



Multnomah County Oregon

Board of Commissioners & Agenda

connecting citizens with information and services

BOARD OF COMMISSIONERS

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JUNE 8, 9 & 10, 2004

BOARD MEETINGS

FASTLOOK AGENDA ITEMS OF INTEREST

| | |
|---------|---|
| Pg 2 | 9:00 a.m. Tuesday Budget Work Session |
| Pg 2 | 10:30 a.m. Wednesday TSCC Hearing |
| Pg 3 | 9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters |
| Pg 4 | 9:30 a.m. Thursday 2004-2005 Multnomah County Classification/Compensation Plan |
| Pg 4 | 9:45 a.m. Thursday Public Hearing and Vote on 2004-2005 Multnomah County Budget |
| Pg 4 | 10:30 a.m. Thursday Public Hearing and Vote on Hospital Facilities Authority Resolution |
| Pg 5 | 10:40 a.m. Thursday Public Hearing and Vote on 2004-2005 Service District Budgets |
| Pg 5 | 11:15 a.m. Thursday Executive Session |

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

Friday, 11:00 PM, Channel 30

Saturday, 10:00 AM, Channel 30

Sunday, 11:00 AM, Channel 30

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Tuesday, June 8, 2004 - 9:00 AM - 12:00 PM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION

WS-1 Multnomah County 2004-2005 Budget Work Session. This meeting is open to the public however no public testimony will be taken.

Wednesday, June 9, 2004 - 10:30 AM - 11:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

TSCC PUBLIC BUDGET HEARING

PH-1 The Tax Supervising and Conservation Commission will conduct a Public Hearing on the Multnomah County 2004-2005 Budget. A quorum or more of the Multnomah County Commissioners will be in attendance. The hearing is open to the public and testimony will be taken.

Wednesday, June 9, 2004 - 1:30 PM - 5:00 PM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION - IF NEEDED

WS-2 If Needed Multnomah County 2004-2005 Budget Work Session. This meeting is open to the public however no public testimony will be taken.

Thursday, June 10, 2004 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 9:30 AM

DEPARTMENT OF COMMUNITY JUSTICE

- C-1 Budget Modification 04_DCJ_15 Adding \$16,990 from the Robert Wood Johnson Foundation Treatment Improvement Grant to the Department of Community Justice Federal/State Fund

DEPARTMENT OF COUNTY HUMAN SERVICES

- C-2 Budget Modification DCHS 05 Increasing the Domestic Violence Division Budget by \$149,491 to Reflect Current HUD and Bryne Grant Balances
- C-3 Budget Modification DCHS 06 Increasing the Department's Appropriation by \$977,807 and 14.40 FTE Due to an Increased Allocation from the State of Oregon Department of Human Services to Account for Case Load Growth in the Aging and Disability Services Division

DEPARTMENT OF HEALTH

- C-4 Budget Modification HD-04-03 Appropriating \$4,555,508 from the State Office of Medical Assistance Programs (OMAP) to Fund the CareOregon Spin-off of OCHIN

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

- C-5 Budget Modification BCS 04-06 Appropriating \$464,082 from the Department of State Police/Oregon Emergency Management for FEMA's Reimbursement of Eligible Costs to Multnomah County from the December/January Ice Storm

REGULAR AGENDA - 9:30 AM

PUBLIC COMMENT - 9:30 AM

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

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 9:30 AM

- R-1 Approval of the 2004-2005 Multnomah County Represented and Non-Represented Classification/Compensation Plans
- R-2 PUBLIC HEARING and Consideration of a RESOLUTION Adopting the 2004-05 Budget for Multnomah County and Making Appropriations Thereunder, Pursuant to ORS 294.435
- R-3 RESOLUTION Levying Ad Valorem Property Taxes for Multnomah County, Oregon, for Fiscal Year 2004-05
- R-4 RESOLUTION Adopting Financial and Budget Policies for Multnomah County, Oregon
- R-5 RESOLUTION Adopting and Defining the Various County Funds
- R-6 RESOLUTION Authorizing the County to Make an Internal Loan from the Risk Management Fund to the Building Project Fund in the Amount of \$1,375,000 and to the Public Safety Bond Fund in the Amount of \$6,585,000 to pay for the Technology costs to Upgrade the SAP System and to Migrate the Public Safety Computer Programs off the IBM Mainframe

HOSPITAL FACILITIES AUTHORITY - 10:30 AM

(Recess as the Multnomah County Board of Commissioners and convene as the Hospital Facilities Authority of Multnomah County, Oregon)

- R-7 PUBLIC HEARING and Consideration of a RESOLUTION Authorizing Issuance of Revenue Bonds, Series 2004 (Providence Health System) by the Hospital Facilities Authority of Multnomah County, Oregon in the Amount of \$100,000,000

(Adjourn as the Hospital Facilities Authority of Multnomah County, Oregon and reconvene as Multnomah County Board of Commissioners)

SERVICE DISTRICTS - 10:40 AM

(Recess as the Board of County Commissioners and convene as the governing body for Dunthorpe Riverdale Sanitary Service District No. 1)

- R-8 PUBLIC HEARING and Consideration of a RESOLUTION Adopting the 2004-05 Budget for the Dunthorpe-Riverdale Sanitary Service District No. 1 and Making Appropriations

(Adjourn as the governing body for Dunthorpe Riverdale Sanitary Service District No. 1 and convene as governing body for Mid-County Street Lighting Service District No. 14)

- R-9 PUBLIC HEARING and Consideration of a RESOLUTION Adopting the 2004-2005 Budget for the Mid-County Street Lighting Service District No. 14 and Making Appropriations

(Adjourn as the governing body for Mid-County Street Lighting Service District No. 14 and reconvene as Board of County Commissioners)

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 10:45 AM

- R-10 First Reading and Possible Adoption of an ORDINANCE Amending County Land Use Code, Plans and Maps to Adopt Troutdale's Recent Land Use Code, Plan and Map Revisions in Compliance with Metro's Functional Plan, and Declaring an Emergency

- R-11 RESOLUTION Declaring a Portion of the Property Located at 1620 SE 190th Avenue, Portland, Oregon, to be Temporarily Surplus and Approving a Permit for Use of Property to Westech Construction, Incorporated

DEPARTMENT OF HEALTH - 10:55 AM

- R-12 NOTICE OF INTENT to Apply for Grant Funding from the US Department of Health and Human Services' Bureau of Primary Health Care to Establish a New Mobile Health Care Access Point

Thursday, June 10, 2004 - 11:15 AM
(OR IMMEDIATELY FOLLOWING REGULAR MEETING)
Multnomah Building, Sixth Floor Commissioners Conference Room 635
501 SE Hawthorne Boulevard, Portland

EXECUTIVE SESSION

- E-1 The Multnomah County Board of Commissioners Will Meet in Executive Session Pursuant to ORS 192.660(1)(h). Only Representatives of the News

Media and Designated Staff are allowed to Attend. Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session. No Final Decision will be made in the Executive Session. Presented by Agnes Sowle. 30 MINUTES REQUESTED.

AGENDA PLACEMENT REQUEST

BUD MOD #: 04_DCJ_15

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 06.10.04
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: C-1

Est. Start Time: 9:30 AM

Date Submitted: 05/24/04

Requested Date: June 10, 2004

Time Requested: N/A

Department: Community Justice

Division: Juvenile Services Division

Contact/s: Shaun Coldwell

Phone: 503 988-3961

Ext.: 83961

I/O Address: 503/250

Presenters: Consent Calendar

Agenda Title: Budget Modification 04_DCJ_15 Adding \$16,990 from the Robert Wood Johnson Foundation Treatment Improvement Grant to the Department of Community Justice Federal/State Fund

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

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

The Department of Community Justice (DCJ) requests approval of a budget modification to increase the FY 2004 Federal/State budget by \$16,990. The Robert Wood Johnson Foundation awarded DCJ \$16,990 for the Embrace Treatment Improvement Grant. The grant supports and requires local treatment providers to participate in three professional conferences focused on best practices in adolescent alcohol and drug treatment. Two conferences are scheduled in FY 2004 and one in FY 2005. The conferences are sponsored by the grantor and are used to improve local treatment for adolescents.

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

In 2002, Multnomah County was one of 10 sites around the country to receive a five-year Reclaiming Futures grant from the Robert Wood Johnson Foundation to improve treatment outcomes for youth.

Beginning in FY 2004, the Robert Wood Johnson Foundation began granting, on a non-competitive basis, an additional \$100,000 in Treatment Improvement Grants to each of the 10 Reclaiming Futures sites for FY 2004-FY 2006 as follows:

- FY 2004 – \$16,990
- FY 2005 –\$60,698
- FY 2006 –\$22,312

The purpose of the grant is to enhance local adolescent treatment by:

- Gathering adolescent treatment professionals from all 10 Reclaiming Futures grantee sites across the country at three conferences aimed at disseminating information regarding best practices in adolescent treatment; and
- Improving family engagement and therapists' skills at family therapy. Family involvement has been shown to be an important factor in the success of adolescents in alcohol and drug treatment. To accomplish this, DCJ plans to hire a consultant to research curriculum and develop training for our five local County-funded residential and outpatient adolescent treatment providers; provide funds to train treatment professionals in family engagement techniques and family therapy; and assist individual treatment agencies in accessing why family members are not getting or staying involved in treatment.

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

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
The Federal/State Revenue for FY04 is being increased by \$16,990
- ❖ **What budgets are increased/decreased?**
The Federal/State budget for FY 2004 Juvenile Services Division is being increased by \$16,990. The Treatment Improvement Grant covers central and department indirect costs.
- ❖ **What do the changes accomplish?**
The Robert Wood Foundation Treatment Improvement Grant requires local treatment providers to participate in three conferences focused on best practices in adolescent alcohol and drug treatment. Two conferences are scheduled in FY04 and one in FY05.
- ❖ **Do any personnel actions result from this budget modification? Explain.**
No
- ❖ **Is the revenue one-time-only in nature? No**
- ❖ **If a grant, what period does the grant cover?**

The revenue will be received during the grant period April, 1 2004 – March 31, 2006

❖ **When the grant expires, what are funding plans?**

The program will be discontinued.

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

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

Required Signatures:

Department/Agency Director:



Date: 05/21/04

Budget Analyst

By:



Date: 05/24/04

Dept/Countywide HR

By: N/A

Date:

Budget Modification: 04_DCJ_BCC_15

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

| Line No. | Fund Center | Fund Code | Accounting Unit | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|----------|-------------|-----------|-----------------|-------------|-------------------------|----------------|----------------|-----------------------------|----------|---|
| | | | Internal Order | Cost Center | | | | | | |
| 1 | 50-50 | 68491 | | | CJ024.EMBRACE.TREATMENT | 50210 | (16,990) | (16,990) | | Incr Revenue Embrace Treatment Grant |
| 2 | | | | | | | 0 | | | |
| 3 | 50-50 | 68491 | | | CJ024.EMBRACE.TREATMENT | 60180 | 54 | 54 | | Incr Printing & Duplicating - brochures |
| 4 | 50-50 | 68491 | | | CJ024.EMBRACE.TREATMENT | 60230 | 30 | 30 | | Incr Postage for special mailings |
| 5 | 50-50 | 68491 | | | CJ024.EMBRACE.TREATMENT | 60200 | 36 | 36 | | Incr communications - long distance |
| 6 | 50-50 | 68491 | | | CJ024.EMBRACE.TREATMENT | 60240 | 120 | 120 | | Incr office supplies |
| 7 | 50-50 | 68491 | | | CJ024.EMBRACE.TREATMENT | 60260 | 15,600 | 15,600 | | Incr travel to attend conferences |
| 8 | 50-50 | 68491 | | | CJ024.EMBRACE.TREATMENT | 60350 | 322 | 322 | | Central Indirect \$15,840 x 2.03% |
| 9 | 50-50 | 68491 | | | CJ024.EMBRACE.TREATMENT | 60355 | 828 | 828 | | Dept Indirect \$15,840 x 5.23% |
| 10 | | | | | | | | | | |
| 11 | 19 | 1000 | | 9500001000 | 50310 | | (322) | (322) | | Indirect Reimbursement Rev in GF |
| 12 | 19 | 1000 | | 9500001000 | 60470 | | 322 | 322 | | CGF Contingency Expenditure |
| 13 | | | | | | | 0 | | | |
| 14 | 50-00 | 1000 | | 509600 | 60170 | | 828 | 828 | | Incr Prof Svc by Dept Indirect |
| 15 | 50-00 | 1000 | | 509600 | 50370 | | (828) | (828) | | Dept Indirect Revenue |
| 16 | | | | | | | 0 | | | |
| 17 | | | | | | | 0 | | | |
| 18 | | | | | | | 0 | | | |
| 19 | | | | | | | 0 | | | |
| 20 | | | | | | | 0 | | | |
| 21 | | | | | | | 0 | | | |
| 22 | | | | | | | 0 | | | |
| 23 | | | | | | | 0 | | | |
| 24 | | | | | | | 0 | | | |
| 25 | | | | | | | 0 | | | |
| 26 | | | | | | | 0 | | | |
| 27 | | | | | | | 0 | | | |
| 28 | | | | | | | 0 | | | |
| 29 | | | | | | | 0 | | | |
| | | | | | | | | 0 | 0 | Total - Page 1 |
| | | | | | | | | 0 | 0 | GRAND TOTAL |

AGENDA PLACEMENT REQUEST

BUD MOD # DCHS 05

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 06.10.04
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: June 10, 2004
Agenda Item #: C-2
Est. Start Time: 9:30 AM
Date Submitted: 05/13/04

Requested Date: June 10, 2004

Time Requested: N/A

Department: County Human Services

Division: Domestic Violence

Contact/s: Al Stickel/Chris Yager

Phone: 503 988-3691 **Ext.:** 84135/26777

I/O Address: 166/7

Presenters: Consent Calendar

Agenda Title: Budget Modification DCHS 05 Increasing the Domestic Violence Division Budget by \$149,491 to Reflect Current HUD and Byrne Grant Balances

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** The Department of County Human Services recommends approval of budget modification DCHS #05.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** Budget modification DCHS #05 adjusts Domestic Violence division budget to reflect increased grant balances after fiscal year (FY 03) closing: \$84,758 HUD Family Wages grant; \$49,226 HUD Horizons grants; and \$15,507 Byrne grant. Original budgeted revenue amounts were estimates.
- 3. Explain the fiscal impact (current year and ongoing).** One time only increase in pass through expenses by \$138,943; Professional services \$1,572 for consultation, training & culturally specific services; \$2,072 temporary; \$253 overtime; \$6,000 supplies; and \$651 Education & Training.

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?** HUD Horizon grants; HUD Family Wages; and Byrne grant to recognize actual grant balances from the prior fiscal year.
- ❖ **What budgets are increased/decreased?** Domestic Violence increases by \$149,491
- ❖ **What do the changes accomplish?** Brings the budget in line with actual grant balances.
- ❖ **Do any personnel actions result from this budget modification? Explain.**
N/A
- ❖ **Is the revenue one-time-only in nature?** Yes
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

Required Signatures:

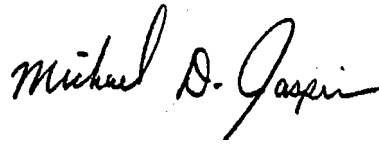
Department/Agency Director:



Date: 11/05/03

Budget Analyst

By:



Date: 05/13/04

Dept/Countywide HR

By:

Date:

BUDGET MODIFICATION DCHS #5

EXPENDITURES & REVENUES

Budget Fiscal Year: 03/04

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

| Ln No. | Fund Center | Fund Code | Accounting Unit | | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|--------|-------------|-----------|-----------------|-------------|-------------------|--------------|----------------|----------------|-----------------------------|----------|-----------------------|
| | | | Internal Order | Cost Center | WBS Element | | | | | | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | 20-30 | 21971 | | | DV03 SVC.FAMILY03 | 60160 | 0 | 84,758 | 84,758 | | Pass Through |
| 8 | 20-30 | 21971 | | | DV03 SVC.FAMILY03 | 50170 | 0 | (84,758) | (84,758) | | IG-OP-Direct Fed |
| 9 | | | | | | | | | | | |
| 10 | 20-30 | 21570 | | | DV03 SVC.HORIZDV1 | 60160 | 285,292 | 327,125 | 41,833 | | Pass Through |
| 11 | 20-30 | 21570 | | | DV03 SVC.HORIZDV1 | 60100 | 0 | 2,072 | 2,072 | | Temporary |
| 12 | 20-30 | 21570 | | | DV03 SVC.HORIZDV1 | 50170 | (299,557) | (343,462) | (43,905) | | IG-OP-Direct Fed |
| 13 | | | | | | | | | | | |
| 14 | 20-30 | 21575 | | | DV03 SVC.HORIZDV2 | 60110 | 0 | 253 | 253 | | Overtime |
| 15 | 20-30 | 21575 | | | DV03 SVC.HORIZDV2 | 60160 | 106,619 | 111,687 | 5,068 | | Pass Through |
| 16 | 20-30 | 21575 | | | DV03 SVC.HORIZDV2 | 50170 | (111,950) | (117,271) | (5,321) | | IG-OP-Direct Fed |
| 17 | | | | | | | | | | | |
| 18 | 20-30 | 21193 | | | DV CRD.BYRNE2 | 50190 | (27,719) | (43,226) | (15,507) | | IG-OP Fed Thru State |
| 19 | 20-30 | 21193 | | | DV CRD.BYRNE2 | 60160 | 13,575 | 20,859 | 7,284 | | Pass Through |
| 20 | 20-30 | 21193 | | | DV CRD.BYRNE2 | 60170 | 0 | 1,572 | 1,572 | | Professional Services |
| 21 | 20-30 | 21193 | | | DV CRD.BYRNE2 | 60240 | 664 | 6,664 | 6,000 | | Supplies |
| 22 | 20-30 | 21193 | | | DV CRD.BYRNE2 | 60260 | 0 | 651 | 651 | | Education & Training |
| 23 | | | | | | | | | | | |
| 24 | | | | | | | | | | | |
| 25 | | | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | | | | | | | | | | |
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| 29 | | | | | | | | | | | |
| | | | | | | | | | 0 | 0 | Total - Page 1 |
| | | | | | | | | | 0 | 0 | GRAND TOTAL |

AGENDA PLACEMENT REQUEST

BUD MOD # DCHS 06

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-3 DATE 06.10.04
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: June 10, 2004
Agenda Item #: C-3
Est. Start Time: 9:30 AM
Date Submitted: 05/13/04

Requested Date: June 10, 2004

Time Requested: N/A

Department: County Human Services

Division: Aging & Disabilities

Contact/s: Al Stickel/Chris Yager

Phone: 503 988-3691

Ext.: 84135/26777

I/O Address: 166/7

Presenters: Consent Calendar

Agenda Title: Budget Modification DCHS 06 Increasing the Department's Appropriation by \$977,807 and 14.40 FTE Due to an Increased Allocation from the State of Oregon Department of Human Services to Account for Case Load Growth in the Aging and Disability Services Division

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** The Department of County Human Services recommends approval of budget modification DCHS 06.
2. **Please provide sufficient background information for the Board and the public to understand this issue.** This budget modification adds 14.40 FTE to the Aging and Disability Services (ADS) Division budget funded by Medicaid Title XIX of the Social Security Act. Material and supply costs are included in the request. This change reflects an increased allocation from the Oregon Department of Human Services to serve additional seniors and people with disabilities in Multnomah County in compliance with the state contract with ADS. This modification will bring our budget to 50% of our current state biennium allocation.

Funding from Providence Medical Center is for a 1.00 FTE Case Manger 1 position that liaisons between Medicare & Providence programs. Funding from the State Department of Justice is for a .50 FTE Program Development Specialist position along with supplies. The position coordinates with the County Department of Corrections & Community Justice to provide seamless access to benefits for people with aging related, physical and/or developmental disabilities who are incarcerated and will be released in to Multnomah County. Budget modification DCHS #6 brings the budget in line with the current organization structure & staffing levels.

3. **Explain the fiscal impact (current year and ongoing).** Revenues increase by \$900,992 Title XIX; \$57,196 Providence Medical Center; and \$19,619 State Department of Justice. The following expenses increase: personnel \$895,041; supplies \$77,671; \$10,548 pass through; and service reimbursement from the Fed/State fund to Insurance fund \$174,201. Professional services decrease by \$5,453. All revenues & expenses are ongoing. Staffing increases by 14.40 FTE (11.00 FTE ongoing).

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?** Increases Title XIX by \$900,992 to reflect current allocation from the state. State Department of Justice revenue increases by \$19,619 and \$57,196 to reflect a new revenue contract from Providence Medical Center.
- ❖ **What budgets are increased/decreased?** Aging & Disability Service increase by \$977,807
- ❖ **What do the changes accomplish?** Brings the budget in line with current grant allocations.
- ❖ **Do any personnel actions result from this budget modification? Explain.** Yes, a net increase 14.40 FTE to reflect the current staffing structure & levels (11.00 FTE on going). The changes as follows: Office Assistant 2 increases by 4.51 FTE; Office Assistant Senior increases by 1.00 FTE; Program Development Specialist increases by .50 FTE; Hearings Specialist increases by .25 FTE; Social Worker decreases by .83 FTE; Case Manger Senior increases by .69 FTE; Case Manager 2 increase by 8.81 FTE; Case Manger 1 decreases by 1.57 FTE; Case Manager Assistant increases by 1.00 FTE; Community Health Nurse decreased by 2.00 FTE; and Program Supervisor increases by 2.04 FTE.
- ❖ **Is the revenue one-time-only in nature?** No
- ❖ **If a grant, what period does the grant cover?** Title XIX is a State Biennium allocation (2003-2005).
- ❖ **When the grant expires, what are funding plans?** Title XIX is ongoing; State department of Justice is ongoing; and Providence Medical Center contract may be ongoing.

