shared" staff at the new East County Building. Proposal forwarded by ADS to Budget Office.
29	5/16/01	Naito/Farver	MCSO/Health/ DCJ		Budget Note: Pretrial release redesign briefing; mental health issue; impact/analysis of number of bookings on mental health system. Include the effect state mental health system (closing of hospitals) on mentally ill in local jails.
30	5/16/01	Naito	Health	5/29/01	Legal question about federal payments for mental health disabilities of jail inmates. From Katie Gaetjens: I am still working on trying to get Medicaid coverage for inpatient hospital care for inmates, but I am not optimistic. The VA has discontinued the care they used to provide for our folks when hospitalized, and their interpretation of the pertinent regulations is valid, if not required. In summary, at this time we have no choice but to pay hospital costs for inmates in County custody unless they have private insurance - a rarity.
31	5/16/01	Cruz	Health	5/29/01	Provide information on HD Tobacco Cessation efforts. Staff will prepare an email briefing paper in July (staff out now). CMF/Health

CH 5/10

HEALTH DEPARTMENT

Budget Worksession Follow-Up Questions

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Dan Noelle
Sheriff

MULTNOMAH COUNTY Sheriff's Office

501 SE Hawthorne Blvd., Suite 350
Portland, OR 97214
(503) 988-4300 phone
(503) 988-4500 TTY
(503) 988-4320 Fax
www.sheriff-mcso.org

01 JUN -4 PM 12:05
MULTNOMAH COUNTY
OREGON
COUNTY COMMISSIONERS

MEMORANDUM

To: Board of County Commissioners

Cc: Chair-Elect Linn
Commissioner-Elect Rojo de Steffey
John Rakowitz

From: Sheriff Dan Noelle *Dan Noelle GS*

Date: June 1, 2001

Subject: Courthouse Jail

I have just reviewed the Budget Worksession Follow-Up Questions prepared by the Budget Office. I was surprised to see Commissioner Cruz's amendment to reduce my budget \$600,000 by closing the courthouse jail evenings and weekends.

Though I am willing to immediately stop using the courthouse jail during those time periods, I think it would be foolish to eliminate the funding at this time. We need to start accruing savings by not using that facility. If the INS and U.S. Marshall bed revenues do not work out the way we plan, then that savings will be used against that shortfall. In other words, I want to use savings from the courthouse jail to "hedge" our revenue projections.

If funding for the courthouse jail is cut, I will not have available beds should bed rentals increase. And, yet, you are still expecting me to raise \$2.3 million in revenue from the rental of those very beds.

I am formally requesting that the amendment to reduce my budget by \$600,000 be removed. In August when we review the projected revenues, we will be able to discuss this issue.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 00-041

Directing the Multnomah County Commission to Convene a Courthouse Work Group to Consider Recommendations of the 1995 Multnomah County Courts Task Force

The Multnomah County Board of Commissioners Finds:

- a. In August 1995 the Board of County Commissioners adopted Resolution 95-174 which included the following goals and objectives recommended by SERA and the FCC in the Strategic Space Plan as guiding principles for future decisions regarding the management, acquisition, lease and disposal of County buildings, properties and facilities:
1. Improve Critical County Facilities to a 40-Year Useful Life to Improve Functionality of Buildings and Preserve Assets.
 2. Accommodate Current Space Needs to Reduce Current Overcrowding.
 3. Meet Future Space Needs by Acquiring Additional Facilities to Accommodate Projected Growth.
 4. Achieve Operational Efficiencies and Savings by Consolidating Functions.
 5. Provide Well-located, Safe and Efficient Facilities to Provide Quality Customer Service and Increase Employee Productivity.
 6. Incorporate Environmentally Sensitive and Energy Efficient Systems into County Facilities.
 7. Respond to Technological Innovations and Incorporate Technological rather than Spatial Solutions when appropriate.
 8. Pursue innovative arrangements for financing approaches including, but not limited to, public/private partnerships; ground lease of County properties in high value areas; lease-back and lease-back purchase options, land swaps, and intergovernmental cooperation.
- b. Resolution 95-174 also created the Courts Task Force. The charge of the task force was to develop an optimal solution to the space needs of the courts system. Recommendations to the Board of County Commissioners were to be included in the County's 5-Year Capital Improvements Plan for County Facilities.