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

Required Signatures:

Department/Agency Director:



Date: 11/04/03

Budget Analyst

By:



Date: 05/13/04

Dept/Countywide HR

By:



Date: 11/04/03

BUDGET MODIFICATION DCHS # 6

EXPENDITURES & REVENUES

Budget Fiscal Year: 03/04

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

| Ln No. | Fund Center | Fund Code | Accounting Unit | | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|--------|-------------|-----------|-----------------|-------------|-------------------|--------------|----------------|----------------|-----------------------------|----------|------------------------------|
| | | | Internal Order | Cost Center | WBS Element | | | | | | |
| 1 | 30-55 | 26090 | | | ADSDIVLTCSEDXIX | 60000 | 1,793,498 | 1,736,302 | (57,196) | | Permanent [702250] |
| 2 | 30-55 | 26090 | | | ADSDIVLTCSEDXIX | 50190 | (2,215,886) | (2,158,690) | 57,196 | | IG-OP Fed Thru State |
| 3 | 30-55 | 32103 | | | ADSDIVLTCSEDPHC | 60000 | 0 | 57,196 | 57,196 | | Permanent [702250] |
| 4 | 30-55 | 32103 | | | ADSDIVLTCSEDPHC | 50190 | 0 | (57,196) | (57,196) | | IG-OP Fed Thru State |
| 5 | | | | | | | | | | | |
| 6 | 30-75 | 26090 | | | ADSDIVAHLMXIX | 60000 | 576,186 | 537,424 | (38,762) | | Permanent [705901] |
| 7 | 30-75 | 26090 | | | ADSDIVAHLMXIX | 50190 | (771,606) | (732,844) | 38,762 | | IG-OP Fed Thru State |
| 8 | 30-75 | 26090 | | | ADSDIVAHXIX | 60000 | 235,315 | 219,482 | (15,833) | | Permanent [705901] |
| 9 | 30-75 | 26090 | | | ADSDIVAHXIX | 50190 | (235,315) | (219,482) | 15,833 | | IG-OP Fed Thru State |
| 10 | | | | | | | | | | | |
| 11 | 30-80 | 26090 | | | ADSDIVAPSXIX | 60000 | 2,030,395 | 1,926,373 | (104,022) | | Permanent [700695, 701258] |
| 12 | 30-80 | 26090 | | | ADSDIVAPSXIX | 50190 | (2,185,560) | (2,081,538) | 104,022 | | IG-OP Fed Thru State |
| 13 | 30-80 | 26090 | | | ADSDIVAPSLMXIX | 60000 | 606,348 | 511,412 | (94,936) | | Permanent [700695, 706813] |
| 14 | 30-80 | 26090 | | | ADSDIVAPSLMXIX | 50190 | (631,193) | (536,257) | 94,936 | | IG-OP Fed Thru State |
| 15 | 30-80 | 1000 | | | ADSDIVAPSGF | 60000 | 62,498 | 51,950 | (10,548) | | Permanent [700695, 706813] |
| 16 | | | | | | | | | | | |
| 17 | 30-45 | 1000 | | | ADSDIVCS201GF | 60160 | 11,233 | 21,781 | 10,548 | | Pass Through Payments |
| 18 | | | | | | | | | | | |
| 19 | 30-55 | 26090 | | | ADSDIVLTCMCXIX | 60000 | 2,207,595 | 2,649,123 | 441,528 | | Personnel [Mid County] |
| 20 | 30-55 | 26090 | | | ADSDIVLTCMCXIX | 50190 | (2,606,983) | (3,048,511) | (441,528) | | IG-OP Fed Thru State |
| 21 | | | | | | | | | | | |
| 22 | 30-55 | 26090 | | | ADSDIVLTCNFXIX | 60000 | 1,673,874 | 1,385,861 | (288,013) | | Permanent [Nursing Facility] |
| 23 | 30-55 | 26090 | | | ADSDIVLTCNFXIX | 50190 | (1,762,189) | (1,474,176) | 288,013 | | IG-OP Fed Thru State |
| 24 | | | | | | | | | | | |
| 25 | 30-55 | 26090 | | | ADSDIVLTCWDXIX | 60000 | 1,483,053 | 1,660,115 | 177,062 | | Permanent [West District] |
| 26 | 30-55 | 26090 | | | ADSDIVLTCWDXIX | 50190 | (1,798,421) | (1,975,483) | (177,062) | | IG-OP Fed Thru State |
| 27 | | | | | | | | | | | |
| 28 | | | | | | | | | | | |
| 29 | | | | | | | | | | | |
| | | | | | | | | | 0 | 0 | Total - Page 1 |
| | | | | | | | | | 0 | 0 | GRAND TOTAL |
| 30 | 30-55 | 20150 | | | ADSDIVLTCWDJABDOJ | 60000 | 0 | 36,552 | 36,552 | | Permanent [711634] |

BUDGET MODIFICATION DCHS # 6

EXPENDITURES & REVENUES

Budget Fiscal Year: 03/04

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

| Ln No. | Fund Center | Fund Code | Accounting Unit | | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|--------|-------------|-----------|-----------------|-------------|-------------------|--------------|----------------|----------------|-----------------------------|----------|---------------------------|
| | | | Internal Order | Cost Center | WBS Element | | | | | | |
| 31 | 30-55 | 20150 | | | ADSDIVLTCWDJABDOJ | 60240 | 0 | 948 | 948 | | Supplies |
| 32 | 30-55 | 20150 | | | ADSDIVLTCWDJABDOJ | 50190 | 0 | (37,500) | (37,500) | | IG-OP Fed Thru State |
| 33 | | | | | | | | | | | |
| 34 | 30-55 | 26090 | | | ADSDIVLTCEDXIX | 60000 | 1,521,439 | 1,950,197 | 428,758 | | Permanent [East District] |
| 35 | 30-55 | 26090 | | | ADSDIVLTCEDXIX | 50190 | (2,520,101) | (2,948,859) | (428,758) | | IG-OP Fed Thru State |
| 36 | | | | | | | | | | | |
| 37 | 30-55 | 26090 | | | ADSDIVLTCNNEDXIX | 60000 | 2,191,715 | 2,347,907 | 156,192 | | Permanent [N/NE District] |
| 38 | 30-55 | 26090 | | | ADSDIVLTCNNEDXIX | 50190 | (2,749,570) | (2,905,762) | (156,192) | | IG-OP Fed Thru State |
| 39 | | | | | | | | | | | |
| 40 | 30-55 | 26090 | | | ADSDIVLTCSEDXIX | 60000 | 1,793,498 | 2,000,561 | 207,063 | | Permanent [SE District] |
| 41 | 30-55 | 26090 | | | ADSDIVLTCSEDXIX | 50190 | (2,215,886) | (2,422,949) | (207,063) | | IG-OP Fed Thru State |
| 42 | | | | | | | | | | | |
| 43 | 30-80 | 20150 | | | ADSDIVAPSDOJDOJ | 60000 | 12,428 | 0 | (12,428) | | Permanent [709383] |
| 44 | 30-80 | 20150 | | | ADSDIVAPSDOJDOJ | 60170 | 5,453 | 0 | (5,453) | | Professional Services |
| 45 | 30-80 | 20150 | | | ADSDIVAPSDOJDOJ | 50190 | (17,881) | 0 | 17,881 | | IG-OP Fed Thru State |
| 46 | | | | | | | | | | | |
| 47 | 30-80 | 26090 | | | ADSDIVAPSDOJXIX | 60000 | 511,412 | 523,840 | 12,428 | | Permanent [709383] |
| 48 | 30-80 | 26090 | | | ADSDIVAPSDOJXIX | 50190 | (536,257) | (548,685) | (12,428) | | IG-OP Fed Thru State |
| 49 | | | | | | | | | | | |
| 50 | 70-01 | 3500 | | 705210 | | 50316 | | (174,201) | (174,201) | | Reimb Claims Paid |
| 51 | 70-01 | 3500 | | 705210 | | 60330 | | 174,201 | 174,201 | | Insurance |
| 52 | | | | | | | | | | | |
| 53 | 30-01 | 26090 | | | ADSDIVADM201XIX | 60240 | 16,060 | 92,783 | 76,723 | | Supplies (M&S for FTE) |
| 54 | 30-01 | 26090 | | | ADSDIVADM201XIX | 50190 | (1,099,889) | (1,176,612) | (76,723) | | IG-OP Fed Thur State |
| 55 | | | | | | | | | | | |
| 56 | | | | | | | | | | | |
| 57 | | | | | | | | | | | |
| 58 | | | | | | | | | | | |
| | | | | | | | | | 0 | 0 | Total - Page 2 |
| | | | | | | | | | 0 | 0 | GRAND TOTAL |

5. ANNUALIZED PERSONNEL CHANGE

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

| | | | | | | | ANNUALIZED | | | |
|-------|-------------|------|-------------|---------------------------------|-----------------|--------------|----------------|----------------|----------------|----------------|
| Fund | Cost Center | JCN | HR Org Unit | Position Title | Position Number | FTE | BASE PAY | FRINGE | INSUR | TOTAL |
| 30-75 | 307501 | 6058 | 62956 | HRNG SPEC | 705901 | (1.00) | (48,020) | (12,039) | (12,734) | (72,793) |
| 30-80 | 305707 | 6295 | 62964 | SOC WKR | 700695 | (1.00) | (53,033) | (13,295) | (13,236) | (79,564) |
| 30-80 | 305707 | 6296 | 62964 | CASE MGR SR | 701258 | (1.00) | (45,680) | (11,452) | (12,500) | (69,632) |
| 30-80 | 305707 | 6315 | 62964 | COMM HTH NURSE | 706813 | (1.00) | (57,556) | (14,429) | (13,688) | (85,673) |
| 30-55 | 305701 | 6296 | 62958 | CASE MGR SR | 701055 | 0.50 | 25,068 | 6,285 | 6,473 | 37,826 |
| 30-55 | 305701 | 6297 | 62958 | CASE MGR 2 | 701700 | 1.00 | 40,109 | 10,055 | 11,943 | 62,107 |
| 30-55 | 305701 | 9361 | 62958 | PRG SUPR | 702920 | 1.00 | 49,519 | 12,414 | 12,884 | 74,817 |
| 30-55 | 305701 | 6297 | 62958 | CASE MGR 2 | 703577 | 0.50 | 21,483 | 5,386 | 6,114 | 32,983 |
| 30-55 | 305701 | 6058 | 62958 | HRNG SPEC | 704585 | 1.00 | 53,056 | 13,301 | 13,238 | 79,595 |
| 30-55 | 305701 | 6002 | 62958 | OA SR | 704599 | 1.00 | 35,108 | 8,802 | 11,442 | 55,352 |
| 30-55 | 305701 | 6297 | 62958 | CASE MGR 2 | 705784 | 1.00 | 45,237 | 11,341 | 12,456 | 69,034 |
| 30-55 | 305701 | 6297 | 62958 | CASE MGR 2 | 705873 | 1.00 | 41,381 | 10,374 | 12,070 | 63,825 |
| 30-55 | 305701 | 6001 | 62958 | OA 2 | 706911 | 1.00 | 27,714 | 6,948 | 10,703 | 45,365 |
| 30-55 | 305701 | 9361 | 62958 | PRG SUPR | 707394 | (1.00) | (57,655) | (14,454) | (13,698) | (85,807) |
| 30-55 | 305702 | 6315 | 62959 | COMM HTH NURSE | 701450 | (1.00) | (57,556) | (14,430) | (13,687) | (85,673) |
| 30-55 | 305702 | 6296 | 62959 | CASE MGR SR | 701842 | (1.00) | (50,136) | (12,569) | (12,946) | (75,651) |
| 30-55 | 305702 | 6297 | 62959 | CASE MGR 2 | 702637 | (1.00) | (44,459) | (11,146) | (12,378) | (67,983) |
| 30-55 | 305702 | 6296 | 62959 | CASE MGR SR | 703904 | (1.00) | (50,136) | (12,569) | (12,946) | (75,651) |
| 30-55 | 305702 | 6296 | 62959 | CASE MGR SR | 704437 | (1.00) | (48,336) | (12,118) | (12,765) | (73,219) |
| 30-55 | 305702 | 6001 | 62959 | OA 2 | 705144 | 1.00 | 31,230 | 7,829 | 11,055 | 50,114 |
| 30-55 | 305703 | 6299 | 62960 | CASE MGR AST | 700667 | 1.00 | 24,727 | 6,199 | 10,404 | 41,330 |
| 30-55 | 305703 | 6297 | 62960 | CASE MGR 2 | 703578 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305703 | 6296 | 62960 | CASE MGR SR | 704437 | 1.00 | 48,336 | 12,118 | 12,765 | 73,219 |
| 30-55 | 305703 | 6296 | 62960 | CASE MGR SR | 704437 | (0.50) | (24,168) | (6,059) | (6,383) | (36,610) |
| 30-55 | 305703 | 6021 | 62960 | PROG DEV SPEC | 711629 | 0.50 | 24,125 | 6,048 | 6,379 | 36,552 |
| 30-55 | 305704 | 6296 | 62961 | CASE MGR SR | 700752 | 1.00 | 48,454 | 12,148 | 12,777 | 73,379 |
| 30-55 | 305704 | 6297 | 62961 | CASE MGR 2 | 701379 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305704 | 6297 | 62961 | CASE MGR 2 | 701958 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305704 | 6297 | 62961 | CASE MGR 2 | 702369 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305704 | 6001 | 62961 | OA 2 | 703174 | (0.50) | (13,841) | (3,470) | (5,349) | (22,660) |
| 30-55 | 305704 | 9361 | 62961 | PRG SUPR | 707104 | 1.00 | 56,807 | 14,241 | 13,613 | 84,661 |
| 30-55 | 305704 | 6296 | 62961 | CASE MGR SR | 707105 | 1.00 | 50,136 | 12,569 | 12,946 | 75,651 |
| 30-55 | 305705 | 6297 | 62962 | CASE MGR 2 | 700444 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305705 | 6298 | 62962 | CASE MGR 1 | 700477 | (1.00) | (34,749) | (8,712) | (11,406) | (54,867) |
| 30-55 | 305705 | 6297 | 62962 | CASE MGR 2 | 700964 | 0.50 | 20,410 | 5,112 | 6,007 | 31,529 |
| 30-55 | 305705 | 6297 | 62962 | CASE MGR 2 | 701700 | (1.00) | (40,109) | (10,055) | (11,943) | (62,107) |
| 30-55 | 305705 | 6001 | 62962 | OA 2 | 702801 | 1.00 | 27,699 | 6,944 | 10,699 | 45,342 |
| 30-55 | 305705 | 6001 | 62962 | OA 2 | 704406 | 0.50 | 16,097 | 4,036 | 5,576 | 25,709 |
| 30-55 | 305705 | 6298 | 62962 | CASE MGR 1 | 705499 | (1.00) | (34,921) | (8,755) | (11,424) | (55,100) |
| 30-55 | 305705 | 6296 | 62962 | CASE MGR SR | 705774 | (0.50) | (21,953) | (5,504) | (6,161) | (33,618) |
| 30-55 | 305705 | 6001 | 62962 | OA 2 | 706169 | 1.00 | 27,804 | 6,971 | 10,712 | 45,487 |
| 30-55 | 305705 | 9361 | 62962 | PRG SUPR | 707394 | 1.00 | 57,655 | 14,454 | 13,698 | 85,807 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 700381 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 700914 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 700938 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305706 | 6296 | 62963 | CASE MGR SR | 701450 | 1.00 | 57,556 | 14,429 | 13,688 | 85,673 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 701958 | (1.00) | (45,902) | (11,508) | (12,522) | (69,932) |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 705784 | (1.00) | (45,237) | (11,341) | (12,456) | (69,034) |
| | | | | | | | | | | 0 |
| | | | | TOTAL ANNUALIZED CHANGES | | 11.00 | 423,480 | 106,163 | 129,596 | 659,239 |

6. CURRENT YEAR PERSONNEL DOLLAR CHANGE

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

see comment on pos# for effective date

| | | | | | | | CURRENT YEAR | | | |
|-------|-------------|------|-------------|----------------|-----------------|--------|--------------|----------|----------|----------|
| Fund | Cost Center | JCN | HR Org Unit | Position Title | Position Number | FTE | BASE PAY | FRINGE | INSUR | TOTAL |
| 30-75 | 307501 | 6058 | 62956 | HRNG SPEC | 705901 | (0.75) | (36,015) | (9,029) | (9,551) | (54,595) |
| 30-80 | 305707 | 6295 | 62964 | SOC WKR | 700695 | (0.83) | (44,017) | (11,035) | (10,986) | (66,038) |
| 30-80 | 305707 | 6296 | 62964 | CASE MGR SR | 701258 | (0.83) | (37,914) | (9,506) | (10,375) | (57,795) |
| 30-80 | 305707 | 6315 | 62964 | COMM HTH NURSE | 706813 | (1.00) | (57,556) | (14,429) | (13,688) | (85,673) |
| 30-55 | 305701 | 6296 | 62958 | CASE MGR SR | 701055 | 0.50 | 25,068 | 6,285 | 6,473 | 37,826 |
| 30-55 | 305701 | 6296 | 62958 | CASE MGR SR | 701055 | 0.09 | 4,262 | 1,068 | 1,100 | 6,430 |
| 30-55 | 605701 | 6297 | 62958 | CASE MGR 2 | 701700 | 1.00 | 40,109 | 10,055 | 11,943 | 62,107 |
| 30-55 | 305701 | 9361 | 62958 | PRG SUPR | 702920 | 1.00 | 49,519 | 12,414 | 12,884 | 74,817 |
| 30-55 | 305701 | 6297 | 62958 | CASE MGR 2 | 703577 | 0.50 | 21,483 | 5,386 | 6,114 | 32,983 |
| 30-55 | 305701 | 6058 | 62958 | HRNG SPEC | 704585 | 1.00 | 53,056 | 13,301 | 13,238 | 79,595 |
| 30-55 | 305701 | 6002 | 62958 | OA SR | 704599 | 1.00 | 35,108 | 8,802 | 11,443 | 55,353 |
| 30-55 | 305701 | 6297 | 62958 | CASE MGR 2 | 705784 | 1.00 | 45,237 | 11,341 | 12,456 | 69,034 |
| 30-55 | 305701 | 6297 | 62958 | CASE MGR 2 | 705873 | 1.00 | 41,381 | 10,374 | 12,070 | 63,825 |
| 30-55 | 305701 | 6001 | 62958 | OA 2 | 706911 | 1.00 | 27,714 | 6,948 | 10,703 | 45,365 |
| 30-55 | 305701 | 9361 | 62958 | PRG SUPR | 707394 | (1.00) | (57,655) | (14,454) | (13,698) | (85,807) |
| 30-55 | 305702 | 6297 | 62959 | CASE MGR 2 | 700965 | 0.17 | 7,597 | 1,905 | 2,108 | 11,610 |
| 30-55 | 305702 | 6315 | 62959 | COMM HTH NURSE | 701450 | (1.00) | (57,556) | (14,430) | (13,688) | (85,674) |
| 30-55 | 305702 | 6296 | 62959 | CASE MGR SR | 701842 | (0.83) | (41,613) | (10,432) | (10,745) | (62,790) |
| 30-55 | 305702 | 6297 | 62959 | CASE MGR 2 | 702637 | (0.96) | (42,681) | (10,700) | (11,883) | (65,264) |
| 30-55 | 305702 | 6296 | 62959 | CASE MGR SR | 703904 | (0.83) | (41,613) | (10,432) | (10,745) | (62,790) |
| 30-55 | 305702 | 6296 | 62959 | CASE MGR SR | 704437 | (1.00) | (48,336) | (12,118) | (12,765) | (73,219) |
| 30-55 | 305702 | 6001 | 62959 | OA 2 | 705144 | 1.00 | 31,230 | 7,829 | 11,055 | 50,114 |
| 30-55 | 305703 | 6299 | 62960 | CASE MGR AST | 700667 | 1.00 | 24,727 | 6,199 | 10,404 | 41,330 |
| 30-55 | 305703 | 6297 | 62960 | CASE MGR 2 | 703578 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305703 | 6296 | 62960 | CASE MGR SR | 704437 | 1.00 | 48,336 | 12,118 | 12,765 | 73,219 |
| 30-55 | 305703 | 6296 | 62960 | CASE MGR SR | 704437 | (0.42) | (10,151) | (2,545) | (2,681) | (15,376) |
| 30-55 | 305703 | 6021 | 62960 | PROG DEV SPEC | 711634 | 0.50 | 24,125 | 6,048 | 6,379 | 36,552 |
| 30-55 | 305703 | 6001 | 62960 | OA 2 | 705946 | 0.17 | 4,893 | 1,227 | 1,837 | 7,957 |
| 30-55 | 305704 | 6296 | 62961 | CASE MGR SR | 700752 | 1.00 | 48,454 | 12,148 | 12,777 | 73,379 |
| 30-55 | 305704 | 6297 | 62961 | CASE MGR 2 | 701379 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305704 | 6297 | 62961 | CASE MGR 2 | 701958 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305704 | 6297 | 62961 | CASE MGR 2 | 702369 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305704 | 6001 | 62961 | OA 2 | 703174 | (0.42) | (11,488) | (2,880) | (4,440) | (18,808) |
| 30-55 | 305704 | 6001 | 62961 | OA 2 | 703174 | 0.09 | 2,491 | 625 | 963 | 4,079 |
| 30-55 | 305704 | 9361 | 62961 | PRG SUPR | 707104 | 1.00 | 56,807 | 14,241 | 13,613 | 84,661 |
| 30-55 | 305704 | 6296 | 62961 | CASE MGR SR | 707105 | 1.00 | 50,136 | 12,569 | 12,946 | 75,651 |
| 30-55 | 305705 | 6297 | 62962 | CASE MGR 2 | 700444 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305705 | 6298 | 62962 | CASE MGR 1 | 700477 | (0.83) | (28,842) | (7,231) | (9,467) | (45,540) |
| 30-55 | 305705 | 6297 | 62962 | CASE MGR 2 | 700964 | 0.50 | 20,410 | 5,112 | 6,007 | 31,529 |
| 30-55 | 305705 | 6297 | 62962 | CASE MGR 2 | 701342 | 0.17 | 7,432 | 1,863 | 2,092 | 11,387 |
| 30-55 | 305705 | 6297 | 62962 | CASE MGR 2 | 701700 | (1.00) | (40,109) | (10,055) | (11,943) | (62,107) |
| 30-55 | 305705 | 6001 | 62962 | OA 2 | 702801 | 1.00 | 27,699 | 6,944 | 10,699 | 45,342 |
| 30-55 | 305705 | 6298 | 62962 | CASE MGR 1 | 703596 | 0.09 | 3,107 | 779 | 1,024 | 4,910 |
| 30-55 | 305705 | 6001 | 62962 | OA 2 | 704406 | 0.50 | 16,097 | 4,036 | 5,576 | 25,709 |
| 30-55 | 305705 | 9361 | 62962 | PRG SUPR | 704532 | 0.04 | 2,458 | 616 | 563 | 3,637 |
| 30-55 | 305705 | 6298 | 62962 | CASE MGR 1 | 705499 | (0.83) | (28,984) | (7,267) | (9,482) | (45,733) |
| 30-55 | 305705 | 6296 | 62962 | CASE MGR SR | 705541 | 0.17 | 6,930 | 1,738 | 2,041 | 10,709 |
| 30-55 | 305705 | 6296 | 62962 | CASE MGR SR | 705774 | (0.42) | (18,221) | (4,568) | (5,114) | (27,903) |
| 30-55 | 305705 | 6296 | 62962 | CASE MGR SR | 705774 | 0.09 | 1,976 | 496 | 555 | 3,026 |
| 30-55 | 305705 | 6001 | 62962 | OA 2 | 706169 | 1.00 | 27,804 | 6,971 | 10,712 | 45,487 |

| | | | | | | | | | | |
|-------|--------|------|-------|---------------------------------|--------|--------------|----------------|----------------|----------------|----------------|
| 30-55 | 305705 | 9361 | 62962 | PRG SUPR | 707394 | 1.00 | 57,655 | 14,454 | 13,698 | 85,807 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 700381 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305706 | 6296 | 62963 | CASE MGR SR | 700673 | 0.17 | 8,523 | 2,137 | 2,201 | 12,861 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 700914 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 700938 | 1.00 | 45,902 | 11,508 | 12,522 | 69,932 |
| 30-55 | 305706 | 6296 | 62963 | CASE MGR SR | 701450 | 1.00 | 57,556 | 14,429 | 13,688 | 85,673 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 701958 | (1.00) | (45,902) | (11,508) | (12,522) | (69,932) |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 703053 | 0.17 | 7,133 | 1,788 | 2,062 | 10,983 |
| 30-55 | 305706 | 6001 | 62963 | OA 2 | 705271 | 0.17 | 4,727 | 1,185 | 1,821 | 7,733 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 705599 | 0.17 | 7,654 | 1,919 | 2,114 | 11,687 |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 705784 | (1.00) | (45,237) | (11,341) | (12,456) | (69,034) |
| 30-55 | 305706 | 6297 | 62963 | CASE MGR 2 | 706198 | 0.09 | 4,131 | 1,036 | 2,129 | 7,296 |
| | | | | TOTAL CURRENT FY CHANGES | | 14.40 | 576,351 | 144,489 | 174,201 | 895,041 |

AGENDA PLACEMENT REQUEST

BUD MOD #: HD-04-03

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 06-10-04

DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: C-4

Est. Start Time: 9:30 AM

Date Submitted: 05/14/04

| | | | |
|------------------------|--------------------------|------------------------|-------------------------------------|
| Requested Date: | June 10, 2004 | Time Requested: | 5 minutes |
| Department: | Health | Division: | Business Services |
| Contact/s: | Wendy Lear, Karen Garber | | |
| Phone: | 503-988-3674 | Ext: | 27574, I/O Address: 106/14 29364 |
| Presenters: | Wendy Lear | | |

Agenda Title: Budget Modification HD-04-03 Appropriating \$4,555,508 from the State Office of Medical Assistance Programs (OMAP) to Fund the CareOregon Spin-off of OCHIN

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

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

The Health Department requests approval of Budget Modification HD-04-03, which appropriates \$4,555,508 from the state Office of Medical Assistance Programs (OMAP) to fund the spin-off of Oregon Community Health Information Network (OCHIN)

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

In October 2003, the Board of County Commissioners approved the transfer of Medicaid funds from Multnomah County to CareOregon and the Oregon Community Health Information Network (OCHIN). These Medicaid funds support the CareOregon spin-off of OCHIN to a separate not-for-profit organization which will continue to provide the Multnomah County Health Department with clinical practice management information services. (See attached memo dated October 2, 2003 for more information.)

One source of funding for the spin-off is an agreement with OMAP that provides for OMAP to reimburse, through Multnomah County, those costs of implementing the new practice management system that are attributable to the Medicaid program. This budget modification appropriates \$4,555,508 in Medicaid revenue received from OMAP under this agreement. It also increases the Health Department's expenditure authority to allow the transfer of these funds to CareOregon and OCHIN according to the terms of the spin-off agreement between the three parties.

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

- **What revenue is being changed and why?**

Health Department Medicaid revenue from OMAP is increased by \$4,555,508.

- **What budgets are increased/decreased?**

The Health Department Business Services Division budget for contractual services is increased by \$4,555,508 to be allocated as follows:

\$605,508 To OMAP to pay required federal match for Medicaid funds
\$1,950,000 Consideration to CareOregon
\$2,000,000 Capitalization of OCHIN

- **What do the changes accomplish?**

This change authorizes the Health Department to transfer funds to CareOregon and OCHIN in accordance with the OCHIN spin-off agreement between the three parties.

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

No

- **Is the revenue one-time-only in nature?**

Yes

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

n/a

- **When the grant expires, what are funding plans?**

n/a

4. Explain any legal and/or policy issues.

None

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

OCHIN is currently comprised of Multnomah, Clackamas and Tillamook county public health departments; private not-for-profit Federally Qualified Health Centers (FQHCs); Oregon's largest Medicaid-only health plan (CareOregon); and several state agencies, including the Office of Medical Assistance Programs (OMAP, the state's Medicaid agency), and the State Health Division.

Required Signatures:



Department/Agency Director:

Date: 05/11/04

Budget Analyst



By: _____

Date: 05/14/04

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date:

Agenda Item #:

Est. Start Time:

Date Submitted:

Requested Date: October 2, 2003

Time Requested: 15 mins

Department: Health Department

Division:

Contact/s: Carol M. Ford

Phone: 503-988-3674

Ext.: 22797

I/O Address: 106/14/1400

Presenters: Dan Kaplan, Carol Ford

Agenda Title: Approval of Transfer of Medicaid Funds from Multnomah County to CareOregon and to the Oregon Community Health Information Network (OCHIN).

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

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

The Health Department recommends that the Board of County Commissioners approve a Transfer of Funds agreement with CareOregon and the Oregon Community Health Information Network (OCHIN). These Medicaid funds support the CareOregon spin-off of OCHIN to a separate not-for-profit organization that will continue to provide the Multnomah County Health Department with clinical practice management information services. This is part of the County's mainframe migration plan.

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

Oregon Community Health Information Network (OCHIN)

OCHIN is a collaboration involving Oregon's Safety Net health providers and the State of Oregon to develop and operate a joint management services organization, designed to

improve the operational effectiveness of member organizations through the provision of high quality infrastructure services. Multnomah County originally proposed this collaboration and continues to provide leadership and to receive the majority of services.

OCHIN is currently comprised of Multnomah, Clackamas and Tillamook county public health departments, private, non-profit Federally Qualified Health Centers (FQHCs); the State of Oregon's largest Medicaid-only health plan (CareOregon); and several State agencies, including the Oregon Medical Assistance Program (OMAP, the State's Medicaid agency), and the State Health Division.

How OCHIN Got Started

In late 1999, safety net health clinics across the State were falling behind in their efforts to remain viable. Although clinics and supporting agencies shared common problems, there was no effort to act cohesively or collaboratively. At the same time, the Multnomah County Health Department was in the midst of a difficult process to replace its legacy clinical information system due to large costs of a system that would meet our needs.

Using the County's planned information system replacement as leverage, the Health Department helped mobilize safety net clinics and related State agencies in a community building approach to solving a common set of problems. The outcomes were impressive:

- Safety net clinics partnered in development of a jointly operated management services organization – OCHIN. Clinics and State agencies began acting as a community in this and other initiatives
- OCHIN was awarded a federal CAP grant in October 2000 for about \$2 million.
- CareOregon agreed to be the home for OCHIN.

Multnomah County has benefited greatly from its participation in OCHIN. A new clinical practice management system has been implemented as part of the County's mainframe migration plan. OCHIN has allowed Multnomah County to:

- Achieve economies of scale not possible alone.
- Accelerate the planning and installation of electronic medical records (EMR) system.
- Improve support for clinical and informational customers.
- Build a community around safety net health services (State involvement, breaking down the urban / rural divide, an empowered safety net)
- Increase resources for infrastructure through grants and other resources.

OCHIN Spin-off to Not-for-Profit Organization

Due to significant financial difficulty in 2003, CareOregon determined the need to spin-off OCHIN as a separate not-for-profit. This was because OCHIN's practice management services are outside CareOregon's primary business as a fully capacitated health plan and OCHIN was requiring management and financial resources that CareOregon needed to deal their financial problems.

At the same time, OCHIN Advisory Board worried that if CareOregon went into bankruptcy, OCHIN would be an asset that they would lose control over, resulting in

significant disruption of their practice management information services. The OCHIN Advisory Board made up of organizations getting services from OCHIN (including Tom Fronk and Carol Ford from Multnomah County) and the CareOregon Board (including Lillian Shirley, Dr. Patsy Kullberg and Tom Fronk) agreed to collectively pursue OCHIN spin-off. There is agreement that:

- OCHIN would separate from CareOregon and become an independent not-for-profit corporation.
- OCHIN would contract directly with the OCHIN partners to provide practice management services.

OCHIN Spin-off Benefits to Multnomah County

It is important to make sure the original Multnomah County advantages from OCHIN participation are maintained. Through the OCHIN collaboration, County has invested over \$2 million into the installation of the new practice management system. Annual operating service costs are about \$600,000. Spin-off assures that Multnomah County maintains maximum oversight and management control of that asset.

The next technology step that the Health Department plans is the installation of an electronic medical records (EMR) system. This will greatly increased the efficiency and effectiveness in managing clinical services, leading to greater access and quality of services. EMR systems are very expensive and OCHIN spin-off can increase our opportunities to obtain outside resources.

Transfer of Funds Agreement to Fund the Spin Off

The proposed arrangement between CareOregon, OCHIN Non-Profit Board, and the OCHIN Partners

- CareOregon would receive consideration of \$2.5 million.
- OCHIN would receive \$2.0 million of working capital.
- If additional money is available (see below), it can be used to fund implementation of an electronic medical records system (EMR).

There are two sources of federal Medicaid money for the spin-off. Since most of the resources passes through Multnomah County, a transfer of funds agreement is needed. The two sources are:

- **Retroactive capitation rate adjustment for Oregon Health Plan services and Enhanced Medicaid Wrap-Around Reimbursement.**

During the period January 2002 through February 2003, CareOregon paid Federally Qualified Health Centers (FQHCs) including Multnomah County, a capitated rate for assigned OHP members. As part of its financial recovery plan, CareOregon switched its payment mechanism starting in March 2003, from paying a capitation rate (the same rate for all visits regardless of complexity) to paying for service on a per relative value unit basis (takes into account the complexity of the visit). With agreement from the State and the FQHCs, FQHCs will receive less from CareOregon but make up the difference through the FQHC reimbursement system. Changing the rate retroactively back to

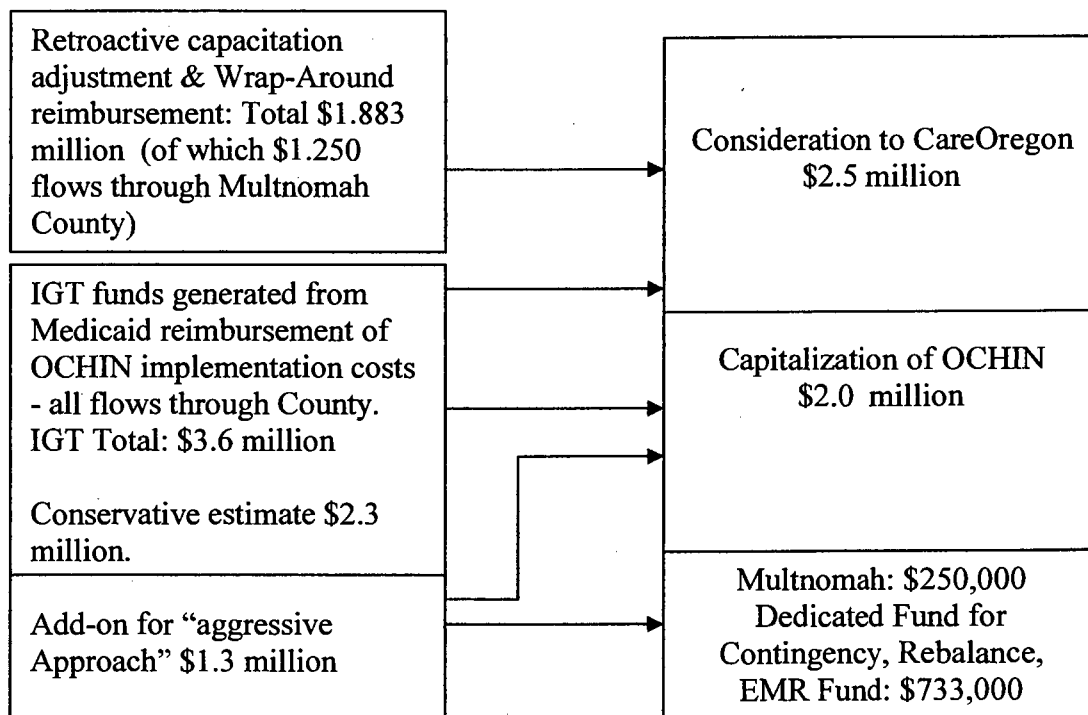
January 2002 means that Multnomah County and other OCHIN partners were overpaid and to repay CareOregon, we will use increased Medicaid Wrap-Around reimbursements (making it cost neutral since we will repay CareOregon only after we have received the additional reimbursements).

- **Intergovernmental Transfer agreement (IGT) reimbursement for costs incurred by OCHIN (CareOregon) and the OCHIN Partners to implement the Practice Management System.**

The State Department of Human Services has agreed to reimburse, through Multnomah County, the costs of implementing a statewide practice management system that are attributable to the Medicaid program. Multnomah County will collect data on its implementation costs and the implementation cost of other OCHIN partners and CareOregon. Through an Intergovernmental Transfer agreement, Multnomah County pays the state's federal match share and the remaining amount reimbursement is available to Multnomah County and OCHIN spin-off funding.

How the Money Will Flow to Fund the OCHIN Spin-off

To make the OCHIN spin-off happen, Multnomah County will be involved in receiving and transferring roughly \$4.85 million. This money will come to Multnomah County from the retroactive capacitation adjustment and IGT sources described above and will be transferred to CareOregon and OCHIN. CareOregon estimates that it will receive \$633,000 from other OCHIN partners from the retroactive capacitation adjustment that will also be used in funding the OCHIN spin-off.



Summary of OCHIN Spin-off Finances

| TO: | SOURCE: |
|--|--|
| CareOregon: \$2,500,000 | |
| \$1,833,000 | Retro capacitation adjustment & Wrap-Around reimbursements (\$1.25 million from Multnomah County and \$633,000 from other CareOregon participants) |
| \$ 617,000 | Multnomah County IGT |
| OCHIN: \$2,000,000 | Multnomah County IGT |
| Multnomah County Health \$250,000 | Multnomah County IGT |
| Dedicated Fund for Contingency, Rebalance, EMR Fund \$ 7333,000 | Multnomah County IGT |

- CareOregon & OCHIN to approve spin-off agreement by October 1, 2003
- Multnomah County Board to approve Transfer of Funds agreement October 2, 2003
- Multnomah County Board to approve a Health Department bud mod to record the receipt and transfer out of funds (October 2003).
- CareOregon to reassign Multnomah's practice management contract to new OCHIN (October 2003).

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

See above.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ Why was the expenditure not included in the annual budget process?
- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?

- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

If grant application/notice of intent, explain:

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

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

See Above.

It is important to support the OCHIN spin-off in order to assure that the Health Department maintains maximum control over these vital information systems. Collaboration with OCHIN has allowed us to replace the old mainframe system with a new practice management information system that we could not afford to acquire and maintain on our own.

The transfer of funds agreement directs the Medicaid funds that pass through Multnomah County to the appropriate spin-off parties, starts an EMR reserve, and limits the County's future liabilities.

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

The State's Department of Human Services/Office of Medicaid Assistance Programs and the Oregon Primary Care Association are partners of the OCHIN collaborative along with Multnomah County, other county health departments and non-profit private safety net clinics.

Required Signatures:

Department/Agency Director: _____

Date:

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

| Line No. | Fund Center | Fund Code | Accounting Unit | | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|----------|-------------|-----------|-----------------|-------------|----------------|--------------|----------------|----------------|-----------------------------|----------|---|
| | | | Internal Order | Cost Center | WBS Element | | | | | | |
| 1 | 40-90 | 1000 | | 409050 | | 50190 | 0 | (4,555,508) | (4,555,508) | | OCHIN IGT funds from OMAP for FY03 and prior (3,950,000); wraparound payments for CareOregon visits Jul-Sep 2002 (\$337,703) and Oct-Dec 2002 (\$267,805) |
| 2 | 40-90 | 1000 | | 409050 | | 60160 | 0 | 4,555,508 | 4,555,508 | | OCHIN IGT: 1,950,000 to CareOregon; \$2,000,000 to OCHIN; wraparound: \$605,508 to CareOregon |
| 3 | | | | | | | | 0 | | | |
| 4 | 40-90 | 26034 | | | 4CA25-6 | 50190 | 0 | (470,626) | (470,626) | | Net OCHIN IGT funds from OMAP for FY04 (\$941,251 total less \$220,625 to Multnomah County trust account and \$250,000 already budgeted) |
| 5 | 40-90 | 1000 | | 409050 | | 60150 | 0 | 470,626 | 470,626 | | Local match payment at 50% of \$941,251 |
| 6 | | | | | | | | 0 | | | |
| 7 | | | | | | | | 0 | | | |
| 8 | 40-80 | 1000 | | | 48300-GF | 93001 | 120,960 | 59,798 | (61,162) | | Use IGT funds for lab services; free up GF to pay match |
| 9 | 40-80 | 1000 | | | 48300-GF | 93002 | 687,605 | 339,924 | (347,681) | | |
| 10 | 40-80 | 1000 | | | 48300-GF | 93007 | 122,187 | 60,404 | (61,783) | | |
| 11 | | | | | | | | 0 | | | |
| 12 | 40-80 | 26034 | | | 48300-00-26034 | 93001 | 0 | 61,162 | 61,162 | | |
| 13 | 40-80 | 26034 | | | 48300-00-26034 | 93002 | 0 | 347,681 | 347,681 | | |
| 14 | 40-80 | 26034 | | | 48300-00-26034 | 93007 | 0 | 61,783 | 61,783 | | |
| 15 | | | | | | | | 0 | | | |
| 16 | | | | | | | | 0 | | | |
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| 27 | | | | | | | | 0 | | | |
| 28 | | | | | | | | 0 | | | |
| 29 | | | | | | | | 0 | | | |
| 30 | | | | | | | | 0 | | | |
| | | | | | | | | | 0 | 0 | GRAND TOTAL |

AGENDA PLACEMENT REQUEST

BUD MOD #: BCS 04-06

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-5 DATE 06.10.04
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: C-5

Est. Start Time: 9:30 AM

Date Submitted: 06/02/04

Requested Date: June 10, 2004

Time Requested: N / A

Department: DBCS

Division: LUT

Contact/s: Tom Hansell

Phone: 503 988-5050

Ext.: 2983

I/O Address: 425

Presenters: Consent Calendar

Agenda Title: Budget Modification BCS_04_06 Appropriating funds from the Department of State Police/Oregon Emergency Management for FEMA's Reimbursement of Eligible Costs to Multnomah County from the December/January Ice Storm

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Approval of budget modification to receive and appropriate \$452,600 from the Department of State Police/Oregon Emergency Management for FEMA reimbursement into the FY 2003 2004 operating budget.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** Multnomah County and the Oregon Department of State Police/Office of Emergency Management (OEM) entered into an IGA, approved by the Board of Commissioners on 4/29/04. OEM was authorized to execute on behalf of the State of Oregon all necessary documents for public assistance, including approval of grants and certification of claims. The Sheriff's Office and Department of Business and Community Services submitted claims for costs associated with debris removal, emergency protective measures and repairs to county roads caused by the storm.
- 3. Explain the fiscal impact (current year and ongoing).** The budget modification will increase program revenues and expenditures in program budgets. The grant revenues collected by the County represent 75 percent of the total eligible costs. The County as a subgrantee has provided the required 25 percent match.

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

If a budget modification, explain: See Budget Worksheet

- ❖ **What revenue is being changed and why?** Federal thru State revenue account will increase to receive the FEMA funds
- ❖ **What budgets are increased/decreased?** Sheriff (Enforcement), Transportation (Road Maintenance), Facilities and Property Management (Building Operations), and County General Fund all experience increases in revenues.
- ❖ **What do the changes accomplish?** The budget change recognizes the revenues from OEM and partially restores storm related expenses.
- ❖ **Do any personnel actions result from this budget modification? Explain.**
No
- ❖ **Is the revenue one-time-only in nature?** Yes
- ❖ **If a grant, what period does the grant cover?** N/A
- ❖ **When the grant expires, what are funding plans?** N/A

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

4. **Explain any legal and/or policy issues involved. None.**
5. **Explain any citizen and/or other government participation that has or will take place. N/A**

Required Signatures:

Department/Agency Director: Robert A Maestre

Date: 06/02/04

Budget Analyst



By: _____

Date: 06/02/04

Dept/Countywide HR

By: _____

Date:

Budget Modification:

BCS 04-06

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

| Line No. | Fund Center | Fund Code | Accounting Unit | | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|----------|-------------|-----------|-----------------|-------------|-------------|--------------|----------------|----------------|-----------------------------|----------|--------------------------|
| | | | Internal Order | Cost Center | WBS Element | | | | | | |
| 1 | 60-50 | 20740 | | | SOENF.FEMA | 50190 | | (238,000) | (238,000) | | MCSO FEMA Reimbursement |
| 2 | 60-50 | 20740 | | | SOENF.FEMA | 60110 | | 233,265 | 233,265 | | |
| 3 | 60-50 | 20740 | | | SOENF.FEMA | 60350 | | 4,735 | 4,735 | | |
| 4 | | | | | | | | 0 | | | |
| 5 | 90-50 | 1501 | | | roadm | 50190 | | (163,850) | (163,850) | | Road Fund |
| 6 | 90-50 | 1501 | | | roadm | 60240 | | 161,963 | 161,963 | | |
| 7 | 90-50 | 1501 | | | roadm | 60350 | | 1,887 | 1,887 | | |
| 8 | | | | | | | | 0 | | | |
| 9 | 90-20 | 3505 | | 902575 | | 50190 | | (50,750) | (50,750) | | Facilities Building Fund |
| 10 | 90-20 | 3505 | | 902575 | | 60240 | | 49,368 | 49,368 | | |
| 11 | 90-20 | 3505 | | 902575 | | 60350 | | 1,382 | 1,382 | | |
| 12 | | | | | | | | 0 | | | |
| 13 | 19 | 1000 | | 9500001000 | | 50310 | | (8,004) | (8,004) | | Indirect Revenue |
| 14 | 19 | 1000 | | 9500001000 | | 60470 | | 8,004 | 8,004 | | |
| 15 | | | | | | | | 0 | | | |
| 16 | | | | | | | | 0 | | | |
| 17 | | | | | | | | 0 | | | |
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| 29 | | | | | | | | 0 | | | |
| | | | | | | | | | 0 | 0 | Total - Page 1 |
| | | | | | | | | | 0 | 0 | GRAND TOTAL |

BOGSTAD Deborah L

From: NAITO Terri W
Sent: Wednesday, June 09, 2004 10:55 AM
To: BOGSTAD Deborah L
Cc: WESSINGER Carol M
Subject: FW: "Day of Mourning" Proclamation

Deb,

I have okays on this from Maria, Serena, and Lonnie. I haven't heard from the Chair's Office. Let's just go ahead, assume there will be unanimous consent, and I'll double check with the Chair's Office first thing tomorrow a.m.

Thanks,

Terri Naito

OFFICE OF COMMISSIONER LISA NAITO
Multnomah County

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

From: NAITO Terri W
Sent: Wednesday, June 09, 2004 9:08 AM
To: ROJO DE STEFFEY Maria; CRUZ Serena M; ROBERTS Lonnie J; LINN Diane M
Cc: ROMERO Shelli D; CARROLL Mary P; WALKER Gary R; BALL John
Subject: "Day of Mourning" Proclamation

Lisa has mentioned to each of you or your staff that she would like to put forth a proclamation at tomorrow's BCC meeting "Proclaiming June 11, 2004 a Day of Mourning in Remembrance of Ronald Reagan, Fortieth President of the United States of America." It includes a moment of silence at 12:noon on Friday, as suggested by Maria. At this late hour the item will require unanimous consent.

Please take a look at the attached draft and let me know if it meets with your approval. I will be in the office until 11:am today, so if you have questions, please give me a call before then. Otherwise, feel free to contact Carol.

Terri Naito

OFFICE OF COMMISSIONER LISA NAITO
Multnomah County

6/9/2004

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. 04-075

Proclaiming June 11, 2004 a Day of Mourning in Remembrance of Ronald Reagan, Fortieth President of the United States of America.

The Multnomah County Board of Commissioners Finds:

- a. Ronald Reagan was a great American and a great patriot.
- b. As president, Ronald Reagan served our country with vision, optimism and good humor.
- c. President Reagan will be remembered in history for many significant achievements - most notably, his diligent efforts that ended the Cold War.
- d. President Reagan, in a time of economic recession, succeeded in building support for our Armed Forces.
- e. In an historic step for the women's rights movement, President Reagan nominated Sandra Day O'Connor in 1981 to become the first woman to serve on the United States Supreme Court.
- f. In Oregon, President Reagan will be remembered for signing into law an Act creating the 292,500 acre Columbia River Gorge National Scenic Area in 1986.

The Multnomah County Board of Commissioners Proclaims:

1. June 11, 2004 a Day of Mourning in remembrance of President Ronald Reagan, who died June 5, 2004.
2. The Board of Commissioners directs that the flag of the United States be displayed at half-staff at the Multnomah Building and all County buildings for a period of 30 days from the time of his death.
3. The Board of County Commissioners invites the people of Multnomah County to join in a moment of silence at 12:00 noon on Friday June 11, 2004 as an expression of public sorrow.

ADOPTED this 10th of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, County Chair

Maria Rojo de Steffey,
Commissioner District 1

Serena Cruz,
Commissioner District 2

Lisa Naito,
Commissioner District 3

Lonnie Roberts,
Commissioner District 4

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. 04-075

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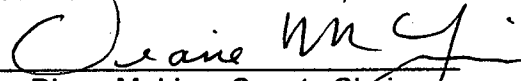
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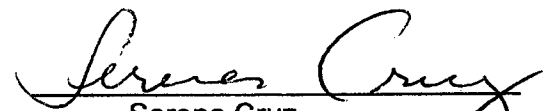
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON



Diane M. Linn, County Chair


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Lisa Naito,
Commissioner District 3




Serena Cruz,
Commissioner District 2


Lonnie Roberts,
Commissioner District 4

#1

MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 06.10.04

SUBJECT: ANIMAL CONTROL SERVICES

AGENDA NUMBER OR TOPIC:

FOR: AGAINST: THE ABOVE AGENDA ITEM

NAME: ROGER TROEN

ADDRESS: 4226 N MONTANA AV.

CITY/STATE/ZIP: PORTLAND OR 97217

PHONE: DAYS: 503/287-7894 EVES:

EMAIL: FAX:

SPECIFIC ISSUE: NEEDLESS KILLING

WRITTEN TESTIMONY:

IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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

ROGUE OF THE WEEK

Something stinks at **Multnomah County Animal Services**, and it's not just the kennels.

On Tuesday, May 18, officials at the Troutdale shelter euthanized Rizzy, Belinda Turner's 6-month-old pit bull. Animal Control had impounded the puppy on Mother's Day for the offense of running loose in a neighbor's yard.

In the midst of starting her own business, Turner says she couldn't afford the hefty fines levied against the problematic pooch and released her to county custody, hoping Rizzy would find a good home. "They made it seem as if it was my money or my dog," she explains, choking back tears.

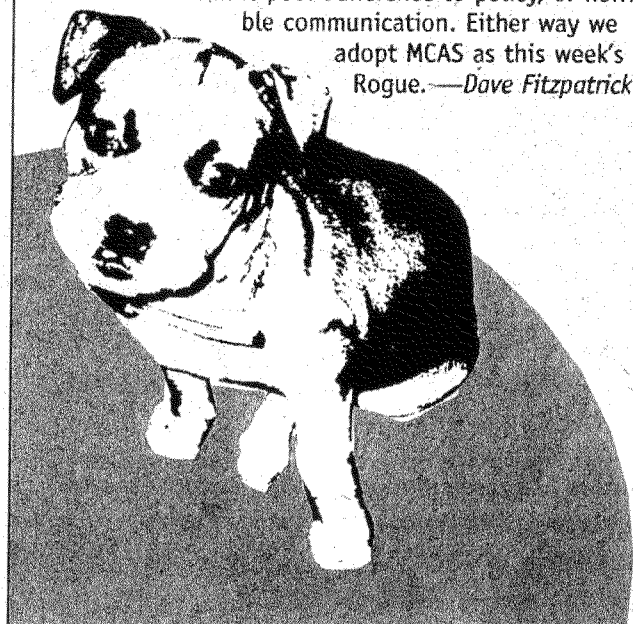
According to Turner, she gave staff explicit instructions to call either her or her husband in the event there were any problems getting Rizzy adopted.

Turner didn't learn of the dog's demise until last Sunday, when she went to the shelter to inquire as to Rizzy's status. After hearing the news, she says she asked for details about the dog's dispatch and why she hadn't been notified as she'd requested.

At this point, she says, staff informed her that such information could be released only on paper, at a cost of \$1 to \$1.50 per page, depending on the number of pages. So, she says, she left. In fact, she didn't learn the details of Rizzy's regrettable ruin until Monday afternoon, after *WW* called shelter officers.

Shelter director John Rowton says the policy is to give owners free information about the demise of their pets and doesn't know why Turner thought there would be a charge. "I don't know who would have told her that," he insists. He also says he doesn't know why Turner wasn't called.

- Call it poor adherence to policy, or horrible communication. Either way we adopt MCAS as this week's Rogue. —*Dave Fitzpatrick*



From: Sydney Most <sydd1@juno.com>
To: Roger
Subject: Gail's phone message

May 23 at 10:47 AM

The owner of Rizzi the owner of the 6 month old has called me, crying, 3 times;going out to the agency to see if he's still alive, which I doubt. The background is pretty horrific.This dog slept with them in bed and played with her children; played with the neighborhood children and somehow got through the fence to the house next door that was empty and has been sold to some new people. They knew it was her dog; they heard her calling for the 6-month-old puppy, all over the neighborhood. Instead of returning her dog to her they called Animal Control who picked up the dog; called her and said they had her dog and said;"You know your neighbors are just going to cause constant problems with the pit bull next door".The fines will be unaffordable. They're unaffordable now. And you'd better pick the dog up. So is that preventing owner disposability? She was sobbing. She's starting a dog-grooming shop. She spays and neuters all her animals, rescues them from emaciation. From a neglect case and is really distraught, so what I think should happen, is that Channel 2 and Channel 6 when we were there one time talking about that other abuse with the County Commission said that whenever we had a specific case, call. Well, there are two of them, so I'd just like to see if we can't get this on tv, so Oswald will have his say. I just don't think there's any excuse for killing a 6-month-old dog. And it shows up the ludicrous awful nature of their testing that this dog climbs everything and because she's scared at the agency, and has never hurt or bitten anyone,they kill her?They can't think of anything else to do. Excuse me. They shouldn't be paying this man a salary other than a garbage collector. I just want his ass.