Warto &
Cruz to
SPEAKER
BRIEF update
6/21/01 &
Final
in
Aug 01

- c. In the resulting report by SERA Architects, the Multnomah County Courthouse was found to be functionally and operationally obsolete and specific recommendations were outlined.
- d. The Multnomah County Auditor conducted an independent study to evaluate Courthouse usage, operations and future needs of the Courts system. The Auditor's recommendations were outlined in his report, Court Space Needs.
- e. Multnomah County has worked toward implementation of the Strategic Space Plane County wide. To date, there has been no action on the recommendations of the Courts Task Force and the County Auditor.

The Multnomah County Board of Commissioners Resolves:

1. That a new Courthouse Task Force be convened to examine recommendations of the previous task force and make new recommendations on future space needs for courts and funding options. The task force should include: Chair, Presiding Judge Jim Ellis; Honorable Sidney A. Galton; District Attorney Michael Schrunck or his representative; Sheriff Dan Noelle or his representative; Elyse Clawson, Director, ACJ, or her representative; Member of the Citizen's Crime Commission; President of the Multnomah Bar Association or Representative; Representative of the Multnomah County Criminal Defense Bar; East County Representative.
2. The Courthouse Task Force will report back to the Board of County Commissioners for further consideration by November, 2000.

ADOPTED this 6th day of April, 2000.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Serena Cruz, Vice-Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

Thomas Sponsler, County Attorney

Master Tracking Sheet

Budget Worksession Follow-Up Questions

No.	Date	Commissioner	Respondent/ Dept	Completed	Question
1	5/1/01	Naito, Farver	Budget Office		Flag decision points when potential for urban renewal district property to come back on the tax rolls.
2	5/1/01	Cruz	MCSO	5/18/01	Issue paper on Pay to Stay; provide rough draft at MCSO budget session
3	5/1/01	Roberts	DCJ	5/22/01	Describe the issues that keep kids from going to school.
4	5/1/01	Naito	CFS		Historically, how have we funded our other community centers (i.e. Clara Vista, Brentwood Darlington). Who are our other partners? Provide details on the service components, funding capital contribution, other source (city) contributions?
5	5/1/01	Cruz	Chair/Budget	5/25/01	Budget Note: Provide FFP funding and develop language to create placeholder for Clara Vista and Rockwood concurrently if there is additional FFP funding.
6	5/1/01	Andersen	Budget Office	5/04/01	Create MH Council Follow Up session
7	5/1/01	Naito	DA/DCJ		What type of funding can we expect from LLEBG as compared to a national perspective? Additionally, what has the city spent LLEBG funding for in the past (police overtime, equipment, etc...)?
7	5/1/01		DCJ/MCSO/ Evaluation	5/18/01	Pretrial Release issue paper as a result from Chicago visits
9	5/1/01	Andersen	Finance	5/22/01	Describe funding proposal for Mainframe migration
10	5/1/01	Andersen	Finance	5/29/01	Status of bond projects and remaining funding available. Risk ranking
11	5/1/01	Naito	DSCD/Finance	5/29/01	Facilities Finance Committee report (Naito resolution)
12	5/1/01	Cruz	Budget Office	5/16/01	List of items in budget funded by FFP
13	5/1/01	Cruz	MCSO	5/11/01	Report on MCSO implementation of Fleet Audit; in compliance why or why not
1	5/8/01	Naito	Budget	Noted	Lay out budgets by funding source (see state for example) incorporate into FY 2003 Budget Documents.
2	5/8/01	Naito/Farver	Budget	Noted	Levy Planning for Library, Public Safety. Hard data for potential operating levies this fall. Budget Office to prepare information this summer.
3	5/8/01	Cruz	DSCD/ MCSO	5/18/01	Work Crew Proposal Concerns: Is it legal to use MCRC residents for custodial work? Will we have enough time to address significant policy questions during budget process? What will it look like (implementation and operationally).
4	5/8/01	Naito	Budget		Policy threshold re: bringing leases to bcc under \$50,000. Forward policy matter to BCC even though small amounts as an FYI.
5	5/8/01	Roberts	Library	5/14/01	How does the Library interact with SUN Schools? Library to provide brochure
6	5/8/01	Anderson	Library	5/14/01	Delineate OTO payments in FY 2002.
7	5/8/01	Naito	Library	Noted	Summer project to review county services in schools (prior to Library Levy