From: Sydney Most <sydd1@juno.com>
To: Roger
Subject: Gail tape message #2

May 23 at 12:01 PM

Give me a call when you get home. The story from Belinda is just bleak. They just put her dog to death. The dog slept with her, slept with her children. She had just nursed it back from being neglected, getting up every 2 hours to feed the dog. The dog got along with everyone and everything and didn't do anything to anybody but was in the yard next door; the neighbors hadn't moved in yet. They reported the dog to Animal Control, and instead of returning the dog to her, they seized her dog and told her that it would cost a whole lot, a constant problem, she should surrender it if she didn't have the money, so she said she didn't have the money but she gave them a card and told them not to put the dog to death; if it came to that she could get the money from somewhere. She had all the numbers down and they did not record that in the records, which I believe was intentional. She went there today to learn about the fate of her dog and was crying, they said, "We can't deal with you when you're crying like that." And then when they told her the dog was euthanized and she asked when, they told her she'd have to pay \$1.50 a page to learn that. So, Roger, you know, this is not good behavior. If you can think of any press people, television people, because I had her call Rick Brown at KOIN 6 and Gary Tomlinson of Channel 12. The person I talked to at KATU Channel 2 -- maybe she's an idiot, but just went-- brrr, brrr, wasn't interested at all, so I think there could be someone else at Channel 2? But I don't know who that would be. Any persons you can think of would be helpful, because she may have a right to sue if she told them that and they didn't record it. That isn't the first time they've done it either. They're just out to kill pit bulls, to teach owners by killing their dogs. That's not any different than what Rowton said 8 years ago, the same agenda. I'm so sorry. And I get so aggravated trying to talk to this Channel 2 person, and I thought, you know, where is your head, lady?

Citizens for Humane Legislation/Watchdog

Gail R. O'Connell-Babcock, Ph.D
16004 S.W. Tualatin-Sherwood Road, Box 508
Sherwood, Oregon 97140

gocbwatchdog@aol.com
Telephone (503) 925-8300 or (503) 625-4563
FAX (503) 925-8299

To: Taylor Clark
Willamette Week 503-243-115

Arbitrary killing at MCAS (and suppression of statistics)

There was an article on the shaping of evil/increasing arbitrary reasons for killing during Germany's ethnic cleansing about who lived/who died expanded to quick decisions of arbitrary reasons.

That is happening at MCAS now. Based on the most common behaviors, reasons are found to kill regardless of age. This 8 month old dog was destroyed for no good reason at all.

I am fostering a 12 week old pup who because he growled once at someone while at MCAS was labeled unsuitable for adoption - scheduled to be killed. I have his records. He is a remarkable dog according to us, the veterinarian, the Doggy Day Care.

This agency is just one big Pet Disposaal Center run by irrational zealous staff - killing more and more and more for no reason at all. Rizzy is just one example.

To: Linda Powers
Caryn Tetzlac

Dead Dogs Walking

Rizzy's death was thoughtless, cruel, and unprofessional (ditto, ditto, ditto.) That you could and did take a 6 month old frightened pup's life for such trivial reasons speaks to what this agency has become; a killing factory. Your entire focus is on culling and killing, not sparing lives.

The entire focus of the 2000 Task Force **was** sparing lives - death as a last resort. You couldn't care less: collegial has an entirely new spin now.

(Above typed by R. Troen from handwritten by G O-B)

Citizens for Humane Animal Legislation/Watchdog
16004 S.W. Tualatin-Sherwood Road, Box 508
Sherwood, Oregon 97140

gocbwatchdog@aol.com
Telephone (503) 925-8300 or (503) 625-4563
FAX (503) 925-8299

05-21-04

To: John Rowton
Michael Oswald
Linda Powers

cc: Robert Babcock
All county commissioners
Rescues
Press

Please do not PTS this scared 6 month old dog.

Your mission from the Task Force was death as a last resort.

You **do not** follow this, have arbitrary standards and seem intent on exterminating pit bulls.

You've already killed 10 newborn pit puppies.

What's wrong with you?

Where are your published statistics which you have **refused** since June 2003? Cronyism and exchanging loyalty for accountability is bad government. Other officials that do this are fired.

(Above is re-typed from handwritten fax by Roger Troen)

Citizens for Humane Legislation/Watchdog

Gail R. O'Connell-Babcock, Ph.D
16004 S.W. Tualatin-Sherwood Road, Box 508
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FAX (503) 925-8299

6 June 2004

To: John Rowton
Jenine Holman

cc: Others
Willamette Week
Taylor Clark
Chair Diane Linn

Please do not destroy this dog who is only a puppy.
I am profoundly concerned that there is an **extreme** over focus on
killing at this agency for behaviors induced by this agency...
stress.
It certainly caused the death of Belinda Turner's dog Rizzy.
Why has there been a complete **repudiation** of the 2000 Task Force
recomendations: death as a last resort?
Rescue options were **not** exhausted. Wasn't posted on what must be
the new deceased Yahoo Partners (died almost as fast as the Naughty
Dog Training Program: (1 day came and went.)
Don't kill this pup. MCAS has become a pet disposal mill.

Gail

(Typed from handwritten account by Gail O-B)

06-07-04

To: Chair Diane Linn

Why are these behaviors acceptable to the County Commission?
Michael Oswald's need for employment and his imposition of
the very agenda the Task Force was assembled to **change** are in
full play at this agency.

It's business is killing for any reason. Does that fit well
for this county commission? Killing puppies? The records are **full**
of noncompassionate cruel conduct.

Why does this not matter?

Gail

Subj: **SIX MONTH OLD PUPPY SCHEDULED TO BE DESTROYED ON 05/18**

Date: 5/22/04 8:18:44 PM Pacific Daylight Time

From: Gocbwatchdog

To: michael.l.oswald@co.multnomah.or.us

To: john.m.rowton@co.multnomah.or.us

CC: rbabcock@wallaceklormann.com

CC: mult.chair@co.multnomah.or.us

CC: molly.l.jackson@co.multnomah.or.us

CC: john.ball@co.multnomah.or.us

BCC: primates@aracnet.com, sailinfree@sbcglobal.net

BCC: amorosecg@earthlink.net

BCC: ranthony@portlandtribune.com

BCC: davidastin@news.oregonian.com

BCC: Wende49er@comcast.net

BCC: dougbates@news.oregonian.com

BCC: francis@bestfriends.org, DRCTBD

BCC: thunderidgegermanshepherds@tds.net

BCC: tclark@wwweek.com, hillhaven@zephyr.net

BCC: GeordieD@Integraonline.com, Pam@familydogsnw.com

BCC: steveduin@news.oregonian.com, falia@pioneer.net

BCC: elf8000@juno.com, heather@snipapet.org

BCC: johanson@levan.org, dianl@prodigy.net

BCC: koin@koin.com, kptvnews@kptv.com

BCC: audience_services@opb.org, thedesk@katu.com

BCC: vjlohnes@teleport.com, soydog@netzero.net

BCC: dianeluck@mac.com, operations@oregonhumane.org

BCC: CAPERALF13@att.net, pmorris@spiritone.com

BCC: justbydesign@msn.com, abcjndvm@hevanet.com

BCC: By20hounds, toni@happytailsrescue.com

BCC: claudia.wood@autodesk.com, TaoBowwow

BCC: mwright@elsr.org, melissa.z@earthlink.net

BCC: zeider@pacifier.com, mzusman@wwweek.com

BCC: jschrag@wwweek.com, randy@ci.portland.or.us

BCC: jfrancesconi@ci.portland.or.us

BCC: tonnie.j.roberts@co.multnomah.or.us

To: Michael Oswald

To: John Rowton

I Faxed your office on 05/21 copying the County Commissioners and Attorney Robert Babcock requesting that you stay the execution of Rizzy, the six month old Pitbull puppy scheduled to be destroyed on 05/18.

The reasons you planned to kill her were stunningly cruel. All her behavior notes related to this small puppy's terror. In caps: "CAREFUL WHEN ENTERING KENNEL SHE WILL BOLT OUT!" followed by notes by Linda Powers that relay her fear graphically: "unable to get her out of kennel. She retreated crouching with tail tucked. Visited kennel several times with treats and coaxing but she didn't accept my approaches." So the inhumane decision by "experts" in animal behavior was to kill this helpless puppy. *That was the best you knew how to do. What makes you think that was an "expert" choice?*

You didn't respond to my FAX dated 05/21 to not destroy this small dog. And given your intentional delay of public records so that time sensitive materials are provided after any intervention can be made (your "version" of winning) I was able to contact the owner only two days ago.

The owner, Belinda Turner, did not surrender this dog in any normal sense of the word. Consent was extorted.

If you have not killed this dog, identification 426973, do not do so.

I am referring this case to attorneys.

Thank you for your cooperation on this matter.

Sincerely,

Gail O'Connell-Babcock, Ph.D.

Multnomah County Animals Services



Animal ID: 100512

Name: Rizzy

Species: Dog

Gender: Female

Breed: Pitbull, American mix

Altered: Intact

Color: White/Brown

Age: Approx. 6 month(s) old.

Pattern: Brindle

ANIMAL OWNER:

Animal Owner: Turner, Brenda L

Driver's license

OR-3997072

COMPLAINTS:

INTAKES:

Date: 05/09/2004 Owner Surrender: 6100 blk n farragut

NARRATIVES:

Author: tetzlac

LastUpdate: Wednesday, May 12, 2004

5/12 ditto to LP's notes-whale eyed, runs to back w/ tail tucked, retreats outside if you "push" it NSA ER 5/18 PILL CT

Author: powersl

LastUpdate: Monday, May 10, 2004

Unable to get her out of kennel. She retreated crouching with tail tucked. Hard eye when I approached her. Visited kennel several times with treats and coaxing but she didn't accept my approaches.

Author: jamesa

LastUpdate: Monday, May 10, 2004

no chip found, Owner surrender, purple collar and choke collar on.

Author: clemenc

LastUpdate: Monday, May 10, 2004

5/10/04 CAREFUL WHEN ENTERING KENNEL SHE WILL BOLT OUT! CLC

VACCINATIONS:

Date Received: 05/09/2004

Parvo/Distemper (DHLPP)

Next Due:

Date Received: 05/09/2004

Corona/irus

Next Due:

Date Received: 05/09/2004

Bordetella

Next Due:

MEDICAL HISTORY:

ASSESSMENTS:

IDENTIFIERS:

Animal ID

426973

MCAS

Date Expires

Rizzy - euthanized 05-18. owner raised dog from pup (neglected) getting up every 2 hours to trust. Family dog - played with neighborhood children - slept on bed. Dedicated to owner who saved esp. - disappeared one day. Lost 2 days - apparently went under fence to vacant house - new owner's turned in when through heard her calling. MCAS extorted fatal surrender by averaging fines / threats - unaffordable. Took on Mother's Day. Gave business card to members asking please also PTS - if not adoptable would raise money to reclaim. Omitted from records - never called. Printed: 5/17/2004 10:08:58 AM I deleted records after hearing of missing dog killed. Dog never had a chance. This is how thing "amusement" test

48-200

MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 6/10/04
SUBJECT: SAVE MONTAVILLA LIBRARY

AGENDA NUMBER OR TOPIC: _____

FOR: ☒ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: SANDRA MCDANIEL

ADDRESS: 1435 NE 73rd

CITY/STATE/ZIP: PORTLAND OR 97213

PHONE: _____ DAYS: 503 232 8304 11/5pm EVES: 503 257-3346

EMAIL: _____ FAX: _____

SPECIFIC ISSUE: _____

WRITTEN TESTIMONY: To Follow

IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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

Save Montavilla Library

Meet with Commissioner Naito

Montavilla Community Center

8219 NE Glisan Street

Mon, 6/14 at 7:00 p.m.

Questions or other ways to help:

503 - 257 - 3346

LISA NAITO
ON AGENDA
@ 8:00 PM.

Sponsors:

Montavilla & Mt. Tabor Neighborhood Associations

- Tell Commissioner Naito what you think about Montavilla Library
- Restore 1934 deed restriction established by the Kiwanis Club of Montavilla who donated the property for our Library
- Know that the original donors' conditional use for their contributions (books and money) was that the historic Montavilla Library site can only be used as a neighborhood library
- Encourage private contributors & volunteers to re-open Montavilla Library
- Remember that this isn't a new Montavilla Library but a continuation of a 70 year agreement with our neighborhood
- Call 503-257-3346 if you want do more or if you can't make the meeting
- Visit Montavilla Library, 211 SE 80 the historic Montavilla Library

#3

MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE:

6/10/04

SUBJECT:

Montavilla Library

AGENDA NUMBER OR TOPIC:

FOR: _____ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME:

MAUREEN WRITHT

ADDRESS:

1505 SE MAPSON ST

CITY/STATE/ZIP:

Portland OR 97214

PHONE:

DAYS:

233 9383

EVES:

EMAIL:

FAX:

SPECIFIC ISSUE:

Montavilla Library

WRITTEN TESTIMONY:

to follow

IF YOU WISH TO ADDRESS THE BOARD:

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MOUNT-TABOR

NEIGHBORHOOD ASSOCIATION II

5/29/2004

Commissioner Lisa Naito
501 SE Hawthorne Blvd., Suite 600
Portland, OR 97214

Dear Commissioner Naito;

Thank you for supporting the Montavilla neighbors in their request to defer the sale of the former Montavilla Library/ County Extension Building. Your note to me made it clear that there is no budget nor public priority for siting a branch library in the Montavilla neighborhood with public funds. The Mt. Tabor Neighborhood Association supports the neighbors efforts to forge a public-private partnership through which it can open a community library in the space which is remembered fondly as the former "Montavilla Library." The neighborhood seeks a space within walking distance where children can go after school to study and where seniors can access reading material close to home. It also hopes the space can serve as a community center.

The Mt. Tabor Neighborhood Association supports Montavilla's enthusiasm, vision, and willingness to put together a coalition of partners to support the project. We will publicize their efforts to Mt. Tabor residents through our newsletter, web site, and email list. As appropriate, we may even be able to help with modest financial support.

I know that you will need to establish a time frame within which the neighbors can demonstrate that they can support the building and whatever programs will be housed within it. Thank you for giving the neighborhood this time to mobilize support and organize its effort.

Sincerely,

Diane Redd
MTNA President

cc. Commissioners Roberts, Cruz, Rojo de Steffey, and Chairwoman Linn, Maureen Wright

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-1

Est. Start Time: 9:30 AM

Date Submitted: 06/01/04

Requested Date: 6/10/2004

Time Requested: 15 Minutes

Department: DBCS

Division: Human Resources

Contact/s: Gail Parnell

Phone: 503-988-5015

Ext.: 22595

I/O Address: 503/4

Presenters: Gail Parnell

Agenda Title: Approval of the 2004-2005 Multnomah County Represented and Non-Represented Classification/Compensation Plans

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

-
1. **What action are you requesting from the Board? What is the department/agency recommendation?** We are requesting the board approve the updated compensation plans for the next fiscal year.
 2. **Please provide sufficient background information for the Board and the public to understand this issue.** This is a yearly update that is done to the compensation plans.
 3. **Explain the fiscal impact (current year and ongoing).** None

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**

- ❖ Do any personnel actions result from this budget modification? Explain.
- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

4. Explain any legal and/or policy issues involved. None
5. Explain any citizen and/or other government participation that has or will take place.

Required Signatures:

Department/Agency Director: _____

Date: 06/01/04

Budget Analyst

By: _____

Date: 06/01/04

Dept/Countywide HR

By: _____

Date: 06/01/04

BOGSTAD Deborah L

From: PARNELL Gail E
Sent: Wednesday, May 26, 2004 6:01 PM
To: SOWLE Agnes
Cc: BROWN Carol L
Subject: new compensation plan

Hi Agnes,

In the past, the compensation plan has been adopted each year by the BCC after the budget is adopted (so sometime in July). Ordinance 1022 specifically says "the compensation plan must be approved by Board resolution prior to adoption of the annual County budget". Because the budget is scheduled to be adopted on June 10, I am wondering if you can think of any reason we can't present the compensation plan first on the 10th, then the budget. Thanks Agnes, I'm trying to avoid land mines. ☺ Gail

**Gail E. Parnell
Director Human Resources/Labor Relations
Multnomah County
501 SE Hawthorne
Portland, OR 97214
503.988.5135 x 3 Internal 22595
email: gail.e.parnell@co.multnomah.or.us**

5/27/2004

Multnomah County
Non-Exempt Employee Pay Scale

Report Id:

Run Date:

| | | 6/1/2004 | | | | | | | | | | Pay EEO | Type | Bargaining Unit |
|-------------|-------------------------------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------|----------------------|
| Job Code | Job Title | Pay Scale Group | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | | |
| 6366 | ACUTE CARE COORDINATOR | 28 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | | 42 | 7 | AFSCME Local 88/Conf |
| 6033 | ADMINISTRATIVE ANALYST | 26 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | | 42 | 7 | AFSCME Local 88/Conf |
| 6034 | ADMINISTRATIVE ANALYST/SENIOR | 29 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | | 42 | 7 | AFSCME Local 88/Conf |
| 6054 | ADMINISTRATIVE ASSISTANT | 19 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | | 45 | 7 | AFSCME Local 88/Conf |
| 6005 | ADMINISTRATIVE SECRETARY | 15 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | | 45 | 7 | AFSCME Local 88/Conf |
| 6035 | ALARM ORDINANCE UNIT ADMIN | 29 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | | 41 | 7 | AFSCME Local 88/Conf |
| 6155 | ALARM TECHNICIAN | 6155 | \$23.04 | \$23.73 | | | | | | | | 43 | 5 | IBEW Local 48 |
| 6291 | ALCOHOL/DRUG EVALUATION SPEC | 6291 | \$16.94 | \$17.93 | \$18.49 | \$19.64 | \$20.22 | \$21.41 | \$22.23 | \$23.12 | | 42 | 7 | AFSCME Local 88/Conf |
| 8004 | AMERICORPS MEMBER | 8004 | | | | | | | | | | 48 | 10 | Mgmt/Exec Employee |
| 6062 | ANIMAL CARE AIDE | 6062 | \$10.40 | \$10.68 | \$11.01 | \$11.33 | \$11.67 | \$12.02 | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6065 | ANIMAL CARE TECHNICIAN | 6065 | \$13.30 | \$13.63 | \$14.01 | \$14.46 | \$14.95 | \$15.42 | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6069 | ANIMAL CONTROL AIDE | 6069 | \$11.81 | \$12.10 | \$12.43 | \$12.83 | \$13.15 | \$13.55 | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6072 | ANIMAL CONTROL DISPATCHER | 9 | \$12.49 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | | 45 | 7 | AFSCME Local 88/Conf |
| 6067 | ANIMAL CONTROL OFFICER | 6067 | \$15.96 | \$16.43 | \$16.90 | \$17.41 | \$17.94 | \$18.49 | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6061 | ANIMAL CONTROL OFFICER/SENIOR | 6061 | \$17.41 | \$17.95 | \$18.47 | \$19.03 | \$19.61 | \$20.34 | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6066 | ANIMAL HEALTH TECHNICIAN | 6066 | \$14.46 | \$14.95 | \$15.42 | \$15.89 | \$16.32 | \$16.76 | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6079 | APPRAISAL DATA ANALYST SENIOR | 28 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | | 42 | 7 | AFSCME Local 88/Conf |
| 6043 | APPRAISAL TECHNICIAN PERSONAL | 16 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | 43 | 7 | AFSCME Local 88/Conf |
| 6040 | APPRAISAL TECHNICIAN REAL | 16 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | 43 | 7 | AFSCME Local 88/Conf |
| 6248 | BACKGROUND INVESTIGATOR | 6248 | \$18.10 | \$18.66 | \$19.21 | \$19.79 | \$20.41 | \$20.98 | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6344 | BASIC SKILLS EDUCATOR | 6344 | \$19.37 | \$19.97 | \$20.54 | \$21.19 | \$21.83 | \$22.45 | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6133 | BLACKSMITH | 20 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | | 47 | 7 | AFSCME Local 88/Conf |
| 6181 | BODY AND FENDER TECHNICIAN | 20 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | | 47 | 7 | AFSCME Local 88/Conf |
| 6060 | BRIDGE MAINTENANCE MECHANIC | 6060 | \$20.07 | \$20.61 | \$21.16 | | | | | | | 47 | 7 | AFSCME Local 88/Conf |
| 6059 | BRIDGE OPERATOR | 6059 | \$12.89 | \$13.24 | \$13.61 | \$14.01 | \$14.48 | \$14.93 | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6026 | BUDGET ANALYST | 28 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | | 42 | 7 | AFSCME Local 88/Conf |
| 6057 | BUSINESS ANALYST | 22 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | | 42 | 7 | AFSCME Local 88/Conf |
| 6055 | BUSINESS ANALYST/SENIOR | 6055 | \$26.80 | \$27.57 | \$28.33 | \$29.23 | \$30.19 | \$31.08 | \$32.02 | \$32.96 | | 42 | 7 | AFSCME Local 88/Conf |
| 6112 | BUYER 1 | 17 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | | 45 | 7 | AFSCME Local 88/Conf |
| 6111 | BUYER 2 | 23 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | | 42 | 7 | AFSCME Local 88/Conf |
| 6147 | CARPENTER | 6147 | \$20.41 | | | | | | | | | 47 | 7 | AFSCME Local 88/Conf |
| 6149 | CARPENTER/LOCKSMITH | 6149 | \$20.41 | | | | | | | | | 47 | 7 | AFSCME Local 88/Conf |
| 6082 | CARTOGRAPHER | 6082 | \$17.10 | \$17.59 | \$18.10 | \$18.67 | \$19.16 | \$19.70 | \$20.32 | \$20.93 | | 43 | 7 | AFSCME Local 88/Conf |
| 6299 | CASE MANAGEMENT ASSISTANT | 6299 | \$12.13 | \$12.49 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | | 46 | 7 | AFSCME Local 88/Conf |
| 6310 | CASE MANAGEMENT TRAINEE | 6310 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | | 45 | 7 | AFSCME Local 88/Conf |
| 6298 | CASE MANAGER 1 | 6298 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | 45 | 7 | AFSCME Local 88/Conf |
| 6297 | CASE MANAGER 2 | 6297 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | | 42 | 7 | AFSCME Local 88/Conf |
| 6296 | CASE MANAGER/SENIOR | 6296 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | | 42 | 7 | AFSCME Local 88/Conf |
| 6313 | CFS SPECIALIST | 6313 | \$21.18 | \$21.79 | \$22.45 | \$23.13 | \$23.83 | \$24.53 | \$25.27 | \$26.02 | | 42 | 7 | AFSCME Local 88/Conf |
| 6093 | CHEMICAL APPLICATOR OPERATOR | 6093 | \$16.21 | \$16.70 | \$17.17 | \$17.67 | \$18.22 | \$18.73 | | | | 47 | 7 | AFSCME Local 88/Conf |
| 6259 | CIVIL DEPUTY | 6259 L14 | \$16.62 | \$17.12 | \$17.60 | \$18.11 | \$18.68 | \$19.20 | | | | 44 | 7 | AFSCME Local 88/Conf |
| 6259 | CIVIL DEPUTY | 1162 L20 | \$16.62 | \$17.12 | \$17.60 | \$18.11 | \$18.68 | \$19.20 | | | | 44 | 2 | Dep Sheriff's Assoc |
| 6259 | CIVIL DEPUTY | 6259 | \$16.21 | \$16.70 | \$17.17 | \$17.67 | \$18.22 | \$18.73 | | | | 44 | 7 | AFSCME Local 88/Conf |