					review)
8	5/8/01	Cruz	DSCD	5/16/01	Follow-up on number of properties available to Tax Title and strategies to fund in future. Shortfall?
9	5/8/01	Cruz	DSCD	5/16/01	Additional discussion on our role as developed for mixed used buildings.
10	5/8/01	Anderson	DSCD	5/23/01	Provide information in advance of capital budget presentation on 5/29/01.
11	5/9/01	Naito	DSCD	5/25/01	Rail line between Portland and Lake Oswego - \$30,000/year have we been contributing that amount? IGA. What amount have we given? History and status. Possible amendment item.
12	5/9/01	Anderson	CCFC		Amendment: Native American Youth
13	5/9/01	Naito	CBAC	5/15/01	Amendment: CIC restoration \$16,000
14	5/9/01	Cruz	ONI/PAO	5/14/01	Provide a sense of the siting calls, in terms of operations of office.
15	5/9/01	Cruz	Budget Office/ Cooperative Extension	5/25/01	Budget Note: Review funding for non-d regarding (extension)agencies and county funding
16	5/15/01	Cruz	ADS/Health/ Budget Office		Amendment: How to fund the MDT Nurses? Total funding; Medicaid match and non-Medicaid match? And split between ADS and Health? Present options.
17	5/15/01	Cruz	Budget Office/ ADS/PAO	5/25/01	Budget Note: Keep OPI at the top of our legislative agenda. Help state approach federal government (federal to advocate for a change in Medicaid to recognize OPI for eligibility)
18	5/15/01	Farver	Budget Office DRMs	5/25/01	Budget Note: DRM's to develop county-wide policy paper for bcc consideration over the summer re: state funding for formula issues. (reference ADS equity issue). Consider DHR reorganization as part of the partnership context.
19	5/15/01	Farver	CFS/Mental Health		Clarify differences/costs between today's presentation and prior resolution (Lane County model). Commissioner concerns: Naito: Case management piece; more detail re: contracting out. Variation on theme how gatekeeping is done and how we would contract out. Why is this the best model with cost comparison of a couple of models. Want to see here is the best and why. Cruz- concerns center around where plan doesn't follow resolution case management; cost analysis consistent with resolution (case management function); wants collaborative process utilizing our expertise and the provider networks. Anderson-walk through the plan. Set up meeting at later time to review. Farver-looking for budget specifics and tradeoffs to make it real. Timelines.
20	5/15/01	Farver	Budget Office/ CFS/MH Dept.	5/25/01	Budget Note- come back with package of budget amendments; come back in a series of meetings over the course of the year. MH Redesign group to return with a group of amendments about the specifics of the system re-design.
21	5/16/01	Cruz	Budget Office/	5/25/01	Budget Note— Time frame for reviewing revenues coming into Health