Multnomah County
Non-Exempt Employee Pay Scale

| | | | | | | | | | | | | | | |
|-------------------------------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----|----|----------------------|
| 6259 CIVIL DEPUTY | 1161 L14 | \$16.45 | \$16.94 | \$17.43 | \$17.94 | \$18.49 | \$19.00 | | | | | 44 | 2 | Dep Sheriff's Assoc |
| 6259 CIVIL DEPUTY | 1160 | \$16.04 | \$16.53 | \$17.00 | \$17.50 | \$18.05 | \$18.54 | | | | | 44 | 2 | Dep Sheriff's Assoc |
| 6259 CIVIL DEPUTY | 6259 L20 | \$16.78 | \$17.29 | \$17.77 | \$18.30 | \$18.86 | \$19.39 | | | | | 44 | 7 | AFSCME Local 88/Conf |
| 6256 CIVIL DEPUTY/SENIOR | 1165 L20 | \$19.28 | \$19.82 | \$20.44 | \$21.04 | \$21.59 | \$22.24 | \$22.92 | \$23.60 | | | 44 | 2 | Dep Sheriff's Assoc |
| 6256 CIVIL DEPUTY/SENIOR | 1164 L14 | \$19.09 | \$19.63 | \$20.23 | \$20.84 | \$21.37 | \$22.03 | \$22.69 | \$23.36 | | | 44 | 2 | Dep Sheriff's Assoc |
| 6256 CIVIL DEPUTY/SENIOR | 6256 | \$18.81 | \$19.34 | \$19.94 | \$20.53 | \$21.06 | \$21.70 | \$22.36 | \$23.02 | | | 44 | 7 | AFSCME Local 88/Conf |
| 6256 CIVIL DEPUTY/SENIOR | 6256 L14 | \$19.28 | \$19.82 | \$20.44 | \$21.04 | \$21.59 | \$22.24 | \$22.92 | \$23.60 | | | 44 | 7 | AFSCME Local 88/Conf |
| 6256 CIVIL DEPUTY/SENIOR | 6256 L20 | \$19.48 | \$20.02 | \$20.64 | \$21.26 | \$21.80 | \$22.47 | \$23.14 | \$23.83 | | | 44 | 7 | AFSCME Local 88/Conf |
| 6256 CIVIL DEPUTY/SENIOR | 1163 | \$18.62 | \$19.16 | \$19.74 | \$20.33 | \$20.86 | \$21.48 | \$22.13 | \$22.80 | | | 44 | 18 | Civil Deputies |
| 8003 CLERICAL ASSISTANT | 8003 | | | | | | | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6003 CLERICAL UNIT SUPERVISOR | 17 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | | | 46 | 7 | AFSCME Local 88/Conf |
| 6012 CLINIC MEDICAL ASSISTANT | 13 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | | | 45 | 7 | AFSCME Local 88/Conf |
| 6036 CLINICAL COORDINATOR | 31 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6315 COMMUNITY HEALTH NURSE | 6315 | \$20.59 | \$21.37 | \$22.20 | \$23.01 | \$23.87 | \$24.76 | \$25.69 | \$26.66 | \$27.46 | | 42 | 3 | Oregon Nurses Assoc |
| 6046 COMMUNITY HEALTH SPECIALIST 1 | 10 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | | | 45 | 7 | AFSCME Local 88/Conf |
| 6047 COMMUNITY HEALTH SPECIALIST 2 | 15 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | | | 45 | 7 | AFSCME Local 88/Conf |
| 6013 COMMUNITY INFORMATION SPEC | 6013 | \$15.96 | \$16.43 | \$16.90 | \$17.41 | \$17.94 | \$18.49 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6267 COMMUNITY WORKS LEADER | 6267 | \$15.59 | \$16.03 | \$16.48 | \$16.97 | \$17.52 | \$17.98 | | | | | 44 | 7 | AFSCME Local 88/Conf |
| 6015 CONTRACT SPECIALIST | 25 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | | | 7 | 7 | AFSCME Local 88/Conf |
| 6031 CONTRACT SPECIALIST SENIOR | 31 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | | | 7 | 7 | AFSCME Local 88/Conf |
| 6011 CONTRACT TECHNICIAN | 15 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | | | 7 | 7 | AFSCME Local 88/Conf |
| 6268 CORRECTIONS COUNSELOR | 6268 | \$16.94 | \$17.93 | \$18.49 | \$19.64 | \$20.22 | \$21.41 | \$22.23 | \$23.12 | \$23.84 | \$24.55 | 42 | 7 | AFSCME Local 88/Conf |
| 6264 CORRECTIONS HEARINGS OFFICER | 6264 | \$19.64 | \$20.22 | \$20.81 | \$21.41 | \$22.00 | \$22.62 | \$23.28 | \$23.94 | \$24.66 | \$25.38 | 42 | 7 | AFSCME Local 88/Conf |
| 2029 CORRECTIONS OFFICER | 2029 | \$18.95 | \$20.03 | \$21.07 | \$22.16 | \$23.30 | \$24.37 | | | | | 44 | 4 | Corr Officers Assoc |
| 1010 CORRECTIONS OFFICER LG14 | 1010 | \$19.43 | \$20.53 | \$21.60 | \$22.70 | \$23.88 | \$24.96 | | | | | 44 | 4 | Corr Officers Assoc |
| 1016 CORRECTIONS OFFICER LG20 | 1016 | \$19.71 | \$20.83 | \$21.92 | \$23.03 | \$24.23 | \$25.33 | | | | | 44 | 4 | Corr Officers Assoc |
| 1006 CORRECTIONS OFFICER/4% * | 1006 | \$19.71 | \$20.83 | \$21.92 | \$23.03 | \$24.23 | \$25.33 | | | | | 44 | 4 | Corr Officers Assoc |
| 1011 CORRECTIONS OFFICER/4% LG14 | 1011 | \$20.21 | \$21.34 | \$22.47 | \$23.61 | \$24.84 | \$25.97 | | | | | 44 | 4 | Corr Officers Assoc |
| 1017 CORRECTIONS OFFICER/4% LG20 | 1017 | \$20.50 | \$21.66 | \$22.80 | \$23.96 | \$25.20 | \$26.35 | | | | | 44 | 4 | Corr Officers Assoc |
| 1007 CORRECTIONS OFFICER/7% * | 1007 | \$20.28 | \$21.42 | \$22.56 | \$23.71 | \$24.92 | \$26.07 | | | | | 44 | 4 | Corr Officers Assoc |
| 1012 CORRECTIONS OFFICER/7% LG14 | 1012 | \$20.78 | \$21.96 | \$23.12 | \$24.29 | \$25.55 | \$26.71 | | | | | 44 | 4 | Corr Officers Assoc |
| 1018 CORRECTIONS OFFICER/7% LG20 | 1018 | \$21.09 | \$22.28 | \$23.45 | \$24.65 | \$25.92 | \$27.11 | | | | | 44 | 4 | Corr Officers Assoc |
| 4055 CORRECTIONS SERGEANT | 4055 | \$25.18 | \$26.15 | \$27.14 | \$28.13 | \$29.13 | \$30.19 | | | | | 44 | 4 | Corr Officers Assoc |
| 1013 CORRECTIONS SERGEANT LG14 | 1013 | \$25.81 | \$26.80 | \$27.82 | \$28.83 | \$29.86 | \$30.94 | | | | | 44 | 4 | Corr Officers Assoc |
| 1019 CORRECTIONS SERGEANT LG20 | 1019 | \$26.19 | \$27.19 | \$28.24 | \$29.27 | \$30.30 | \$31.39 | | | | | 44 | 4 | Corr Officers Assoc |
| 1014 CORRECTIONS SERGEANT/4% LG14 | 1014 | \$26.84 | \$27.87 | \$28.94 | \$30.00 | \$31.06 | \$32.18 | | | | | 44 | 4 | Corr Officers Assoc |
| 1020 CORRECTIONS SERGEANT/4% LG20 | 1020 | \$27.23 | \$28.28 | \$29.36 | \$30.43 | \$31.51 | \$32.64 | | | | | 44 | 4 | Corr Officers Assoc |
| 1008 CORRECTIONS SERGEANT/4%* | 1008 | \$26.19 | \$27.19 | \$28.24 | \$29.27 | \$30.30 | \$31.39 | | | | | 44 | 4 | Corr Officers Assoc |
| 1015 CORRECTIONS SERGEANT/7% LG14 | 1015 | \$27.62 | \$28.68 | \$29.76 | \$30.86 | \$31.95 | \$33.10 | | | | | 44 | 4 | Corr Officers Assoc |
| 1021 CORRECTIONS SERGEANT/7% LG20 | 1021 | \$28.02 | \$29.09 | \$30.20 | \$31.31 | \$32.43 | \$33.59 | | | | | 44 | 4 | Corr Officers Assoc |
| 1009 CORRECTIONS SERGEANT/7%* | 1009 | \$26.95 | \$27.98 | \$29.04 | \$30.10 | \$31.18 | \$32.29 | | | | | 44 | 4 | Corr Officers Assoc |
| 6266 CORRECTIONS TECHNICIAN | 6266 | \$14.46 | \$14.88 | \$15.34 | \$15.79 | \$16.30 | \$16.75 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6006 COUNTY ATTORNEY OFFICE ASSIST. | 6006 | \$14.46 | \$14.88 | \$15.34 | \$15.79 | \$16.30 | \$16.75 | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 5014 COUNTY AUDITOR | 5014 | | | | | | | | | | | 41 | 11 | Tax/Elect Off/EI Stf |
| 5001 COUNTY CHAIR | 5001 | | | | | | | | | | | 41 | 11 | Tax/Elect Off/EI Stf |
| 5010 COUNTY COMMISSIONER | 5010 | | | | | | | | | | | 41 | 11 | Tax/Elect Off/EI Stf |
| 6249 D A INVESTIGATOR | 25 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | | | 45 | 7 | AFSCME Local 88/Conf |

Multnomah County
Non-Exempt Employee Pay Scale

| | | | | | | | | | | | | | | | | |
|--------------------------------------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|--|----|----|----------------------|
| 6073 DATA ANALYST | 6073 | \$18.81 | \$19.34 | \$19.94 | \$20.53 | \$21.06 | \$21.70 | \$22.36 | \$23.02 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6074 DATA TECHNICIAN | 6074 | \$15.59 | \$16.03 | \$16.48 | \$16.97 | \$17.52 | \$17.98 | | | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6407 DATABASE ADMINISTRATOR | 37 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | \$33.15 | \$34.13 | \$35.16 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6408 DATABASE ADMINISTRATOR/SENIOR | 42 | \$33.15 | \$34.13 | \$35.16 | \$36.21 | \$37.31 | \$38.43 | \$39.59 | \$40.76 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6347 DENTAL ASSISTANT | 10 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6346 DENTAL ASSISTANT/EFDA | 12 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6348 DENTAL HYGIENIST | 6348 | \$23.41 | \$24.14 | \$24.89 | \$25.66 | \$26.45 | \$27.27 | \$28.11 | \$28.97 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6251 DEPUTY DISTRICT ATTORNEY 1 | 6251 | \$21.27 | \$23.36 | \$24.91 | \$26.17 | \$27.45 | | | | | | | | 42 | 1 | Pros Atty's Assoc |
| 6252 DEPUTY DISTRICT ATTORNEY 2 | 6252 | \$24.91 | \$26.17 | \$27.45 | \$28.83 | \$30.28 | \$31.79 | \$33.38 | | | | | | 42 | 1 | Pros Atty's Assoc |
| 6253 DEPUTY DISTRICT ATTORNEY 3 | 6253 | \$27.45 | \$28.83 | \$30.28 | \$31.79 | \$33.37 | \$35.08 | \$36.80 | \$38.64 | \$40.57 | \$42.60 | | | 42 | 1 | Pros Atty's Assoc |
| 6254 DEPUTY DISTRICT ATTORNEY 4 | 6254 | \$31.79 | \$33.37 | \$35.08 | \$36.80 | \$38.69 | \$40.70 | \$42.71 | \$44.88 | \$47.11 | \$49.47 | | | 42 | 1 | Pros Atty's Assoc |
| 6282 DEPUTY MEDICAL EXAMINER | 6282 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6292 DEPUTY PUBLIC GUARDIAN | 6292 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 2025 DEPUTY SHERIFF | 2025 | \$19.93 | \$21.32 | \$22.26 | \$23.02 | \$24.01 | \$24.96 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1120 DEPUTY SHERIFF 1 * | 1120 | \$20.42 | \$21.82 | \$22.81 | \$23.65 | \$24.61 | \$25.64 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1133 DEPUTY SHERIFF 1 LG14 | 1133 | \$20.94 | \$22.39 | \$23.39 | \$24.24 | \$25.23 | \$26.28 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1148 DEPUTY SHERIFF 1 LG20 | 1148 | \$21.13 | \$22.59 | \$23.61 | \$24.50 | \$25.47 | \$26.52 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1122 DEPUTY SHERIFF 2 * | 1122 | \$20.92 | \$22.38 | \$23.38 | \$24.18 | \$25.19 | \$26.21 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1135 DEPUTY SHERIFF 2 LG14 | 1135 | \$21.43 | \$22.93 | \$23.95 | \$24.75 | \$25.82 | \$26.87 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1149 DEPUTY SHERIFF 2 LG20 | 1149 | \$21.65 | \$23.15 | \$24.20 | \$25.01 | \$26.09 | \$27.13 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1123 DEPUTY SHERIFF 3 * | 1123 | \$21.92 | \$23.45 | \$24.50 | \$25.40 | \$26.40 | \$27.52 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1136 DEPUTY SHERIFF 3 LG14 | 1136 | \$22.45 | \$24.01 | \$25.08 | \$26.04 | \$27.08 | \$28.22 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1150 DEPUTY SHERIFF 3 LG20 | 1150 | \$22.70 | \$24.26 | \$25.35 | \$26.28 | \$27.33 | \$28.48 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1121 DEPUTY SHERIFF 4% * | 1121 | \$20.71 | \$22.16 | \$23.14 | \$23.94 | \$24.97 | \$25.97 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1132 DEPUTY SHERIFF LG14 | 1132 | \$20.42 | \$21.82 | \$22.82 | \$23.59 | \$24.61 | \$25.58 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 1147 DEPUTY SHERIFF LG20 | 1147 | \$20.62 | \$22.07 | \$23.05 | \$23.82 | \$24.86 | \$25.83 | | | | | | | 44 | 2 | Dep Sheriffs Assoc |
| 6403 DESKTOP SUPPORT SPECIALIST | 21 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6404 DESKTOP SUPPORT SPECIALIST/SEI | 26 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6037 DEVELOP/COMMUNICATIONS COOR | 32 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6405 DEVELOPMENT ANALYST | 31 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6406 DEVELOPMENT ANALYST/SENIOR | 37 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | \$33.15 | \$34.13 | \$35.16 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6024 DISEASE INTERVENTION SPECIALIST | 19 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 5053 DISTRICT ATTORNEY | 5053 | | | | | | | | | | | | | 41 | 11 | Tax/Elect Off/EI Stf |
| 6124 DRIVER | 10 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6118 ELECTIONS MATERIALS COORD | 6118 | \$15.27 | \$15.72 | \$16.20 | \$16.66 | \$17.12 | \$17.59 | | | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 8001 ELECTIONS WORKER | 8001 | | | | | | | | | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 3061 ELECTRICIAN | 3061 | \$25.38 | \$26.16 | | | | | | | | | | | 47 | 5 | IBEW Local 48 |
| 6143 ELECTRONIC TECHNICIAN | 6143 | \$25.38 | \$26.16 | | | | | | | | | | | 43 | 5 | IBEW Local 48 |
| 6142 ELECTRONIC TECHNICIAN ASST | 6142 | \$17.55 | \$18.07 | \$18.62 | \$19.17 | \$19.77 | \$20.37 | \$20.97 | | | | | | 45 | 5 | IBEW Local 48 |
| 6144 ELECTRONIC TECHNICIAN/CHIEF | 6144 | \$27.61 | \$28.43 | | | | | | | | | | | 43 | 5 | IBEW Local 48 |
| 6300 ELIGIBILITY SPECIALIST | 6300 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6235 ENGINEER 1(INTERN) | 30 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6236 ENGINEER 2 | 34 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6311 ENGINEER 3 | 38 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | \$33.15 | \$34.13 | \$35.16 | \$36.21 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6231 ENGINEERING TECHNICIAN 1 | 19 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6232 ENGINEERING TECHNICIAN 2 | 23 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6233 ENGINEERING TECHNICIAN 3 | 28 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | | | | | 43 | 7 | AFSCME Local 88/Conf |

Multnomah County
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|--------------------------------------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|--|----|---|----------------------|
| 6356 ENVIRONMENTAL HEALTH SPECIALIST | 6356 | \$19.37 | \$19.97 | \$20.54 | \$21.19 | \$21.83 | \$22.45 | | | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6107 EQUIPMENT/PROPERTY TECHNICIAN | 6107 | \$14.75 | \$15.21 | \$15.65 | \$16.11 | \$16.61 | \$17.11 | | | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6097 FAC MAINT DISPATCH/SCHEDULER | 6097 | \$19.34 | \$19.91 | \$20.52 | \$21.15 | \$21.76 | \$22.41 | | | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6094 FACILITIES MAINTENANCE WORKER | 6094 | \$13.30 | \$13.80 | \$14.31 | \$14.67 | \$15.10 | \$15.59 | \$16.01 | | | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6099 FACILITIES SERVICES COORD | 6099 | \$23.22 | \$23.92 | \$24.65 | \$25.38 | \$26.19 | \$26.94 | | | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6010 FACILITIES SPECIALIST 1 | 20 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6017 FACILITIES SPECIALIST 2 | 27 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6016 FACILITIES SPECIALIST 3 | 32 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6258 FACILITY SECURITY OFFICER | 6258 | \$13.10 | \$13.50 | \$13.92 | \$14.31 | \$14.72 | \$15.21 | | | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6305 FAMILY INTERVENTION SPECIALIST | 6305 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6029 FINANCE SPECIALIST 1 | 17 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6030 FINANCE SPECIALIST 2 | 23 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6032 FINANCE SPECIALIST/SENIOR | 28 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6027 FINANCE TECHNICIAN | 14 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6184 FLEET & SUPPORT SERVICES SPEC | 6184 | \$18.81 | \$19.34 | \$19.94 | \$20.53 | \$21.06 | \$21.70 | | | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6179 FLEET MAINTENANCE TECHNICIAN 1 | 11 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | | | | | 47 | 7 | AFSCME Local 88/Conf |
| 6180 FLEET MAINTENANCE TECHNICIAN 2 | 16 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | | | | 47 | 7 | AFSCME Local 88/Conf |
| 6182 FLEET MAINTENANCE TECHNICIAN 3 | 6182 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | | | | | | | | | 47 | 7 | AFSCME Local 88/Conf |
| 7207 GRAPHIC DESIGNER | 21 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6293 HEALTH ASSISTANT 1 | 9 | \$12.49 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6294 HEALTH ASSISTANT 2 | 11 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6352 HEALTH EDUCATOR | 6352 | \$19.37 | \$19.97 | \$20.54 | \$21.19 | \$21.83 | \$22.45 | | | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6321 HEALTH INFORMATION TECHNICIAN | 17 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6322 HEALTH INFORMATION TECHNICIAN/ | 20 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6077 HEALTH SERVICES ADMINISTRATOR | 37 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | \$33.15 | \$34.13 | \$35.16 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6058 HEARINGS SPECIALIST | 26 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6083 HOUSING DEVELOPMENT SPECIALIS | 6083 | \$20.34 | \$21.06 | \$21.83 | \$22.58 | \$23.34 | \$24.19 | | | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6102 HUMAN RESOURCES ANALYST 1 | 26 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6103 HUMAN RESOURCES ANALYST 2 | 29 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6101 HUMAN RESOURCES TECHNICIAN | 19 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6121 HVAC ENGINEER | 6121 | \$22.51 | | | | | | | | | | | | 47 | 8 | IUOE Local 701 |
| 6019 INFORMATION & REFERRAL SPECIAL | 10 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6238 INTEGRATED COMM SERVICES COO | 6238 | \$18.45 | \$19.01 | \$19.60 | \$20.15 | \$20.79 | \$21.40 | | | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 8002 INTERPRETER/ON CALL | 8002 | | | | | | | | | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6109 INVENTORY/STORES SPECIALIST I | 13 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6110 INVENTORY/STORES SPECIALIST II | 18 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6104 INVENTORY/STORES SPECIALIST III | 20 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6280 INVESTIGATIVE TECHNICIAN | 6280 | \$15.17 | \$15.63 | \$16.09 | \$16.56 | \$17.09 | \$17.59 | | | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6413 IT ARCHITECT | 44 | \$35.16 | \$36.21 | \$37.31 | \$38.43 | \$39.59 | \$40.76 | \$41.97 | \$43.26 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6262 JAIL STEWARD | 6262 | \$16.21 | \$16.70 | \$17.17 | \$17.67 | \$18.23 | \$18.78 | | | | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6285 JUVENILE COUNSELING ASSISTANT | 6285 | \$15.96 | \$16.43 | \$16.90 | \$17.41 | \$17.94 | \$18.49 | \$19.21 | \$20.00 | \$20.61 | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6272 JUVENILE COUNSELOR | 6272 | \$16.94 | \$17.93 | \$18.49 | \$19.64 | \$20.22 | \$21.41 | \$22.23 | \$23.12 | \$23.94 | \$24.55 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6273 JUVENILE CUSTODY SERVICES SPEI | 6273 | \$15.96 | \$16.43 | \$16.90 | \$17.41 | \$17.94 | \$18.49 | \$19.21 | \$20.00 | \$20.61 | \$21.23 | | | 44 | 6 | Juv Cust Local 88 |
| 6157 JUVENILE RECORDS TECHNICIAN | 6157 | \$12.56 | \$12.93 | \$13.30 | \$13.67 | \$14.06 | \$14.48 | \$14.90 | \$15.36 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6335 LABORATORY SPECIALIST | 25 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 6333 LABORATORY TECHNICIAN | 16 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6095 LABORER | 3 | \$10.48 | \$10.79 | \$11.11 | \$11.44 | \$11.78 | \$12.13 | \$12.49 | \$12.86 | | | | | 48 | 7 | AFSCME Local 88/Conf |

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|--------------------------------------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----|---|----------------------|
| 6056 LEARNING SYSTEMS ANALYST/SENIOR | 6056 | \$23.69 | \$24.41 | \$25.14 | \$25.90 | \$26.67 | \$27.47 | \$28.30 | \$29.15 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6246 LEGAL ASSISTANT | 17 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | | | 46 | 7 | AFSCME Local 88/Conf |
| 6241 LEGAL ASSISTANT/SENIOR | 20 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | | | 46 | 7 | AFSCME Local 88/Conf |
| 6244 LEGAL INTERN | 6244 | | | | | | | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 7222 LIBRARIAN | 26 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | | | 42 | 7 | AFSCME Local 88/Conf |
| 7211 LIBRARY ASSISTANT | 16 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | | 45 | 7 | AFSCME Local 88/Conf |
| 7202 LIBRARY CLERK | 9 | \$12.49 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | | | 45 | 7 | AFSCME Local 88/Conf |
| 7225 LIBRARY EVENTS COORDINATOR | 7225 | \$18.45 | \$19.01 | \$19.60 | \$20.15 | \$20.79 | \$21.40 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 7224 LIBRARY MATERIALS PROCESSOR | 7224 | \$10.70 | \$11.04 | \$11.35 | \$11.71 | \$12.04 | \$12.41 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 7223 LIBRARY OUTREACH SPECIALIST | 7223 | \$19.75 | \$20.35 | \$20.97 | \$21.60 | \$22.27 | \$22.89 | | | | | 42 | 7 | AFSCME Local 88/Conf |
| 7203 LIBRARY PAGE | 7203 | \$10.01 | \$10.33 | \$10.62 | \$10.94 | \$11.28 | \$11.59 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 7204 LIBRARY PAGE/SENIOR | 7204 | \$11.02 | \$11.34 | \$11.70 | \$12.03 | \$12.40 | \$12.78 | | | | | 43 | 7 | AFSCME Local 88/Conf |
| 6070 LICENSE COMPLIANCE OFFICER | 6070 | \$14.46 | \$14.95 | \$15.42 | \$15.89 | \$16.32 | \$16.76 | | | | | 45 | 7 | AFSCME Local 88/Conf |
| 6303 LICENSED COMM PRACTICAL NURSE | 6303 | \$15.90 | \$16.51 | \$17.16 | \$17.78 | \$18.42 | \$18.97 | \$19.55 | \$20.13 | \$20.74 | | 43 | 3 | Oregon Nurses Assoc |
| 6100 LIGHTING TECHNICIAN | 16 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | | 47 | 7 | AFSCME Local 88/Conf |
| 6309 M & F COUNSELOR TRAINEE | 6309 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | | | 45 | 7 | AFSCME Local 88/Conf |
| 6176 MAINTENANCE SPECIALIST 1 | 16 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | | | 47 | 7 | AFSCME Local 88/Conf |
| 6177 MAINTENANCE SPECIALIST 2 | 6177 | \$18.52 | \$19.02 | \$19.54 | \$20.07 | \$20.61 | \$21.16 | | | | | 47 | 7 | AFSCME Local 88/Conf |
| 6175 MAINTENANCE SPECIALIST APPREN | 4 | \$10.79 | \$11.11 | \$11.44 | \$11.78 | \$12.13 | \$12.49 | \$12.86 | \$13.24 | | | 47 | 7 | AFSCME Local 88/Conf |
| 6096 MAINTENANCE SPECIALIST/SENIOR | 23 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | | | 48 | 7 | AFSCME Local 88/Conf |
| 6092 MAINTENANCE WORKER | 6092 | \$13.80 | \$14.31 | \$14.67 | \$15.10 | \$15.59 | \$16.01 | \$16.46 | | | | 48 | 7 | AFSCME Local 88/Conf |
| 6185 MARINE EQUIPMENT SPECIALIST | 6185 | \$20.07 | \$20.61 | \$21.16 | | | | | | | | 47 | 7 | AFSCME Local 88/Conf |
| 6369 MARRIAGE AND FAMILY COUNSELOR | 6369 | \$23.23 | \$23.93 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6151 MCSO RECORDS SUPERVISOR | 6151 | \$16.67 | \$17.17 | \$17.67 | \$18.20 | \$18.75 | \$19.32 | | | | | 46 | 7 | AFSCME Local 88/Conf |
| 6150 MCSO RECORDS TECHNICIAN | 6150 | \$12.98 | \$13.62 | \$14.01 | \$14.46 | \$14.88 | \$15.34 | \$15.79 | \$16.30 | \$16.75 | | 46 | 7 | AFSCME Local 88/Conf |
| 6365 MENTAL HEALTH CONSULTANT | 6365 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6125 MOTOR POOL ATTENDANT | 9 | \$12.49 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | | | 48 | 7 | AFSCME Local 88/Conf |
| 6409 NETWORK ADMINISTRATOR | 30 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6410 NETWORK ADMINISTRATOR/SENIOR | 37 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | \$33.15 | \$34.13 | \$35.16 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6359 NUISANCE ENFORCEMENT OFFICER | 6359 | \$17.57 | \$18.10 | \$18.67 | \$19.21 | \$19.78 | \$20.36 | | | | | 44 | 7 | AFSCME Local 88/Conf |
| 6314 NURSE PRACTITIONER | 6314 | \$27.34 | \$28.60 | \$29.43 | \$30.29 | \$31.18 | \$32.13 | \$33.40 | \$34.76 | \$35.79 | | 42 | 3 | Oregon Nurses Assoc |
| 6342 NUTRITION ASSISTANT | 12 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | | | 45 | 7 | AFSCME Local 88/Conf |
| 6340 NUTRITIONIST | 25 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6000 OFFICE ASSISTANT 1 | 3 | \$10.48 | \$10.79 | \$11.11 | \$11.44 | \$11.78 | \$12.13 | \$12.49 | \$12.86 | | | 46 | 7 | AFSCME Local 88/Conf |
| 6001 OFFICE ASSISTANT 2 | 9 | \$12.49 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | | | 46 | 7 | AFSCME Local 88/Conf |
| 6002 OFFICE ASSISTANT/SENIOR | 14 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | | | 46 | 7 | AFSCME Local 88/Conf |
| 6286 PATHOLOGIST ASSISTANT | 6286 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | | | 43 | 7 | AFSCME Local 88/Conf |
| 6119 PHARMACY TECHNICIAN | 13 | \$14.05 | \$14.47 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | | | 43 | 7 | AFSCME Local 88/Conf |
| 6316 PHYSICIAN ASSISTANT | 6316 | \$27.34 | \$28.60 | \$29.43 | \$30.29 | \$31.18 | \$32.13 | \$33.40 | \$34.76 | \$35.79 | | 42 | 3 | Oregon Nurses Assoc |
| 6075 PLANNER | 28 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6078 PLANNER/SENIOR | 32 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | | | 42 | 7 | AFSCME Local 88/Conf |
| 7209 PRINTING SPECIALIST | 18 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | | | 43 | 7 | AFSCME Local 88/Conf |
| 6276 PROBATION/PAROLE OFFICER | 6276 | \$16.94 | \$17.93 | \$18.49 | \$19.64 | \$20.22 | \$21.41 | \$22.23 | \$23.12 | \$23.84 | \$24.55 | 42 | 7 | AFSCME Local 88/Conf |
| 7230 PRODUCTION ASSISTANT | 8 | \$12.13 | \$12.49 | \$12.86 | \$13.24 | \$13.63 | \$14.05 | \$14.47 | \$14.90 | | | 46 | 7 | AFSCME Local 88/Conf |
| 7232 PRODUCTION/GRAPHIC DESIGN | 23 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6022 PROGRAM COORDINATOR | 19 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6021 PROGRAM DEVELOPMENT SPEC | 25 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | | | 42 | 7 | AFSCME Local 88/Conf |

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|---------------------------------------|------|---------|---------|---------|---------|---------|---------|---------|---------|----|----|----------------------|
| 6088 PROGRAM DEVELOPMENT SPEC/SR | 31 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | 42 | 7 | AFSCME Local 88/Conf |
| 6020 PROGRAM DEVELOPMENT TECH | 15 | \$14.90 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | 45 | 7 | AFSCME Local 88/Conf |
| 6063 PROJECT MANAGER - REPRESENTATIVE | 34 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | 42 | 7 | AFSCME Local 88/Conf |
| 6051 PROPERTY APPRAISER 1 | 20 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | 42 | 7 | AFSCME Local 88/Conf |
| 6050 PROPERTY APPRAISER PERSONAL 2 | 24 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | 42 | 7 | AFSCME Local 88/Conf |
| 6042 PROPERTY APPRAISER REAL 2 | 24 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | 43 | 7 | AFSCME Local 88/Conf |
| 6113 PROPERTY MANAGEMENT SPECIALIST | 27 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | 43 | 7 | AFSCME Local 88/Conf |
| 6114 PROPERTY MANAGEMENT SPECIALIST | 32 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | 43 | 7 | AFSCME Local 88/Conf |
| 6089 PUBLIC AFFAIRS COORDINATOR | 27 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | 42 | 7 | AFSCME Local 88/Conf |
| 7208 PUBLICATION SPECIALIST | 19 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | 45 | 7 | AFSCME Local 88/Conf |
| 6116 RECORDS ADMINISTRATION ASST | 6116 | \$14.46 | \$14.88 | \$15.34 | \$15.79 | \$16.26 | \$16.75 | | | 45 | 7 | AFSCME Local 88/Conf |
| 6308 RECR & EXPRESS THERAPIST | 6308 | \$19.37 | \$19.97 | \$20.54 | \$21.19 | \$21.83 | \$22.45 | | | 42 | 7 | AFSCME Local 88/Conf |
| 6085 RESEARCH/EVALUATION ANALYST 1 | 18 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | 43 | 7 | AFSCME Local 88/Conf |
| 6086 RESEARCH/EVALUATION ANALYST 2 | 26 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | 42 | 7 | AFSCME Local 88/Conf |
| 6087 RESEARCH/EVALUATION ANALYST/S | 34 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | 42 | 7 | AFSCME Local 88/Conf |
| 6284 RESIDENT SUPERVISOR | 6284 | \$15.59 | \$16.03 | \$16.48 | \$16.97 | \$17.52 | \$17.98 | | | 45 | 7 | AFSCME Local 88/Conf |
| 6211 RIGHT-OF-WAY PERMITS SPECIALIST | 33 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | 43 | 7 | AFSCME Local 88/Conf |
| 6090 SCHOOL & COMMUNITY PARTNERSHIP | 32 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | 42 | 7 | AFSCME Local 88/Conf |
| 2017 SCIENTIFIC INVESTIGATOR | 2017 | \$21.71 | \$22.57 | \$23.52 | \$24.55 | \$25.46 | \$26.45 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1124 SCIENTIFIC INVESTIGATOR 1 * | 1124 | \$22.28 | \$23.17 | \$24.14 | \$25.13 | \$26.12 | \$27.14 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1138 SCIENTIFIC INVESTIGATOR 1 LG14 | 1138 | \$22.84 | \$23.78 | \$24.72 | \$25.79 | \$26.77 | \$27.84 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1152 SCIENTIFIC INVESTIGATOR 1 LG20 | 1152 | \$23.07 | \$23.99 | \$24.97 | \$26.05 | \$27.03 | \$28.10 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1126 SCIENTIFIC INVESTIGATOR 2 * | 1126 | \$22.82 | \$23.71 | \$24.70 | \$25.77 | \$26.77 | \$27.80 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1140 SCIENTIFIC INVESTIGATOR 2 LG14 | 1140 | \$23.41 | \$24.30 | \$25.33 | \$26.41 | \$27.46 | \$28.48 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1153 SCIENTIFIC INVESTIGATOR 2 LG20 | 1153 | \$23.62 | \$24.56 | \$25.56 | \$26.68 | \$27.71 | \$28.76 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1127 SCIENTIFIC INVESTIGATOR 3 * | 1127 | \$23.88 | \$24.87 | \$25.86 | \$27.00 | \$28.00 | \$29.08 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1141 SCIENTIFIC INVESTIGATOR 3 LG14 | 1141 | \$24.51 | \$25.47 | \$26.53 | \$27.68 | \$28.71 | \$29.81 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1154 SCIENTIFIC INVESTIGATOR 3 LG20 | 1154 | \$24.72 | \$25.73 | \$26.78 | \$27.94 | \$28.99 | \$30.09 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1137 SCIENTIFIC INVESTIGATOR LG14 | 1137 | \$22.24 | \$23.14 | \$24.14 | \$25.13 | \$26.11 | \$27.11 | | | 44 | 2 | Dep Sheriff's Assoc |
| 1151 SCIENTIFIC INVESTIGATOR LG20 | 1151 | \$22.47 | \$23.37 | \$24.34 | \$25.40 | \$26.36 | \$27.37 | | | 44 | 2 | Dep Sheriff's Assoc |
| 2005 SERGEANT | 2005 | \$24.44 | \$25.47 | \$26.49 | \$27.48 | \$28.55 | \$29.90 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1128 SERGEANT 1 * | 1128 | \$25.07 | \$26.15 | \$27.15 | \$28.17 | \$29.25 | \$30.64 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1143 SERGEANT 1 LG14 | 1143 | \$25.71 | \$26.80 | \$27.85 | \$28.85 | \$29.97 | \$31.41 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1156 SERGEANT 1 LG20 | 1156 | \$25.95 | \$27.07 | \$28.11 | \$29.15 | \$30.27 | \$31.72 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1130 SERGEANT 2 * | 1130 | \$25.68 | \$26.77 | \$27.83 | \$28.83 | \$29.96 | \$31.38 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1145 SERGEANT 2 LG14 | 1145 | \$26.32 | \$27.45 | \$28.50 | \$29.56 | \$30.71 | \$32.15 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1157 SERGEANT 2 LG20 | 1157 | \$26.57 | \$27.70 | \$28.80 | \$29.85 | \$31.02 | \$32.47 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1131 SERGEANT 3 * | 1131 | \$26.91 | \$28.01 | \$29.15 | \$30.23 | \$31.43 | \$32.87 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1146 SERGEANT 3 LG14 | 1146 | \$27.58 | \$28.72 | \$29.87 | \$30.99 | \$32.23 | \$33.71 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1158 SERGEANT 3 LG20 | 1158 | \$27.85 | \$29.00 | \$30.16 | \$31.28 | \$32.53 | \$34.04 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1142 SERGEANT LG14 | 1142 | \$25.06 | \$26.13 | \$27.15 | \$28.17 | \$29.25 | \$30.63 | | | 43 | 2 | Dep Sheriff's Assoc |
| 1155 SERGEANT LG20 | 1155 | \$25.30 | \$26.38 | \$27.43 | \$28.42 | \$29.54 | \$30.94 | | | 43 | 2 | Dep Sheriff's Assoc |
| 6245 SEWING SPECIALIST | 6245 | \$11.67 | \$12.01 | \$12.37 | \$12.76 | \$13.14 | \$13.55 | | | 48 | 7 | AFSCME Local 88/Conf |
| 5004 SHERIFF | 5004 | | | | | | | | | 41 | 11 | Tax/Elect Off/EI Stf |
| 3105 SIGN FABRICATOR | 3105 | \$20.75 | | | | | | | | 47 | 9 | Sign Painters |
| 6295 SOCIAL WORKER | 6295 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | 42 | 7 | AFSCME Local 88/Conf |
| 6098 STRIPER OPERATOR | 6098 | \$16.21 | \$16.70 | \$17.17 | \$17.67 | \$18.22 | \$18.73 | | | 48 | 7 | AFSCME Local 88/Conf |

Multnomah County
Non-Exempt Employee Pay Scale

| | | | | | | | | | |
|------------------------------------|------|---------|---------|---------|---------|---------|---------|---------|---------|
| 6250 SUPPORT ENFORCEMENT AGENT | 18 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 |
| 6091 SURVEY SPECIALIST | 33 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | \$31.24 |
| 6414 SYSTEM ADMINISTRATOR | 37 | \$28.58 | \$29.45 | \$30.32 | \$31.24 | \$32.17 | \$33.15 | \$34.13 | \$35.16 |
| 6402 SYSTEM OPERATOR/SENIOR | 22 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 |
| 6412 SYSTEMS ADMINISTRATOR/SENIOR | 42 | \$33.15 | \$34.13 | \$35.16 | \$36.21 | \$37.31 | \$38.43 | \$39.59 | \$40.76 |
| 6401 SYSTEMS OPERATOR | 20 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 |
| 6025 TAX COLLECTION SPECIALIST | 6025 | \$15.94 | \$16.44 | \$16.88 | \$17.40 | \$17.82 | \$18.31 | | |
| 6045 TAX EXEMPTION SPECIALIST | 26 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 |
| 3005 TAX SUPR/ADMIN OFFICER | 3005 | | | | | | | | |
| 1097 TAX SUPR/ADMIN SECRETARY | 1097 | | | | | | | | |
| 1096 TAX SUPR/BUDGET ANALYST | 1096 | | | | | | | | |
| 3181 TAX SUPR/BUDGET CLERK | 3181 | | | | | | | | |
| 8000 TEMPORARY WORKER | 8000 | | | | | | | | |
| 6076 TRANSPORTATION PLANNING SPECI | 29 | \$22.56 | \$23.23 | \$23.92 | \$24.65 | \$25.38 | \$26.14 | \$26.94 | \$27.75 |
| 6234 TRANSPORTATION PROJECT SPECIA | 33 | \$25.38 | \$26.14 | \$26.94 | \$27.75 | \$28.58 | \$29.45 | \$30.32 | \$31.24 |
| 6355 VECTOR CONTROL SPECIALIST | 25 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 | \$23.92 | \$24.65 |
| 6290 VETERANS SERVICES OFFICER | 6290 | \$18.81 | \$19.34 | \$19.94 | \$20.53 | \$21.06 | \$21.70 | \$22.36 | \$23.02 |
| 6247 VICTIM ADVOCATE | 19 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 | \$19.45 | \$20.05 | \$20.63 |
| 6263 VOLUNTEER COORDINATOR | 6263 | \$18.81 | \$19.34 | \$19.94 | \$20.53 | \$21.06 | \$21.70 | \$22.36 | \$23.02 |
| 6084 WEATHERIZATION INSPECTOR | 23 | \$18.89 | \$19.45 | \$20.05 | \$20.63 | \$21.27 | \$21.90 | \$22.56 | \$23.23 |
| 6336 X-RAY TECHNICIAN | 16 | \$15.36 | \$15.82 | \$16.30 | \$16.79 | \$17.28 | \$17.80 | \$18.35 | \$18.89 |

| | | |
|----|----|----------------------|
| 43 | 7 | AFSCME Local 88/Conf |
| 43 | 7 | AFSCME Local 88/Conf |
| 42 | 7 | AFSCME Local 88/Conf |
| 43 | 7 | AFSCME Local 88/Conf |
| 42 | 7 | AFSCME Local 88/Conf |
| 45 | 7 | AFSCME Local 88/Conf |
| 45 | 7 | AFSCME Local 88/Conf |
| 45 | 7 | AFSCME Local 88/Conf |
| 46 | 11 | Tax/Elect Off/EI Stf |
| 46 | 11 | Tax/Elect Off/EI Stf |
| 42 | 11 | Tax/Elect Off/EI Stf |
| 46 | 11 | Tax/Elect Off/EI Stf |
| 46 | 7 | AFSCME Local 88/Conf |
| 42 | 7 | AFSCME Local 88/Conf |
| 43 | 7 | AFSCME Local 88/Conf |
| | 7 | AFSCME Local 88/Conf |
| 42 | 7 | AFSCME Local 88/Conf |
| 45 | 7 | AFSCME Local 88/Conf |
| 42 | 7 | AFSCME Local 88/Conf |
| 43 | 7 | AFSCME Local 88/Conf |
| 43 | 7 | AFSCME Local 88/Conf |

Report Id:
Run Date:

Multnomah County

Exempt Employee Pay Scale

| Job Class | Job Title | 6/1/2004 Pay Scale Group | Min. Ann. Salary | Max. Ann. Salary | Min. S/M Salary | Mid. S/M Salary | Max. S/M Salary | Table | Bndg Type | EEO Type | Bargaining Unit |
|---|-------------------------------|--------------------------|---------------------|----------------------|--------------------|--------------------|--------------------|-------------|-----------|-----------|---------------------------|
| 9392 | | 9392 | \$ | \$ | \$ | \$ | \$ | | | 11 | Tax/Elect Off/EI Stf |
| 9603 | AA/EEO OFFICER | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9006 | ADMINISTRATIVE ANALYST | 121 | \$ 37,654.00 | \$ 52,716.00 | \$ 1,568.92 | \$ 1,882.71 | \$ 2,196.50 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9005 | ADMINISTRATIVE ANALYST/SENIOR | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9634 | ADMINISTRATIVE SECRETARY/NR | 117 | \$ 30,941.00 | \$ 43,317.00 | \$ 1,289.21 | \$ 1,547.05 | \$ 1,804.88 | MGMT | 46 | 10 | Mgmt/Exec Employee |
| 9607 | ADMINISTRATIVE SERV OFFICER | 126 | \$ 48,045.00 | \$ 67,265.00 | \$ 2,001.88 | \$ 2,402.30 | \$ 2,802.71 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9027 | ALARM ORDINANCE UNIT ADMIN | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9616 | ANIMAL CONTROL MANAGER | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9763 | ASSESSMENT MANAGER/SENIOR | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9804 | ASSOCIATE DIRECTOR/CENTRAL | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9060 | ASST COUNTY ATTORNEY 1 | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | EXEC | 46 | 10 | Mgmt/Exec Employee |
| 9190 | ASST COUNTY ATTORNEY 2 | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9440 | ASST COUNTY ATTORNEY/SENIOR | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | EXEC | 44 | 10 | Mgmt/Exec Employee |
| 9673 | AUXILIARY SERVICES MANAGER | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9015 | BOARD CLERK | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | EV01 | 48 | 10 | Mgmt/Exec Employee |
| 9623 | BRIDGE MAINTENANCE SUPERVISOR | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9624 | BRIDGE SERVICES MANAGER | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9734 | BUDGET ANALYST/PRINCIPAL | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9730 | BUDGET ANALYST/SENIOR | 125 | \$ 45,773.00 | \$ 64,082.00 | \$ 1,907.21 | \$ 2,288.65 | \$ 2,670.08 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9627 | CAPTAIN | 9627 | \$ 79,659.00 | \$ 95,490.00 | \$ 3,319.13 | \$ 3,648.94 | \$ 3,978.75 | EXEC | 43 | 10 | Mgmt/Exec Employee |
| 9628 | CARTOGRAPHY SUPERVISOR | 121 | \$ 37,654.00 | \$ 52,716.00 | \$ 1,568.92 | \$ 1,882.71 | \$ 2,196.50 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9773 | CATALOGING ADMINISTRATOR | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9799 | CENTRAL LIBRARY COORDINATOR | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | | 41 | 10 | Mgmt/Exec Employee |
| 9745 | CFS ADMINISTRATOR | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9661 | CFS MANAGER | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | EXEC | 46 | 10 | Mgmt/Exec Employee |
| 9612 | CFS MANAGER/SENIOR | 133 | \$ 67,609.00 | \$ 94,652.00 | \$ 2,817.04 | \$ 3,380.44 | \$ 3,943.83 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9008 | CFS SUPERVISOR | 125 | \$ 45,773.00 | \$ 64,082.00 | \$ 1,907.21 | \$ 2,288.65 | \$ 2,670.08 | MGMT | 46 | 10 | Mgmt/Exec Employee |
| 9007 | CHAPLAIN | 120 | \$ 35,865.00 | \$ 50,212.00 | \$ 1,494.38 | \$ 1,793.28 | \$ 2,092.17 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9630 | CHIEF APPRAISER | 129-130 | \$ 55,620.00 | \$ 81,783.00 | \$ 2,317.50 | \$ 2,862.57 | \$ 3,407.63 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9625 | CHIEF DEPUTY | 9625 | \$ - | \$ 100,210.32 | \$ - | \$ - | \$ 4,175.43 | | 41 | 10 | Mgmt/Exec Employee |
| 9064 | CHIEF DEPUTY MEDICAL EXAMINER | 125 | \$ 45,773.00 | \$ 64,082.00 | \$ 1,907.21 | \$ 2,288.65 | \$ 2,670.08 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9455 | CHIEF INFORMATION OFFICER | 139 | \$ 90,156.00 | \$ 126,317.00 | \$ 3,756.50 | \$ 4,509.86 | \$ 5,263.21 | | 42 | 10 | Mgmt/Exec Employee |
| 9774 | CIRCULATION ADMINISTRATOR | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9391 | CLINICAL SUPERVISOR | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | | 41 | 10 | Mgmt/Exec Employee |
| 9643 | CONSTRUCTION PROJECTS ADMIN | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9510 | COUNTY ATTORNEY | 137-139 | \$ 81,743.00 | \$ 126,317.00 | \$ 3,405.96 | \$ 4,334.59 | \$ 5,263.21 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 5014 | COUNTY AUDITOR | 5014 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| COUNTY BUSINESS SERVICES MANAGER | | 137-139 | \$ 81,743.00 | \$ 126,317.00 | \$ 3,405.96 | \$ 4,334.59 | \$ 5,263.21 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 5001 | COUNTY CHAIR | 5001 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| 5010 | COUNTY COMMISSIONER | 5010 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| COUNTY FINANCE MANAGER | | 137-139 | \$ 81,743.00 | \$ 126,317.00 | \$ 3,405.96 | \$ 4,334.59 | \$ 5,263.21 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9649 | COUNTY SURVEYOR | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9445 | D A INVESTIGATOR/CHIEF | 124-126 | \$ 43,587.00 | \$ 67,265.00 | \$ 1,816.13 | \$ 2,309.42 | \$ 2,802.71 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9664 | D A OPERATIONS MANAGER | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9747 | DATA ANALYST/SENIOR | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | MGMT | 42 | 10 | Mgmt/Exec Employee |

| | | | | | | | | | | |
|--------------------------------------|---------|---------------|---------------|-------------|-------------|-------------|------|----|----|----------------------|
| 9499 DENTAL DIRECTOR/CLINICAL | 137 | \$ 81,743.00 | \$ 114,440.00 | \$ 3,405.96 | \$ 4,087.15 | \$ 4,768.33 | NONE | 41 | 10 | Mgmt/Exec Employee |
| 9500 DENTAL HEALTH OFFICER | 138 | \$ 85,865.00 | \$ 120,210.00 | \$ 3,577.71 | \$ 4,293.23 | \$ 5,008.75 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9390 DENTIST | 133 | \$ 67,609.00 | \$ 94,652.00 | \$ 2,817.04 | \$ 3,380.44 | \$ 3,943.83 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9430 DENTIST/SENIOR | 135 | \$ 74,491.00 | \$ 104,369.00 | \$ 3,103.79 | \$ 3,726.25 | \$ 4,348.71 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9610 DEPARTMENT DIRECTOR 1 | 137-139 | \$ 81,743.00 | \$ 126,317.00 | \$ 3,405.96 | \$ 4,334.59 | \$ 5,263.21 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9613 DEPARTMENT DIRECTOR 2 | 140-142 | \$ 94,665.00 | \$ 146,115.00 | \$ 3,944.38 | \$ 5,016.26 | \$ 6,088.13 | EXCT | 42 | 10 | Mgmt/Exec Employee |
| 9281 DEPUTY AUDITOR | 9281 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| 9631 DEPUTY COUNTY ATTORNEY | 133 | \$ 67,609.00 | \$ 94,652.00 | \$ 2,817.04 | \$ 3,380.44 | \$ 3,943.83 | EXEC | 45 | 10 | Mgmt/Exec Employee |
| 9619 DEPUTY DIRECTOR | 133 | \$ 67,609.00 | \$ 94,652.00 | \$ 2,817.04 | \$ 3,380.44 | \$ 3,943.83 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9465 DEPUTY DIST ATTY/FIRST ASST | 9465 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| 9450 DEPUTY DISTRICT ATTORNEY/CHIEF | 9450 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| 9683 DEVELOP/COMMUNICATIONS COORD | 125 | \$ 45,773.00 | \$ 64,082.00 | \$ 1,907.21 | \$ 2,288.65 | \$ 2,670.08 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9744 DIRECTOR MENTAL HEALTH REDESIGN | 138 | \$ 85,865.00 | \$ 120,210.00 | \$ 3,577.71 | \$ 4,293.23 | \$ 5,008.75 | EXCT | 41 | 10 | Mgmt/Exec Employee |
| 9663 DISTRIBUTION SUPERVISOR | 120 | \$ 35,865.00 | \$ 50,212.00 | \$ 1,494.38 | \$ 1,793.28 | \$ 2,092.17 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 5053 DISTRICT ATTORNEY | 5053 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| 9665 ELECTIONS ADMINISTRATOR | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9666 ELECTIONS MANAGER | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9667 EMERGENCY MANAGEMENT ADMIN | 126 | \$ 48,045.00 | \$ 67,265.00 | \$ 2,001.88 | \$ 2,402.30 | \$ 2,802.71 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9530 EMS MEDICAL DIRECTOR | 143 | \$ 109,585.00 | \$ 153,542.00 | \$ 4,566.04 | \$ 5,481.81 | \$ 6,397.58 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9671 ENGINEERING SERVICES MANAGER 1 | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9672 ENGINEERING SERVICES MANAGER 2 | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9062 ENVIRONMENTAL HEALTH SUPERVISOR | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9044 ERP BUSINESS PROCESS MANAGER | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | | 42 | 10 | Mgmt/Exec Employee |
| 9460 EXECUTIVE ASSISTANT | 9460 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| 9686 FACILITIES DEV & SERVICES MGR | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | | 47 | 10 | Mgmt/Exec Employee |
| 9684 FAMILY SERVICES MANAGER | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9336 FINANCE MANAGER | 129-130 | \$ 55,620.00 | \$ 81,783.00 | \$ 2,317.50 | \$ 2,862.57 | \$ 3,407.63 | | 42 | 10 | Mgmt/Exec Employee |
| 9335 FINANCE SUPERVISOR | 125-126 | \$ 45,773.00 | \$ 67,265.00 | \$ 1,907.21 | \$ 2,354.96 | \$ 2,802.71 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9689 FLEET MAINTENANCE SUPERVISOR | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9675 GRAPHIC DESIGNER/NR | 120 | \$ 35,865.00 | \$ 50,212.00 | \$ 1,494.38 | \$ 1,793.28 | \$ 2,092.17 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9026 HEALTH INFORMATION SUPERVISOR | 119 | \$ 34,162.00 | \$ 47,827.00 | \$ 1,423.42 | \$ 1,708.11 | \$ 1,992.79 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9550 HEALTH OFFICER | 141 | \$ 99,397.00 | \$ 139,266.00 | \$ 4,141.54 | \$ 4,972.15 | \$ 5,802.75 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9692 HEALTH OPERATIONS SUPERVISOR | 119 | \$ 34,162.00 | \$ 47,827.00 | \$ 1,423.42 | \$ 1,708.11 | \$ 1,992.79 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9693 HEALTH SERVICES ADMINISTRATOR | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9694 HEALTH SERVICES MANAGER | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9695 HEALTH SERVICES MANAGER/SENIOR | 133 | \$ 67,609.00 | \$ 94,652.00 | \$ 2,817.04 | \$ 3,380.44 | \$ 3,943.83 | EXEC | 43 | 10 | Mgmt/Exec Employee |
| 9696 HEALTH SERVICES SPECIALIST | 122 | \$ 39,547.00 | \$ 55,365.00 | \$ 1,647.79 | \$ 1,977.34 | \$ 2,306.88 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9080 HUMAN RESOURCES ANALYST 1 | 121 | \$ 37,654.00 | \$ 52,716.00 | \$ 1,568.92 | \$ 1,882.71 | \$ 2,196.50 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9670 HUMAN RESOURCES ANALYST 2 | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9748 HUMAN RESOURCES ANALYST/SENIOR | 125 | \$ 45,773.00 | \$ 64,082.00 | \$ 1,907.21 | \$ 2,288.65 | \$ 2,670.08 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9715 HUMAN RESOURCES MANAGER 1 | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | | 45 | 10 | Mgmt/Exec Employee |
| 9621 HUMAN RESOURCES MANAGER 2 | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9669 HUMAN RESOURCES MANAGER/SENIOR | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9061 HUMAN RESOURCES TECHNICIAN | 117 | \$ 30,941.00 | \$ 43,317.00 | \$ 1,289.21 | \$ 1,547.05 | \$ 1,804.88 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9452 IT MANAGER 1 | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | | 41 | 10 | Mgmt/Exec Employee |
| 9453 IT MANAGER 2 | 134 | \$ 70,995.00 | \$ 99,392.00 | \$ 2,958.13 | \$ 3,549.73 | \$ 4,141.33 | | 41 | 10 | Mgmt/Exec Employee |
| 9454 IT MANAGER/SENIOR | 137 | \$ 81,743.00 | \$ 114,440.00 | \$ 3,405.96 | \$ 4,087.15 | \$ 4,768.33 | | 41 | 10 | Mgmt/Exec Employee |
| 9451 IT SUPERVISOR | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | | 42 | 10 | Mgmt/Exec Employee |
| 9024 LAUNDRY SUPERVISOR | 119 | \$ 34,162.00 | \$ 47,827.00 | \$ 1,423.42 | \$ 1,708.11 | \$ 1,992.79 | MGMT | 46 | 10 | Mgmt/Exec Employee |