			Health		Department/Primary care clinics. Include potential cuts, if revenues do not meet projections. Quarterly Status Report. Have a broader issue to capture FFP, fees, etc
22	5/16/01	Anderson	Health		How do you measure the success/effectiveness of the STARS program? Forward evaluation.
23	5/16/01	Cruz	Health		Amendment: Restore MDT Nurses (4, ½ time in ADS/Health) \$75,000-\$100,000.
24	5/16/01	Naito	Health		Amendment: Restore \$250,000 for second OLDs team in North Portland.
25	5/16/01	Naito	CFS		Amendment: Restore PEIP \$147,000 (early intervention). Explore DD settlement funding (even if not funded by Gov's Budget)
26	5/16/01	Naito	Health/CFS		Amendment: Restore \$106,000 for Connections contract (funded in CFS).
27	5/16/01	Naito	Health		Amendment: Restore \$35,000 for SKIP.
28	5/16/01	Farver	Health/ADS		Follow-up information to address "shared" staff at the new East County Building.
29	5/16/01	Naito/Farver	Budget Office MCSO/Health/ DCJ	5/25/01	Budget Note: Pretrial release redesign briefing; mental health issue; impact/analysis of number of bookings on mental health system. Include the effect state mental health system (closing of hospitals) on mentally ill in local jails.
30	5/16/01	Naito	Health		Legal question about federal payments for mental health disabilities of jail inmates.
31	5/16/01	Cruz	Health		Provide information on HD Tobacco Cessation efforts.
32	5/16/01	Cruz	CFS	5/23/01	Additional information on CFS GF expenditures, direct and indirect; include information on how CFS made 7% target.
33	5/16/01	Cruz	Budget Office/ CFS	5/25/01	Budget Note: Future expansion of Bienestar into Columbia Villa
34	5/16/01	Cruz	CFS/SUN	Withdrawn 5/23/01 Cruz	Amendment: Cut funding for SUN Schools at Robert Gray, Buckman; Clear Creek. Return with additional information.
35	5/16/01	Farver	Budget Office/ CFS	5/25/01	Budget Note: Possible contingency request this fall for \$\$\$'s for single access point into Homeless Shelter. First priorities Homeless Families Plan.
36	5/22/01	Naito	Naito		Amendment: CCFC reorganization and alignment of staff and functions to legislated mandates and local priorities (\$731,439) (memo dated 5/18).
37	5/22/01	Cruz	DCJ	5/30/01	Did attendance for non-referred students increase as the same ratio as SAI attendance increase. What is the cost per student?
38	5/22/01	Anderson	Evaluation	5/31/01	Why do Interchange graduates fail to stay in contact with aftercare programs?
39	5/22/01	Cruz/ Anderson	Budget		Need more information about department cuts/restorations, shifts in funding. How much \$\$\$ was generated by 7% cuts, countywide, where were restorations made? 1 pager. Anderson wants a star on ephemeral (squishy) revenues and OTO.
40	5/22/01	Cruz	DCJ	5/30/01	Forest Project: What are program alternatives to the forest project that would be less expensive? And Impact on other pieces of the system? Blueprint model?

41	5/22/01	Cruz	Budget		Provide more information on FY 2001 under-spending, reserve balance, next years beginning balance.
42	5/22/01	Naito	LPSCC		Amendment: LPSCC merge 3 FTE into 2 FTE savings of \$20,000.
43	5/22/01	ALL	Budget/Finance		Board to review reserve policies and practices.
44	5/23/01	All	MCSO	5/25/01	Explore options for use of the courthouse jail (include information on cost savings from closing on nights and weekends).
45	5/23/01	Cruz	Budget Office/ MCSO	5/25/01	Budget Note: Review to Pay to Stay in 6 months to see how program is working; number of clients, impact on clients. Policy discussion on use of (home equity) assets for purpose of collections.
46	5/23/01	Cruz	Budget Office		Provide financial information on departments budgets to include requested, target constraints and executive budget. 1 Pager.
47	5/23/01	Naito	Budget Office/ MCSO	5/25/01	Budget Note: Come back to BCC on regular interval to report on INS/US Marshal, Pay to Stay revenues. Overall comprehensive review. MCSO to provide what would cut if Federal revenues don't come through.
48	5/23/01	Cruz	DSS		Why do you have to pay cash (as opposed to a check or credit card) for marriage licenses?
49	5/23/01	Naito	Budget Office/ DSS		Budget Note: Consideration of a due diligence report regarding mainframe migration (peer review) regarding cost effectiveness etc. also interested in "peer review" of the organizational implications of ITO
50	5/23/01	Cruz	MCSO		Amendment: Eliminate janitorial contract in the MCSO's budget, restore to Facilities budget; explore landscaping/contracting proposals/options.
51	5/23/01	Naito	DCJ	5/30/01	Amendment: Intensive Transition for Employment \$40,000
52	5/23/01	Cruz	CFS		Amendment: Restore GIFT. Provide detail on 3 contracts
53	5/23/01	Anderson	MCSO		Provide copy of MCSO Fleet Audit to Commissioner Anderson
54	5/23/01	Farver	Budget Office/ Chair's Office	5/25/01	Budget Note: Court Day Care \$25,000 from contingency as part of challenge grant.
55	5/29/01	Naito	DSCD		Provide more information on the green roof concept and project for Multnomah Building; Is a new roof needed anyway?; What is the environmental advantage? What is additional cost to make the roof green as opposed to a "standard" roof? What are tradeoffs?
56	5/29/01	Cruz	DSCD		What is the amount of the next \$300,000 worth of projects that got bumped down to fund the green roof? What happened to partnership with the city?
57	5/29/01	Farver	DSCD		What is the status of private funding for the green roof?
58	5/29/01	Cruz	DSCD		Provide a list of the unanticipated or unfunded Multnomah Building costs/projects.
59	5/29/01	Farver	DSCD/ Finance		Worksession Item: Review prioritized capital projects and reallocated funding.
60	5/29/01	Cruz	DSCD/ Finance		Remove the \$260,000 from bond fund contingency and make available as a resource. Provide additional discussion.
61	5/29/01	Cruz	Library		Prioritize any Library Project funds remaining for repayment of \$1.9 million COP
62	5/29/01	Cruz	DSCD		What is the annual building maintenance on courthouse?

63	5/29/01	Cruz	MCSO		Number of beds a Wapato? Clarify history of beds for A&D.
64	5/29/01	Farver	DSCD/ Transportation		Want future worksessions earlier in budget process to prioritize and plan road/bridge projects. Involve BCC earlier in process
65	5/29/01	Cruz	DSCD		Have discussion about "deal making" process and when return to board, or board staff (i.e. R.A.C.C. move into 1 st floor of McCoy Bldg.) Dialog of boundaries and when appropriate for department to move forward of the need to bring before BCC. Brief BCC staff with Rakowitz.
66	5/29/01	Cruz	Budget Office		Budget Office to bring back parameters for bringing projects back to board (over budget, change of scope, to the extent it does or doesn't fit in with Approved Master Plan) for update and approval.
67	5/29/01	Naito	DSCD/LUP		Why did we bring LUP away from customer base in east county and locating at the Multnomah Building? What was the investment in Yeon Annex to locate LUP there two years ago?
68	5/29/01	Naito	DSCD		Need to include BCC in the loop for space planning.
69	5/29/01	Naito/Anderson/ Cruz	DSCD		Amendment: Remove the follow projects from the CIP Budget: Green Roof Construction (\$282,000) and Design (\$49,700) and 5 th floor remodel for LUP (\$492,000). Provide a list of alternative projects (i.e. wellness center, mainframe migration, Sheriff move, or other things throughout the county).
69	5/29/01	Cruz	DSCD		Provide additional information about River Patrol capital project
70	5/29/01	Naito	DSCD		Provide more information on costs and tradeoffs of Master Plan; What are we buying for \$700,000? Alternatives to consider, hire 1.00 FTE vs. \$400,000 of professional services contracts.
71	5/29/01	Cruz	DSCD		Is Master Planning an "Asset Preservation" item or a "Capital", describe rationale.
72	5/29/01	Farver	DSCD		Provide other Asset Preservation options if it was not used to fund the Master Plan. What would not be funded in CIP plan if the Master Plan was funded there.
73	5/29/01	Anderson	DSCD		Facilities to review other options for preparing Master Plan within current resources.
74	5/29/01	Cruz	DSCD		Facilities to follow up with more information on McCoy Building improvements.
75	5/29/01	Cruz	DSCD		Budget Note: Have discussion about Asset Preservation. Definition of asset preservation projects vs. capital improvement projects and what those dollars would fund; more information on particulars of projects. Include Facilities Sub-Committee.
76	5/29/01	Cruz	DSCD		Amendment: Remove \$2,000,000 Asset preservation project of Yeon Shop/Annex (AP scope yet to be determined).
77	5/29/01	Naito	Budget Office		Budget Note: Create some threshold dollar value with respect to emergency fund which would trigger BCC notification. Attach to previous note for Budget Office policy development.
78	5/29/01	Cruz	DSCD		Provide information (County Policy and ORS) on the definition and requirements of an "essential facility" for law enforcement buildings.
79	5/29/01	Cruz	DSCD		Facilities to provide/resurrect costs for option re: MCSO move to Yeon Annex vs. building a new facility. Provide information on land available in east county

[illegible]

BOGSTAD Deborah L

From: Paul Benecki [pbenecki@yahoo.com]
Sent: Monday, June 04, 2001 12:38 AM
To: deborah.l.bogstad@co.multnomah.or.us
Subject: Board meeting 5/3/01

Paul Benecki /Wilson Students for Environmental Activism
1516 SW Dewitt
Portland, Or. 97201

6/2/01

Dear Deborah Bogstad:

The St. Clare and Wilson students enjoyed watching the video of the 5/3/01 Board presentation enormously, and were cheered by the resolution to help us preserve our tree. Thank you for having been so gracious as to see that my materials were

returned to me!