| | | | | | | | | | | |
|--|----------------|-------------------------|-------------------------|------------------------|------------------------|------------------------|-----------------|---------------|---------------|-------------------------------|
| 9055 LAW CLERK | 120 | \$ 35,865.00 | \$ 50,212.00 | \$ 1,494.38 | \$ 1,793.28 | \$ 2,092.17 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9001 LEGISLATIVE/ADMIN SECRETARY | 9001 | \$ - | \$ - | \$ - | \$ - | \$ - | | 46 | 11 | Tax/Elect Off/EI Stf |
| 9776 LIBRARY ADMINISTRATOR/BRANCH | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9777 LIBRARY ADMINISTRATOR/CENTRAL | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | | 41 | 10 | Mgmt/Exec Employee |
| 9780 LIBRARY MANAGER/BRANCH | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9782 LIBRARY MANAGER/SENIOR | 131 | \$ 61,340.00 | \$ 85,875.00 | \$ 2,555.83 | \$ 3,066.98 | \$ 3,578.13 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9784 LIBRARY SUPERVISOR | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9786 LIBRARY SUPPORT SERVICES ADMIN | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9705 LIEUTENANT | 9705 | \$ 75,780.00 | \$ 90,941.00 | \$ 3,157.50 | \$ 3,473.36 | \$ 3,789.21 | | 42 | 10 | Mgmt/Exec Employee |
| 9650 LIEUTENANT ENHANCED | 155 | \$ 77,296.00 | \$ 92,760.00 | \$ 3,220.67 | \$ 3,542.84 | \$ 3,865.00 | | 41 | 10 | Mgmt/Exec Employee |
| 9647 LIEUTENANT/CORRECTIONS | 9647 | \$ 75,780.00 | \$ 90,941.00 | \$ 3,157.50 | \$ 3,473.36 | \$ 3,789.21 | | 42 | 10 | Mgmt/Exec Employee |
| 9710 MANAGEMENT ASSISTANT | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9010 MANAGEMENT AUDITOR 1 | 9010 | \$ - | \$ - | \$ - | \$ - | \$ - | | 42 | 11 | Tax/Elect Off/EI Stf |
| 9120 MANAGEMENT AUDITOR 2 | 9120 | \$ - | \$ - | \$ - | \$ - | \$ - | | 42 | 11 | Tax/Elect Off/EI Stf |
| 9280 MANAGEMENT AUDITOR/SENIOR | 9280 | \$ - | \$ - | \$ - | \$ - | \$ - | | 42 | 11 | Tax/Elect Off/EI Stf |
| 9202 MCSO CORRECTIONS PROGRAM ADMIN | 126 | \$ 48,045.00 | \$ 67,265.00 | \$ 2,001.88 | \$ 2,402.30 | \$ 2,802.71 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9622 MCSO CORRECTIONS PROGRAM MANAGER | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | MGMT | 47 | 10 | Mgmt/Exec Employee |
| 9646 MCSO RECORDS UNIT MANAGER | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9640 MCSO VOLUNTEER PROGRAM COORDINATOR | 122 | \$ 39,547.00 | \$ 55,365.00 | \$ 1,647.79 | \$ 1,977.34 | \$ 2,306.88 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9520 MEDICAL DIRECTOR | 141 | \$ 99,397.00 | \$ 139,266.00 | \$ 4,141.54 | \$ 4,972.15 | \$ 5,802.75 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9697 NUTRITIONIST SUPERVISOR | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | NONE | 42 | 10 | Mgmt/Exec Employee |
| 9635 OFFICE ASSISTANT 2 NR | 112 | \$ 24,242.00 | \$ 33,941.00 | \$ 1,010.08 | \$ 1,212.15 | \$ 1,414.21 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9720 OPERATIONS ADMINISTRATOR | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9025 OPERATIONS SUPERVISOR | 119 | \$ 34,162.00 | \$ 47,827.00 | \$ 1,423.42 | \$ 1,708.11 | \$ 1,992.79 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9355 PHARMACIST | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9357 PHARMACY SERVICES MANAGER | 138 | \$ 85,865.00 | \$ 120,210.00 | \$ 3,577.71 | \$ 4,293.23 | \$ 5,008.75 | | 41 | 10 | Mgmt/Exec Employee |
| 9490 PHYSICIAN | 139 | \$ 90,156.00 | \$ 126,317.00 | \$ 3,756.50 | \$ 4,509.86 | \$ 5,263.21 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9146 PLANNER/PRINCIPAL | 126 | \$ 48,045.00 | \$ 67,265.00 | \$ 2,001.88 | \$ 2,402.30 | \$ 2,802.71 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9727 PLANNING MANAGER | 130 | \$ 58,417.00 | \$ 81,783.00 | \$ 2,434.04 | \$ 2,920.84 | \$ 3,407.63 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9798 PRINCIPAL INVESTIGATOR | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9677 PRODUCTION SUPERVISOR | 122 | \$ 39,547.00 | \$ 55,365.00 | \$ 1,647.79 | \$ 1,977.34 | \$ 2,306.88 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9415 PROGRAM DEVELOPMENT SPECIALIST | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9615 PROGRAM MANAGER 1 | 127-129 | \$ 50,442.00 | \$ 77,866.00 | \$ 2,101.75 | \$ 2,673.09 | \$ 3,244.42 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9360 PROGRAM MANAGER 2 | 129-131 | \$ 55,620.00 | \$ 85,875.00 | \$ 2,317.50 | \$ 2,947.82 | \$ 3,578.13 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9362 PROGRAM MANAGER/SENIOR | 132-134 | \$ 64,390.00 | \$ 99,392.00 | \$ 2,682.92 | \$ 3,412.13 | \$ 4,141.33 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9361 PROGRAM SUPERVISOR | 124-126 | \$ 43,587.00 | \$ 67,265.00 | \$ 1,816.13 | \$ 2,309.42 | \$ 2,802.71 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9063 PROJECT MANAGER | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | | 41 | 10 | Mgmt/Exec Employee |
| 9116 PUBLIC AFFAIRS COORDINATOR | 122 | \$ 39,547.00 | \$ 55,365.00 | \$ 1,647.79 | \$ 1,977.34 | \$ 2,306.88 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9790 PUBLIC RELATIONS COORDINATOR | 129 | \$ 55,620.00 | \$ 77,866.00 | \$ 2,317.50 | \$ 2,780.96 | \$ 3,244.42 | EXEC | 42 | 10 | Mgmt/Exec Employee |
| 9732 RECORDS ADMINISTRATOR | 126 | \$ 48,045.00 | \$ 67,265.00 | \$ 2,001.88 | \$ 2,402.30 | \$ 2,802.71 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9043 RESEARCH/EVALUATION ANALYST/SENIOR NR | 126 | \$ 48,045.00 | \$ 67,265.00 | \$ 2,001.88 | \$ 2,402.30 | \$ 2,802.71 | | 41 | 10 | Mgmt/Exec Employee |
| 9041 RESEARCH/EVALUATION SUPERVISOR | 128 | \$ 52,968.00 | \$ 74,155.00 | \$ 2,207.00 | \$ 2,648.40 | \$ 3,089.79 | | 42 | 10 | Mgmt/Exec Employee |
| 9140 ROAD OPERATIONS SUPERVISOR | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 5004 SHERIFF | 5004 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| 9743 SHERIFF'S OPERATIONS ADMIN | 123 | \$ 41,525.00 | \$ 58,134.00 | \$ 1,730.21 | \$ 2,076.23 | \$ 2,422.25 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9792 STACKS ADMINISTRATOR | 124 | \$ 43,587.00 | \$ 61,021.00 | \$ 1,816.13 | \$ 2,179.34 | \$ 2,542.54 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9400 STAFF ASSISTANT | 9400 | \$ - | \$ - | \$ - | \$ - | \$ - | | 41 | 11 | Tax/Elect Off/EI Stf |
| 9674 SURVEY SUPERVISOR | 126 | \$ 48,045.00 | \$ 67,265.00 | \$ 2,001.88 | \$ 2,402.30 | \$ 2,802.71 | MGMT | 42 | 10 | Mgmt/Exec Employee |
| 9752 TAX COLL/RECORD MANAGER/SENIOR | 132 | \$ 64,390.00 | \$ 90,146.00 | \$ 2,682.92 | \$ 3,219.50 | \$ 3,756.08 | EXEC | 41 | 10 | Mgmt/Exec Employee |

| | | | | | | | | | | |
|-------------------------------------|------|--------------|---------------|-------------|-------------|-------------|------|----|----|----------------------|
| 9691 TAX COLLECTION/RECORDS ADMIN | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | MGMT | 46 | 10 | Mgmt/Exec Employee |
| 3005 TAX SUPR/ADMIN OFFICER | 3005 | \$ - | \$ - | \$ - | \$ - | \$ - | | 46 | 11 | Tax/Elect Off/EI Stf |
| 1097 TAX SUPR/ADMIN SECRETARY | 1097 | \$ - | \$ - | \$ - | \$ - | \$ - | | 46 | 11 | Tax/Elect Off/EI Stf |
| 1096 TAX SUPR/BUDGET ANALYST | 1096 | \$ - | \$ - | \$ - | \$ - | \$ - | | 42 | 11 | Tax/Elect Off/EI Stf |
| 3181 TAX SUPR/BUDGET CLERK | 3181 | \$ - | \$ - | \$ - | \$ - | \$ - | | 46 | 11 | Tax/Elect Off/EI Stf |
| 9789 TEAM DEVELOPER/LIBRARY | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | MGMT | 41 | 10 | Mgmt/Exec Employee |
| 9757 TRANSPORTATION MANAGER/SENIOR | 135 | \$ 74,491.00 | \$ 104,369.00 | \$ 3,103.79 | \$ 3,726.25 | \$ 4,348.71 | EXEC | 41 | 10 | Mgmt/Exec Employee |
| 9626 UNDERSHERIFF | 9626 | \$ - | \$ 105,220.08 | \$ - | \$ - | \$ 4,384.17 | | 44 | 10 | Mgmt/Exec Employee |
| 9793 VOLUNTEER PROG/BOOKSTORE ADMIN | 127 | \$ 50,442.00 | \$ 70,620.00 | \$ 2,101.75 | \$ 2,522.13 | \$ 2,942.50 | MGMT | 42 | 10 | Mgmt/Exec Employee |

BOGSTAD Deborah L

From: BOGSTAD Deborah L
Sent: Tuesday, June 08, 2004 12:01 PM
To: ROBERTS Lonnie J; NAITO Lisa H; CRUZ Serena M; ROJO DE STEFFEY Maria; WALKER Gary R; NAITO Terri W; CARROLL Mary P; ROMERO Shelli D
Cc: WEST Kristen
Subject: R-1 on Thursday's agenda
Importance: High

Actually, an **extra** motion/second on Thursday isn't necessary if after I read the title of R-1, Commissioner Roberts just says "I move approval of the 2004-2005 Multnomah County **Represented** Classification/Compensation Plan only" - then after a second from another Commissioner, Commissioner Roberts can explain it is his intention that the issue of the 04-05 County **Non-Represented** Classification/Compensation Plan be brought back for Board vote after July 1. Or if the Commissioners agree, Commissioner Roberts' motion could include that clarification, i.e.,

After I read the title of R-1, Commissioner Roberts would state: "I move approval of the 2004-2005 Multnomah County **Represented** Classification/Compensation Plan at this time, and that the 04-05 County **Non-Represented** Classification/Compensation Plan be brought back for Board vote after July 1", then another Commissioner could second that motion, then take it from there.

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

BOGSTAD Deborah L

From: SOWLE Agnes
Sent: Wednesday, June 09, 2004 10:05 AM
To: CARROLL Mary P; WALKER Gary R
Cc: BOGSTAD Deborah L; BROWN Carol L
Subject: Approval of Comp Plan

According to Ordinance No. 1022 which went into affect on January 11, 2004, "the compensation plan must be approved by Board resolution prior to adoption of the annual County budget." For that reason, you should pass the plan in its entirety tomorrow as R-1. Now, if there are specific classifications (of unrepresented employees) that you do not want to approve, a Commissioner may move to amend the plan (prior to approval) to exclude those specific line items. If the amendment is passed, the plan may be passed "as amended." If not, the vote should be taken on the plan as presented. Any classifications which are removed from the plan prior to approval by the Board may be approved at a later date just as the approval of the classification the Board did for the Chief Financial Officer.

Agnes Sowle
Multnomah County Attorney
501 SE Hawthorne Blvd., Ste. 500
Portland, OR 97214
(503)988-3138

6/9/2004

BOGSTAD Deborah L

From: SOWLE Agnes
Sent: Wednesday, June 09, 2004 1:18 PM
To: BOGSTAD Deborah L
Subject: RE: Approval of Comp Plan

I think she should state that there is one of the classifications she wants to vote on separately, then move to amend the plan to eliminate the County Business Services Manager classification from the plan. If it passes, they vote on the plan as amended. Then either she or someone else should move to approve the classification, if they want to. And they vote on it.

Agnes Sowle
Multnomah County Attorney
501 SE Hawthorne Blvd., Ste. 500
Portland, OR 97214
(503)988-3138

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

From: BOGSTAD Deborah L
Sent: Wednesday, June 09, 2004 1:08 PM
To: SOWLE Agnes
Subject: RE: Approval of Comp Plan

I see, you are exactly right. So how should we script this for her? Serena would like to do the following: Amend the Comp Plan in order to take out the County Business Services Manager position and then immediately vote on both items separately.

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

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

From: SOWLE Agnes
Sent: Wednesday, June 09, 2004 1:04 PM
To: BOGSTAD Deborah L
Subject: RE: Approval of Comp Plan

If you think that it is just a division of one item, then yes it can. However, I am not sure I would take the extra step of dividing representeds from non-representeds – just pulling out the one item would suffice.

Agnes Sowle

6/9/2004

Multnomah County Attorney
501 SE Hawthorne Blvd., Ste. 500
Portland, OR 97214
(503)988-3138

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

From: BOGSTAD Deborah L
Sent: Wednesday, June 09, 2004 12:13 PM
To: SOWLE Agnes
Subject: RE: Approval of Comp Plan
Importance: High

Are you sure? I thought the unanimous consent rule applied to something not on the printed agenda – the components to this are - - - Can't the Board separate out the non-represented from the representeds and then vote on the representeds, then pull out the one category from the non-representeds, vote on that, then vote on the one category.

R-1 Approval of the 2004-2005 Multnomah County Represented and Non-Represented Classification/Compensation Plans

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

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

From: SOWLE Agnes
Sent: Wednesday, June 09, 2004 10:46 AM
To: CARROLL Mary P; WALKER Gary R
Cc: BOGSTAD Deborah L; BROWN Carol L; ROMERO Shelli D
Subject: RE: Approval of Comp Plan

To do it that way, you need the separate items placed on the agenda by unanimous consent, I think. The writing would be the same as the resolution for the Chief Financial Officer.

Agnes Sowle
Multnomah County Attorney
501 SE Hawthorne Blvd., Ste. 500
Portland, OR 97214
(503)988-3138

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

From: CARROLL Mary P
Sent: Wednesday, June 09, 2004 10:43 AM
To: SOWLE Agnes; WALKER Gary R

6/9/2004

Cc: BOGSTAD Deborah L; BROWN Carol L; ROMERO Shelli D

Subject: RE: Approval of Comp Plan

Serena would like to do the following: Amend the Comp Plan in order to take out the County Business Services Manager position and then immediately vote on both items separately. Otherwise, she would have to vote against the Comp Plan. She shouldn't have to be in that position, but because the comp plan is being brought forward on June 10, she is. The Business Services Manager position can then be voted on separately immediately after the Comp Plan. Lisa and Gary support that approach. Shelli said that they would defer to what we decide.

Deb & Agnes - what do we have to do? Unfortunately, I am leaving shortly for most of the day and won't be able to write anything. Can one of you script that or let us all know how to proceed? Thanks.

Mary Carroll
Executive Assistant
Commissioner Serena Cruz
501 SE Hawthorne Blvd. Suite 600
Portland OR 97214
(503)988-5275 phn (503)988-5440 fax
mary.p.carroll@co.multnomah.or.us

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

From: SOWLE Agnes
Sent: Wednesday, June 09, 2004 10:05 AM
To: CARROLL Mary P; WALKER Gary R
Cc: BOGSTAD Deborah L; BROWN Carol L
Subject: Approval of Comp Plan

According to Ordinance No. 1022 which went into affect on January 11, 2004, "the compensation plan must be approved by Board resolution prior to adoption of the annual County budget." For that reason, you should pass the plan in its entirety tomorrow as R-1. Now, if there are specific classifications (of unrepresented employees) that you do not want to approve, a Commissioner may move to amend the plan (prior to approval) to exclude those specific line items. If the amendment is passed, the plan may be passed "as amended."

If not, the vote should be taken on the plan as presented. Any classifications which are removed from the plan prior to approval by the Board may be approved at a later date just as the approval of the classification the Board did for the Chief Financial Officer.

Agnes Sowle
Multnomah County Attorney
501 SE Hawthorne Blvd., Ste. 500

6/9/2004

Portland, OR 97214
(503)988-3138

6/9/2004

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-2

Est. Start Time: 9:45 AM

Date Submitted: 06/01/04

Requested Date: June 10, 2004

Time Requested: 60 min.

Department: Business & Community Services

Division: Budget Office

Contact/s: Karyne Dargan

Phone: 503 988-5015

Ext.: 22457

I/O Address: 503/531

Presenters: Karyne Dargan, Budget Office

Agenda Title: PUBLIC HEARING and Consideration of a RESOLUTION Adopting the 2004-05 Budget for Multnomah County and Making Appropriations Thereunder, Pursuant to ORS 294.435

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

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

It is recommended that the Board of County Commissioners adopt the Budget for FY 2005. At the time of adoption, the Board can adopt amendments that reduce the budget by any amount or increase any fund up to 10%.

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

Adoption of the budget sets the upper limit on departmental spending during the next year. Numerous amendments have been proposed that will alter the spending plan in the approved budget. Most of these amendments are technical in nature (correct errors, reclassify positions, move appropriations between organizations or line items without changing programs), add unbudgeted revenues, or carryover expenditures authorized last year where the item cannot be delivered by June 30 or the project cannot be completed. A number of amendments affect program content. The Board has discussed these in detail.

- The Board may to propose new amendments up to the time the budget is adopted.
3. **Explain the fiscal impact (current year and ongoing).**
Adopting the budget sets the legal limits for spending during FY 2005 and is required to comply with Oregon Budget Law.
4. **Explain any legal and/or policy issues.**
The Tax Supervising and Conservation Commission (TSCC) has one recommendation to which the Board must respond at the time of adopting the budget.
- Attachment C contains the Commission's recommendation and our response regarding the balancing of resources and requirements in two funds, the general fund and the revenue bond fund. This was also noted in the audit for the year ending June 30, 2003. The response is also contained in Attachment C.
5. **Explain any citizen and/or other government participation that has or will take place.**
Three evening public hearings have been scheduled to collect public input on the budget.

Required Signatures:



Department/Agency Director: _____ Date: 6/01/04

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Adopting the 2005 Budget for Multnomah County and Making Appropriations Thereunder,
Pursuant to ORS 294.435

The Multnomah County Board of County Commissioners Finds:

- a. The Multnomah County budget, as prepared by the duly appointed Budget Officer has been considered and approved by the Board.
- b. A public hearing on this budget was held before the Multnomah County Tax Supervising and Conservation Commission on the 9th day of June 2004.
- c. The budget is on file in the Office of the Chair of Multnomah County.
- d. The Board has made certain amendments to the above-described budget and those amendments are attached to this resolution as Attachment A.
- e. The appropriations authorized are attached to this resolution as Attachment B.
- f. The Tax Supervising and Conservation Commission has certified the budget and the Board responses to the objections and recommendations of the Tax Supervising and Conservation Commission are attached to the Resolution as Attachment C.
- g. Board notes of actions to be taken during the next year are attached to this resolution as Attachment D.

The Multnomah County Board of County Commissioners Resolves:

1. The budget, including Attachments A, B, C and D, is adopted as the budget of Multnomah County, Oregon.
2. The appropriations shown in Attachment B are authorized for the fiscal year July 1, 2004 to June 30, 2005.