Is there a specific place on the internet where the minutes from the 5/3/01 meeting can be found? If not, how can I obtain a copy?

Sincerely,

Paul Benecki

Do You Yahoo!?

Get personalized email addresses from Yahoo! Mail - only \$35 a year! <http://personal.mail.yahoo.com/>

DRAFT

5-28 pm.

May 29, 2001

To: Board of County Commissioners
Chair Elect Diane Linn
Commissioner Elect Maria Rojo
Elected Officials and Department Managers

From: Bill Farver

Re: Budget Framework

I appreciate the thoughtful process the Board has followed in attempting to address the County's revenue shortfall for next year. It has felt like a partnership throughout, which was very, very important to me this year.

The following is my attempt to capture the framework for budget decisions that has emerged from our budget discussions and public hearings. While there is broad agreement on the general direction, the Budget Office and I have not had the opportunity to develop the details. Some areas will require more Board deliberations, either this week and/or in June after the new Chair and new District 1 Commissioner have been sworn in.

Several of the suggested budget actions may be significantly impacted by decisions of the State Legislature, which should be

taking some actions in the next few weeks. These actions could provide additional, crucial information for the new Board.

Also, the preparations of technical, program, and revenue amendments over the next two weeks may alter the final balance. Finally, all of the actions are based on a revenue and spending framework that will require careful monitoring and possible adjustment during next fiscal year. That process and other budget issues are covered in the attached budget notes.

EARLY CHILDHOOD – suggested add backs

The following programs enjoy broad support or need further research for potential restorations. They total approximately \$700,000.

1. PEIP – Early Intervention and Screening program \$147,000.
In my budget, I had earmarked new state funding to continue this important early intervention and screening service. It now appears we will need to use general fund.
2. SKIP - early childhood screening program \$35,000
3. Connections. Health continues to fund the bulk of this program. The community contracts portion of the Connections program was inadvertently omitted from the budget. \$106,000.
4. Olds Program in North Portland. This would provide ongoing funding to the second Olds team that started this spring with state juvenile prevention funds. \$250,000
5. NARA Child Care - \$34,000
6. CARES - \$50,000 new money state match (I have included this as a potential contingency draw, because state legislation has not been approved)

OTHER YOUTH PROGRAMS

7. . NAYA alternative school program \$32,000

8. GIFT – North Portland contract \$64,000 (two other contracts make the GIFT total of \$164)
9. Latino Retention Project at Reynolds High School \$22,000
OTO pending comprehensive study of school based services
10. Sam Barlow School Resource Officer - Commissioner
Roberts would like an opportunity to discuss with Gresham
Barlow district.
11. Buckman School Project Full restoration \$12,000

Commissioner Naito has suggested changes to both the Commission's staffing and their role in operating programs, which could result in substantial reductions. Commission staff and members have concerns about the appropriate legal and public process. To address those policy and budget concerns here is a potential process to follow:

1. On Wednesday, May 30, the BCC discusses Commissioner Naito's memo with Commission members and staff. At the conclusion of that meeting, the Board decides whether to consider a resolution at their June 7, regular Board meeting, rejecting the Commission budget, pending further discussions. Assuming the Board wants further discussions, the following will take place.
2. The Budget office continues its analysis with Departments, State Commission, and CCFC to analyze funding streams and flexibility of both CCFC money and new state money.
3. The Budget office and Departments compile data on program effectiveness and outcomes of the potential add back programs.
4. John Rakowitz and I meet with Commission members and staff to explore options.
5. The Board considers a resolution on June 7 whether to reject the Commission budget for purposes of further discussion. At that meeting, we should be able to provide an update on the discussions that John and I have had with the Commission.

AGING NURSING SERVICES

The Health Department has identified a way to to maintain four part time nurses to help address the needs of our elderly. The Board will need to review their plan. In view of the possible state OPI reductions, this restoration takes on even greater potential importance. \$100,000

SHERIFF REVENUE APPROACHES

There are two areas of concern.

The Board has expressed repeated policy and financial concerns about the use of MCRC inmates for janitorial services. Issues of displacement of living wage jobs, training, and supervision have been raised.

Secondly, the Board and Sheriff share a concern about the level of anticipated new revenue for leasing jail beds to the US Government

Here are the recommendations I hear from the Board:

- a. Janitorial Services. I believe there is consensus not to use inmates for janitorial work in the jails and libraries. Not following this approach creates an approximate \$600,000 hole.

Secondly, I believe the Board needs additional information on the use of work crews to do landscaping and the potential impact and savings of the four County employees. That portion of the savings includes cancellation of a \$129,000 contract with the Portland Habilitation Center (a qualified rehabilitation center employing citizens with disabilities) that is part of the County's living wage program. The other portion includes

\$284,000 to fund four County employees. I am not sure how those savings are gained, unless those four FTE are laid off. Those reductions involve another \$400,000 which if not realized would require additional reductions in the Sheriff's budget.

- b. US Government leasing. To date, we have seen no increase in the use of by the US Government in our beds. The Sheriff in his budget projected an increase of 70 beds over last year's budgeted number. Currently, we are renting approximately 15 more beds than last year. The gap of 55 beds represents a revenue shortfall of approximately \$2,300,000 assuming current federal usage.

APPROACHES TO DEAL WITH THESE ISSUES

The following have been suggested:

- a. Use of the Public Safety Bond to pay for one time only items in the Sheriff's budget. The Board and Budget office would need to review these items and determine what impact using the Bond would have on other potential uses.
- b. By working cooperatively, the District Attorney, Community Justice and Sheriff have reduced the need for jail beds through the use of guidelines and electronic monitoring for parole and probation violators. This provides the Sheriff flexibility in managing the jails which should lead to a reduce need for corrections officers, corrections counselors, and/or overtime.
- c. The Board has asked the Sheriff to suggest additional cuts in his administrative expenses.

DECISION MAKING PROCESS

The Board first needs to decide whether they want to proceed with the landscaping portion of the suggested janitorial cut. Secondly,

the Board needs to decide what reductions in the above approaches they want to consider before approving the budget and what approaches they may need to revisit in mid-August if the revenues from the US Government rentals do not occur.

COMMUNITY JUSTICE

Community Justice has learned they will receive additional state funds of approximately \$300,000. The Director will return with recommendations about potential restorations. The Director will also provide additional information about the Forest Camp.

RECOMMENDED SCHEDULE

TUESDAY AFTERNOON 1:30 WORKSESSION

1. Review this memo.
2. Clarify additional information needed.
3. Discuss, if applicable, other budget question responses and amendments.
4. Establish Wednesday schedule.

WEDNESDAY MORNING 9:30

1. Detailed discussion of
 - Early Childhood programs and CCFC
 - Aging Nursing services
 - Sheriff issues – janitorial contracts and US Government beds
 - Community Justice funding
 - others identified on Tuesday.

Contingency Requests

In addition to requests that meet normal criteria for transfer, the Board will consider requests for transfers from the General Fund Contingency account during FY 2002 for the following purposes. Additional information for some of these contingency requests can be found in the budget note section.

- **Court Day Care:** The Board will consider providing a match to the State and/or private business or non profit groups interested in providing operating funds for a court day care facility (\$25,000)
- **Single Access Point Homeless Shelter:** The Board will consider a contingency funding request for a single access point into the homeless families system as provided in the Homeless Families Plan. The Board recognizes that this service is ongoing in nature and ongoing funding would have to be provided within the County's financial constraints
- **CARES child care grant:** The Board will consider contingency funding as grant match for potentially new state child care funds.

Budget Notes

Quarterly Reporting Process

The FY 2002 budget process highlighted the tension between allocating scarce resources and developing new revenue sources to offset budget reductions. Given the department's creative responses in developing new revenue sources and the lack of historical data to forecast these new revenues, the Board directs the Budget Office and those affected departments to return to the Board on a quarterly basis to report on revenue and expenditure data in the form of a Quarterly Financial Report. That report should include the status of a department's expenditures and revenues, an explanation of seasonal trends and unusual expenditures and revenue receipts, and whether or not the department will meet year end targets and/or appropriations. The report will also include a section updating and advising the Board on the status of bond fund activity.

If revenues fail to meet projections, the Board directs the Budget Office in consultation with the Departments to return to the board with a reduction plan evaluating and outlining options to bring expenditures in line with new revenue projections.

Specific revenues to be addressed include, but are not limited to:

- Pay to Stay Fee Collection
- Animal Control Fines and Fees
- Property Tax
- Motor Vehicle Rental Tax
- Gas Tax
- Business Income Tax
- Federal Bed Rental Revenue
- Federal Financial Participation Revenue
- Primary Care Clinic Revenues
- Recording Fees
- Internal Service Revenues (Facilities Management, FRED's, Data Processing, Risk Fund)
- Assessment & Taxation Supplement
- Strategic Investment Program Revenues
- State Revenues including Department of Corrections Revenue
- DUII Fee Revenues

State Funding Formula Issues

The Direct Report Managers (DRMs) are to develop a countywide policy for the Boards consideration, to address state funding formula issues (grants-in-aid, ADS equity issue). As part of the construction of the policy issue/statement, the DRMS are to collaborate with the State Department of Human Resources reorganization efforts in a partnership context

Extension Service

During budget planning for FY 2003, the Board will consider non-General Fund sources for funding the Oregon State University Extension Service. The Extension Service should provide funding alternatives to the Chair of the Board as a part of its FY 2003 budget request.

Primary Care Clinic Revenues

The Health Department and the Budget Office shall monitor the client flow and access issues in the County's primary care clinics, and return to the Board quarterly with an update. Should budgeted fee revenues fail to materialize after the first quarter, the Health Department is to return with proposed program reductions to take effect immediately (see Quarterly Reporting Budget Note).

Pretrial Release System Redesign

The Local Public Safety Coordinating Council (LPSCC) has been reviewing the County's Pre-Trial Release System for increased efficiencies, effectiveness, and potential for cost savings. The Court Work Group has been designated as the group responsible for deciding how to best proceed. The Court Work Group is currently reviewing and validating pre-trial release criteria. It is also forming recommendations for an information system that will eliminate duplicate information collection during various pre-trial release interviews and the booking process and allow information to be shared more easily. LPSCC will brief the Board at the conclusion of these activities.

Pay to Stay Review

The Sheriff's Office shall return to the Board in the fall with a review of the Pay-to-Stay program, including information about number of clients billed, percent of billings collected, civil judgments entered against clients for reimbursement, and impact on families, if known. Also, the Board will discuss the policy implications of collecting from clients whose significant assets (homes, cars, etc.) may be seized.

INS/US Marshal Revenue Review

During FY 2002, the Sheriff's Office shall report monthly to the Board and the Budget Office on federal bed rental receipts. Should budgeted revenues fail to materialize at budgeted levels by the first quarter, the Sheriff's Office is to return with proposed program reductions to take effect immediately (see Quarterly Reporting Budget Note).

Federal Legislative Agenda

The Board wishes to ensure that funding for Oregon Project Independence remains at the top of the County's legislative agenda. To that end, the Board directs the Public Affairs Office to report on efforts to assist the state in approaching the federal government for sufficient revenue support for this program.

Federal Financial Participation Work group and Schools

Charge the Federal Financial Participation work group to work with Portland Public Schools to explore billing the federal government for the portion of PPS employees time that is potentially reimbursable.

Mental Health Redesign Budget

The Department of Community and Family Services will present the Board with a revised mental health budget that reflects the redesign of the mental health system no later than July 30. The necessary budget modifications to reallocate funding should be submitted shortly there after and reflect any Board feedback.

Comprehensive Services for Children and Families in Foster Care System

The Board will make final budget decisions on Early intervention services for foster children and their families in the fall. This partnership model will start with the opening of the CRC, but will only require County funds in FY 02-03, currently estimated at \$250,000- \$300,000.

Bienestar at Rockwood

The Adopted Budget includes \$100,000 of funding for a spring start-up of Bienestar at Rockwood, contingent on sufficient Federal Financial Participation funds being realized. Prior to start-up, the Department of Community and Family Services should discuss with the Board the availability of sufficient ongoing funds to support this program as well as plans for expansion of Bienestar into Columbia Villa.

Information Technology Issues

DSS will arrange a peer review (or due diligence report) on the organizational implications of the Information Technology Organization.