ADOPTED this 10th day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Agnes Sowle, County Attorney

Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

GENERAL FUND (1000)

| | | |
|--|---------------------------|--------------------|
| <i>Nondepartmental</i> | | 102,695,534 |
| <i>District Attorney</i> | | 16,132,462 |
| <i>School & Community Partnerships</i> | | 14,970,185 |
| <i>County Human Services</i> | | 30,520,645 |
| <i>Health</i> | | 43,908,351 |
| <i>Community Justice</i> | | 43,309,946 |
| <i>Sheriff</i> | | 79,681,279 |
| <i>Business & Community Services</i> | | 33,097,712 |
| All Agencies | | 364,316,114 |
| <i>Cash Transfers</i> | Library Fund | 17,388,192 |
| | Revenue Bond Sinking Fund | 64,450 |
| | Justice Bond Project Fund | 930,000 |
| Total Cash Transfers | | 18,382,642 |
| Contingency | | 6,121,630 |
| Total Appropriation | | 388,820,385 |

STRATEGIC INVESTMENT PROGRAM FUND (1500)

| | | |
|--|----------------------|------------------|
| <i>Nondepartmental</i> | | 2,267,326 |
| <i>School & Community Partnerships</i> | | 208,764 |
| All Agencies | | 2,476,090 |
| <i>Cash Transfers</i> | General Reserve Fund | 784,751 |
| Total Appropriation | | 3,260,841 |

ROAD FUND (1501)

| | | |
|--|--------------------------------|-------------------|
| <i>Business & Community Services</i> | | 40,752,701 |
| <i>Cash Transfers</i> | Bicycle Path Construction Fund | 56,000 |
| | Willamette River Bridge Fund | 5,286,886 |
| Total Cash Transfers | | 5,342,886 |
| Total Appropriation | | 46,095,587 |

EMERGENCY COMMUNICATIONS FUND (1502)

| | | |
|----------------------------|--|----------------|
| <i>Sheriff</i> | | 209,957 |
| Total Appropriation | | 209,957 |

BICYCLE PATH CONSTRUCTION FUND (1503)

| | | |
|--|--|----------------|
| <i>Business & Community Services</i> | | 330,200 |
| Total Appropriation | | 330,200 |

RECREATION FUND (1504)

| | | |
|--|--|----------------|
| <i>Business & Community Services</i> | | 116,000 |
| Total Appropriation | | 116,000 |

Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

FEDERAL STATE FUND (1505)

| | |
|--|--------------------|
| <i>Nondepartmental</i> | 1,151,712 |
| <i>District Attorney</i> | 5,444,260 |
| <i>School & Community Partnerships</i> | 16,649,776 |
| <i>County Human Services</i> | 116,598,977 |
| <i>Health</i> | 63,265,728 |
| <i>Community Justice</i> | 30,382,868 |
| <i>Sheriff</i> | 8,980,400 |
| <i>Business & Community Services</i> | 4,394,820 |
| <i>All Agencies</i> | 246,868,541 |
| Total Appropriation | 246,868,541 |

COUNTY SCHOOL FUND (1506)

| | |
|----------------------------|----------------|
| <i>Nondepartmental</i> | 220,000 |
| Total Appropriation | 220,000 |

TAX TITLE FUND (1507)

| | |
|--|----------------|
| <i>Business & Community Services</i> | 921,055 |
| Total Appropriation | 921,055 |

ANIMAL CONTROL FUND (1508)

| | |
|------------------------------------|------------------|
| <i>Cash Transfers General Fund</i> | 1,116,600 |
| Total Appropriation | 1,116,600 |

WILLAMETTE RIVER BRIDGES FUND (1509)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 10,567,112 |
| Total Appropriation | 10,567,112 |

LIBRARY SERIAL LEVY FUND (1510)

| | |
|----------------------------|-------------------|
| <i>Library</i> | 45,447,701 |
| Total Appropriation | 45,447,701 |

SPECIAL EXCISE TAXES FUND (1511)

| | |
|----------------------------|-------------------|
| <i>Nondepartmental</i> | 15,813,000 |
| Total Appropriation | 15,813,000 |

LAND CORNER PRESERVATION FUND (1512)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 914,857 |
| <i>Contingency</i> | 743,404 |
| Total Appropriation | 1,658,261 |

INMATE WELFARE FUND (1513)

| | |
|----------------------------|------------------|
| <i>Community Justice</i> | 19,400 |
| <i>Sheriff</i> | 1,301,375 |
| <i>All Agencies</i> | 1,320,775 |
| Total Appropriation | 1,320,775 |

Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

JUSTICE SERVICES SPECIAL OPERATIONS (1516)

| | | |
|----------------------------|---------------------|------------------|
| <i>District Attorney</i> | | 104,273 |
| <i>Community Justice</i> | | 951,910 |
| <i>Sheriff</i> | | 2,295,226 |
| | <i>All Agencies</i> | 3,351,409 |
| Total Appropriation | | 3,351,409 |

REVENUE BOND SINKING FUND (2001)

| | | |
|----------------------------|--|----------------|
| <i>Nondepartmental</i> | | 833,313 |
| Total Appropriation | | 833,313 |

CAPITAL LEASE RETIREMENT FUND (2002)

| | | |
|----------------------------|--|-------------------|
| <i>Nondepartmental</i> | | 14,036,160 |
| Total Appropriation | | 14,036,160 |

GENERAL OBLIGATION BOND SINKING FUND (2003)

| | | |
|----------------------------|--|------------------|
| <i>Nondepartmental</i> | | 9,206,273 |
| Total Appropriation | | 9,206,273 |

PERS BOND SINKING FUND (2004)

| | | |
|----------------------------|------------------------------|-------------------|
| <i>Nondepartmental</i> | | 10,823,028 |
| <i>Cash Transfers</i> | Capital Debt Retirement Fund | 1,200,000 |
| Total Appropriation | | 12,023,028 |

JUSTICE BOND PROJECT FUND (2500)

| | | |
|--|---------------------|-------------------|
| <i>Sheriff</i> | | 3,700,000 |
| <i>Business & Community Services</i> | | 8,493,000 |
| | <i>All Agencies</i> | 12,193,000 |
| Total Appropriation | | 12,193,000 |

LEASE/PURCHASE PROJECT FUND (2504)

| | | |
|--|--|------------------|
| <i>Business & Community Services</i> | | 1,044,500 |
| Total Appropriation | | 1,044,500 |

LIBRARY CONSTRUCTION FUND 1996 (2506)

| | | |
|----------------------------|--|------------------|
| <i>Library</i> | | 1,721,000 |
| Total Appropriation | | 1,721,000 |

CAPITAL IMPROVEMENT FUND (2507)

| | | |
|--|--|-------------------|
| <i>Business & Community Services</i> | | 11,004,044 |
| Total Appropriation | | 11,004,044 |

CAPITAL ACQUISITION FUND (2508)

| | | |
|--|---------------------------|------------------|
| <i>Nondepartmental</i> | | 89,000 |
| <i>Business & Community Services</i> | | 5,508,403 |
| | <i>All Agencies</i> | 5,597,403 |
| <i>Cash Transfers</i> | Revenue Bond Sinking Fund | 83,500 |
| Total Appropriation | | 5,680,903 |

Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

ASSET PRESERVATION FUND (2509)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 5,263,385 |
| Total Appropriation | 5,263,385 |

BEHAVIORAL HEALTH MANAGED CARE FUND (3002)

| | |
|------------------------------|-------------------|
| <i>County Human Services</i> | 25,000,385 |
| <i>Contingency</i> | 961,131 |
| Total Appropriation | 25,961,516 |

RISK MANAGEMENT FUND (3500)

| | |
|--|-------------------|
| <i>Nondepartmental</i> | 2,449,468 |
| <i>Business & Community Services</i> | 58,932,925 |
| <i>All Agencies</i> | 61,382,393 |
| Total Appropriation | 61,382,393 |

FLEET FUND (3501)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 7,617,058 |
| <i>Contingency</i> | 813,392 |
| Total Appropriation | 8,430,450 |

TELEPHONE FUND (3502)

| | |
|--|----------------|
| <i>Cash Transfers</i> Data Processing Fund | 770,000 |
| Total Appropriation | 770,000 |

DATA PROCESSING FUND (3503)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 28,543,197 |
| Total Appropriation | 28,543,197 |

MAIL DISTRIBUTION FUND (3504)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 3,549,617 |
| <i>Contingency</i> | 209,787 |
| Total Appropriation | 3,759,404 |

FACILITIES MANAGEMENT FUND (3505)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 35,880,310 |
| <i>Cash Transfers</i> Capital Improvement Fund | 2,272,243 |
| Asset Preservation Fund | 1,439,485 |
| <i>Total Cash Transfers</i> | 3,711,728 |
| Total Appropriation | 39,592,038 |

COUNTY BUSINESS SERVICES FUND (3506)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 17,301,908 |
| Total Appropriation | 17,301,908 |

ATTACHMENT C

The Board makes the following response to the recommendation made by the Tax Supervising and Conservation Commission (TSCC) which is contained in the letter certifying the FY 2005 County budget.

Recommendation

Expenditures Exceeding Appropriation Authority:

The audit for the year ending June 30, 2003 notes the following expenditures in excess of appropriations:

| | |
|--|--------------------|
| <i>General Fund: Health Services</i> | <i>\$3,833,000</i> |
| <i>Revenue bond Project Fund:</i> | |
| <i> Business & Community Services</i> | <i>\$ 173,000</i> |

Local Budget Law does not allow the expenditure of monies beyond the legal authority. All funds need to be closely monitored throughout the year to ensure appropriations are in place prior to expending monies.

Response:

In the General Fund, the Health Department exceeded its appropriation as a result of a new revenue contract with the Oregon Office of Medical Assistance Programs (OMAP) which was not finalized until after the year ended. Under the terms of the contract, the Health Department received \$7,322 in Medicaid revenue to reimburse expenditures incurred in fiscal years 2002 and 2003 but was required to pay the 50% local match required by the federal Medicaid program, in the amount of \$3,661, which was not budgeted. While this transaction was the primary reason the Health Department over expended its appropriations, it also resulted in \$3,661 net revenue to the County.

The Department of Business and Community Services exceeded its appropriation in two areas. The Revenue Bond Project fund, which supports the Port City Development project, incurred as a result of environmental and construction problems that were required to be corrected before the building could be approved for occupancy. The Dunthorpe-Riverdale Service District's over expenditure was due to unscheduled emergency maintenance to repair the sewer system owned by the District.

All over expenditures were funded by available fund balances. The Finance and Budget Office, and County staff has been closely monitoring expenditures and revenues in these and other funds during FY 2004. Continuing in FY 2005, Finance and Budget Division, and those affected departments will be reporting to the Board of County Commissioners on a quarterly basis to report on revenue and expenditure data in the form of a Quarterly Financial Report

ATTACHMENT C

The Board makes the following response to the recommendation made by the Tax Supervising and Conservation Commission (TSCC) which is contained in the letter certifying the FY 2005 County budget.

Recommendation

Expenditures Exceeding Appropriation Authority:

The audit for the year ending June 30, 2003 notes the following expenditures in excess of appropriations:

| | |
|--|--------------------|
| <i>General Fund: Health Services</i> | <i>\$3,833,000</i> |
| <i>Revenue bond Project Fund:</i> | |
| <i>Business & Community Services</i> | <i>\$ 173,000</i> |

Local Budget Law does not allow the expenditure of monies beyond the legal authority. All funds need to be closely monitored throughout the year to ensure appropriations are in place prior to expending monies.

Response:

In the General Fund, the Health Department exceeded its appropriation as a result of a new revenue contract with the Oregon Office of Medical Assistance Programs (OMAP) which was not finalized until after the year ended. Under the terms of the contract, the Health Department received \$7,322 in Medicaid revenue to reimburse expenditures incurred in fiscal years 2002 and 2003 but was required to pay the 50% local match required by the federal Medicaid program, in the amount of \$3,661, which was not budgeted. While this transaction was the primary reason the Health Department over expended its appropriations, it also resulted in \$3,661 net revenue to the County.

The Department of Business and Community Services exceeded its appropriation in two areas. → The Revenue Bond Project fund, which supports the Port City Development project, incurred as a result of environmental and construction problems that were required to be corrected before the building could be approved for occupancy. The Dunthorpe-Riverdale Service District's over expenditure was due to unscheduled emergency maintenance to repair the sewer system owned by the District.

All over expenditures were funded by available fund balances. The Finance and Budget Office, and County staff has been closely monitoring expenditures and revenues in these and other funds during FY 2004. Continuing in FY 2005, Finance and Budget Division, and those affected departments will be reporting to the Board of County Commissioners on a quarterly basis to report on revenue and expenditure data in the form of a Quarterly Financial Report

Attachment D
FY 2005 Budget Notes
June 1, 2004

Flash Money

The County understands that, on occasion, the use of large sums of money known as "flash money" is a necessary element to the successful investigation of drug, property, and other types of crimes by the Sheriff's Office. In order to further an investigation, the use of flash money is an important tool to the infiltration of the criminal enterprise and in gaining the acceptance and confidence of an alleged criminal. The County also understands that there is a risk of loss when flash money is used during these types of investigations. The County acknowledges the sum of \$100,000 as an acceptable risk when using flash money in a criminal investigation.

**Maximize Use of
Available Beds**

In an effort to better use the limited number of jail beds for those offenders who pose the greatest risk to community safety, the County's public safety group in partnership with other public safety agencies shall address the following four issues: 1) Streamline the unsentenced supervision services system (Closed Street Supervision and Pre-trial Release Services) by reducing the amount of time in jail from booking to supervision, decreasing the number of repeat offender interviews while increasing the proportion of interviews which lead to program acceptance, and assuring that programs receive only those clients consistent with their risk-level. 2) Increase the amount and proportion of in-custody offenders, both sentenced and unsentenced, under electronic monitoring by subsidizing eligible candidates who do not have the resources to self-pay and through enhanced electronic monitoring (GPS) for offenders with housing stability issues that may bar them from traditional electronic monitoring. 3) Identify the amount, proportion, and cost of failures to appear (FTA) which occur at booking, which utilize jail space, which are handled by the DA's office, and which impact the backlog of undelivered warrants. 4) Clarify how County booking and various bed rental policies impact the number and type of matrix releases that occur in the community.

The Board of County Commissioners shall be briefed quarterly on their progress of each of these areas. Briefings shall include identification of the issue, the associated direct cost to the county, and corrective actions which include both anticipated savings and implementation timelines to address the problem.



**Tax Supervising
& Conservation
Commission**

PO Box 8428
Portland, Oregon
97207-8428

Telephone (503) 988-3054

Fax: (503) 988-3053

E-Mail:
TSCC@co.multnomah.or.us

Web Site:
www.co.multnomah.or.us/
orgs/tsccl

June 9, 2004

Board of County Commissioners
Multnomah County
501 SE Hawthorne Blvd, 6th Floor
Portland, Oregon 97214

Dear Board of Commissioners:

The Tax Supervising and Conservation Commission met on June 9, 2004 to review, discuss and conduct a public hearing on the Multnomah County 2004-05 budget. This hearing was conducted pursuant to ORS 294.605-705 to confirm compliance with applicable laws and to determine the adequacy of estimates necessary to support efficient and economical administration of the district.

The 2004-05 budget, filed May 14, 2004, is hereby certified by a majority vote of members of the Commission with the following objection and recommendation, which will require a written response.

Objection - Debt Service Number

Due to an error in the resolution approving the budget, the levy set by the Multnomah County Budget Committee will not be sufficient to make the debt service payments. At the time of adoption the board shall increase the Debt Service Levy to \$8,091,576.

Recommendation - Expenditures Exceeding Appropriation Authority

The audit for the year ending June 30, 2003 notes the following expenditures in excess of appropriations:

| | |
|--|--------------|
| General Fund: Health Services | \$ 3,833,000 |
| Revenue Bond Project Fund: Business & Community Services | \$ 173,000 |

Local Budget Law does not allow the expenditure of monies beyond the legal authority. All funds need to be closely monitored throughout the year to ensure appropriations are in place prior to expending monies.

Aside from the above exceptions, estimates were judged to be reasonable for the purpose shown and the document was found to be in substantial compliance with Local Budget Law. The budget estimates and levy amounts, as shown in the approved budget, are shown on the attached page.

Please file a complete copy of the adopted budget with the Commission within 15 days of adoption. The response to the Commission objection and recommendation should be included either in the adopting resolution or within a letter that accompanies the adopted budget.

We appreciate having the opportunity to discuss this budget with you.

Yours very truly,

TAX SUPERVISING & CONSERVATION COMMISSION


Lynn McNamara, Commissioner


Richard Anderson, Commissioner

Commissioners
Julie Van Noy
Lynn McNamara
Richard Anderson
Carol Samuels
Kirk Hall


Carol Samuels, Commissioner


Kirk Hall, Commissioner

| | Budget Estimates | Unappropriated Portion |
|--|-----------------------------|-----------------------------------|
| General Fund | \$ 400,922,414 | \$ 12,102,029 |
| General Reserve Fund | 12,440,751 | 12,440,751 |
| Road Fund | 46,095,587 | 0 |
| County School Fund | 220,000 | 0 |
| Tax Title Land Sales Fund | 921,055 | 0 |
| Library Serial Levy Fund | 45,447,701 | 0 |
| General Obligation Bond Sinking Fund | 16,720,503 | 7,514,230 |
| PERS Bond Sinking Fund | 24,023,028 | 12,000,000 |
| Revenue Bond Sinking Fund | 3,348,350 | 2,515,037 |
| Justice Bond Project Fund | 12,193,000 | 0 |
| Emergency Communication Fund | 209,957 | 0 |
| Federal/State Program Fund | 246,868,541 | 0 |
| Animal Control Fund | 1,116,600 | 0 |
| Special Excise Taxes Fund | 15,813,000 | 0 |
| Inmate Welfare Fund | 1,320,775 | 0 |
| Justice Services Special Operations Fund | 3,351,409 | 0 |
| Strategic Investment Program Fund | 3,260,841 | 0 |
| Public Land Corner Preservation Fund | 1,658,261 | 0 |
| Willamette River Bridge Fund | 10,567,112 | 0 |
| Bicycle Path Construction Fund | 330,200 | 0 |
| Building Projects Fund | 1,044,500 | 0 |
| Library Construction Fund | 1,721,000 | 0 |
| Capital Improvement Fund | 11,254,044 | 250,000 |
| Capital Acquisition Fund | 5,680,903 | 0 |
| Asset Preservation Fund | 7,188,385 | 1,925,000 |
| Business Services Fund | 17,301,908 | 0 |
| Risk Management Fund | 68,167,263 | 6,784,870 |
| Fleet Management Fund | 8,430,450 | 0 |
| Telephone Fund | 770,000 | 0 |
| Facilities Management Fund | 39,592,038 | 0 |
| Data Processing Fund | 28,543,197 | 0 |
| Mail Distribution Fund | 3,759,404 | 0 |
| Capital Lease Retirement Fund | 14,036,160 | 0 |
| Behavioral Health Managed Care Fund | 25,961,516 | 0 |
| Recreation Fund | 116,000 | 0 |
| Total Budget Estimates | \$1,080,395,853 | \$55,531,917 |

Tax Levies:

| | |
|--|--------------|
| Permanent Rate - General Fund | \$ 4.3434 |
| GO Bond Debt Service Levies - Not Subject to Limit | \$ 8,091,576 |
| Library Local Option Levy - General Government | \$ 0.7550 |

Summary of Budget Changes

FY 2005

Attachment A

Pending Amendments

Board Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|---|------------------|------------------|--------------------------|--------------|
| 05_MCSO_BA_01 | 6/1 PROPOSAL: Restores 2.00 Civil Deputies in the Civil Processing Unit and 2.00 Deputy Sheriff's in the Traffic Safety Unit. These positions are funded from Contingency (\$300,000). In addition, MCSO is funding 1.00 Civil Deputy and 1.00 Detective who will participate in the regional Child Abuse Team. Total Restoration is \$370,446 and 6.00 FTE. | 368,471 | 68,471 | -300,000 | 6.00 |
| 05_MCSO_BA_02 | General Fund Carryover - MCSO projects \$1.5 million General Fund under spending for FY 2004. \$1.0 million will be held in reserve for MCSO until the ending balance can be confirmed with the difference falling to the fund balance. If MCSO's ending balance comes in less than projected the savings allocation will be prorated based on the current ratio (\$1M:\$500k). | 0 | 1,500,000 | 1,500,000 | 0.00 |
| 05_MCSO_BA_03 | Increases MCSO's budget by \$1,007,593 and 11.10 FTE by: (1) Increasing US Marshal rentals by 12 beds and \$507,642, aligning revenues more closely with actual bed rentals; and (2) Reducing contingency by \$499,951. | 1,198,761 | 698,810 | -499,951 | 11.10 |
| MCSO Total | | 1,567,232 | 2,267,281 | 700,049 | 17.10 |
| 05_NOND_BA_01 | 6/1 PROPOSAL: Increase federal legislative agenda contract services in the Public Affairs Office. | 51,500 | 750 | -50,750 | 0.00 |
| 05_NOND_BA_02 | 6/1 PROPOSAL: Cuts \$50,000 appropriation to OSU Extension Service. | -51,550 | -775 | 50,775 | 0.00 |
| 05_NOND_BA_03 | 6/1 PROPOSAL: Moves SIP Community Service Fee revenue from the General Reserve Fund to the General Fund to balance the BCC restoration package. Reduces General Reserve Fund by \$709,751; increases General Fund by the same amount. | -709,751 | 0 | 709,751 | 0.00 |
| NOND Total | | -709,801 | -25 | 709,776 | 0.00 |
| 05_OSCP_BA_01 | 6/1 PROPOSAL: Restores \$21,120 to Community Transitional School for Homeless Families. County General Fund funding is increased from \$30,000 to \$51,120. | 21,627 | 507 | -21,120 | 0.00 |
| 05_OSCP_BA_02 | 6/1 PROPOSAL: Restore \$10,000 to Learn Links. County General Fund funding is increased from \$20,000 to \$30,000. | 10,240 | 240 | -10,000 | 0.00 |
| 05_OSCP_BA_03 | 6/1 PROPOSAL: Restore \$177,871 for Clearinghouse Emergency Shelter Vouchers. | 182,141 | 4,270 | -177,871 | 0.00 |
| 05_OSCP_BA_04 | 6/1 PROPOSAL: Provides \$89,300 of General Fund for Teen Pregnancy Prevention to replace CCFC funds that were reallocated to support the school age policy framework. | 91,444 | 2,144 | -89,300 | 0.00 |
| 05_OSCP_BA_06 | 6/1 PROPOSAL: Restores \$75,000 for the Downtown Portland Homeless Youth Program. | 76,800 | 1,800 | -75,000 | 0.00 |
| OSCP Total | | 382,252 | 8,961 | -373,291 | 0.00 |
| Total | | 2,182,197 | 1,958,965 | 291,774 | 41.97 |

Summary of Budget Changes

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Attachment A

Pending Amendments

Board Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|---|-------------------|-----------------|--------------------------|--------------|
| 05_BCS_BA_01 | 6/1 PROPOSAL: FBAT-Budget. Add 1.00 FTE Research/Evaluation Specialist II position to the Budget Office to work on Human Services evaluation. \$80,500. | 80,500 | 0 | -80,500 | 1.00 |
| 05_BCS_BA_02 | 6/1 PROPOSAL: CBS-Facilities-Reduces GF support by \$442,493 for Hooper Detox & Wapato facilities costs. Facilities will be maintained at the current budgeted level by reducing unneeded debt service expenditures of \$794,530. \$200k debt service expenditures will also be reallocated to professional services to cover contract increases due to Living Wage adjustments. The balance of \$148,257 is budgeted to Facilities Fund contingency. | -1,033,243 | -442,493 | 442,493 | 0.00 |
| 05_BCS_BA_03 | 6/1 PROPOSAL: CBS-Admin- Cuts 3.00 FTE Program Mgr Seniors (Account Managers). | -737,120 | -368,560 | 368,560 | -3.00 |
| BCS Total | | -1,689,863 | -811,053 | 730,553 | -2.00 |
| 05_CNTY_BA_01 | 6/1 PROPOSAL: Increase budgeted BIT revenue to bring estimate more into line with projected FY2004 collections. Revised amount per Board amendments list. Further amended to reflect additional \$25,000 proposed at 6/8 Board worksession. | 0 | 637,058 | 637,058 | 0.00 |
| CNTY Total | | 0 | 637,058 | 637,058 | 0.00 |
| 05_DA_BA_01 | 6/1 PROPOSAL: Restores \$98,000 of General Fund support for 1.00 Deputy District Attorney 2 in the Gresham Neighborhood DA Unit in East County. | 110,355 | 12,355 | -98,000 | 1.00 |
| DA Total | | 110,355 | 12,355 | -98,000 | 1.00 |
| 05_DCHS_BA_01 | 6/1 PROPOSAL: Directs DCHS to restore \$95,000 from existing resources to Prostitution Alternatives, returning the program to its full funding level. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_BA_02 | 6/1 PROPOSAL: Restores \$152,817 to support 2.00 FTE (Case Manager Senior) in the Adult Protective Services program in the Aging & Disability Services division. | 177,443 | 24,626 | -152,817 | 2.00 |
| 05_DCHS_BA_03 | 6/1 PROPOSAL: Provides \$218,000 for DCHS to contract for mental health and A&D services to gang affected or gang involved youth. Provides \$82,250 for DCJ to fund gang outreach and prevention services for high risk youth of color. The amendment also re-allocates \$400,000 of funding within the MHAS division of DCHS to "free-up" County General Fund. | -96,682 | 3,068 | 99,750 | 0.00 |
| 05_DCHS_BA_04 | 6/8 PROPOSAL: Provides \$75,000 for mental health services to the Eastern European population by reallocating \$50,000 of funds within the DCHS budget and by adding \$25,000 from increased BIT revenue. | 25,400 | 400 | -25,000 | 0.00 |
| DCHS Total | | 106,161 | 28,094 | -78,067 | 2.00 |
| 05_DCJ_BA_01 | 6/1 PROPOSAL: Restores \$65,000 of General Fund to support 1.00 FTE Juvenile Counselor in the Gang Unit. | 76,648 | 11,648 | -65,000 | 1.00 |
| DCJ Total | | 76,648 | 11,648 | -65,000 | 1.00 |
| 05_HD_BA_01 | 6/1 PROPOSAL: Restores hours and days at all school-based health centers. Restores summer and evening hours, and outreach services. | 1,432,936 | -331,631 | -1,101,304 | 12.77 |
| 05_HD_BA_02 | 6/1 PROPOSAL: Restores dental sealant program. | 312,668 | 42,668 | -270,000 | 3.20 |
| 05_HD_BA_03 | 6/1 PROPOSAL: Restores La Clinica to full funding. | 593,609 | 93,609 | -500,000 | 6.90 |
| HD Total | | 2,339,213 | -195,354 | -1,871,304 | 22.87 |

Summary of Budget Changes

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Attachment A

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Program Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|--|----------------|----------------|--------------------------|-------------|
| 05_BCS_PA_01 | Community Services- Housing and SIP. This amendment accomplishes the following: (1) Increases an Administrative Secretary from 0.50 FTE to 0.80 FTE at a cost of \$11,602; (2) Budgets \$2,500 to join the Housing Alliance which advocates for the development of affordable housing; and (3) Corrects an error in SIP where the funding for a position was budgeted but the position was inadvertently left out. (1) and (2) are funded by increasing salary savings by \$14,386 achieved due to temporary reassignment of staff to Business Services. | 0 | 0 | 0 | 0.30 |
| 05_BCS_PA_02 | Community Services-Elections Moves 1.00 FTE back to Elections from Finance Operations because it was determined that the tasks were specific to Elections. | 0 | 0 | 0 | 0.00 |
| BCS Total | | 0 | 0 | 0 | 0.30 |
| 05_DCHS_PA_01 | Moves 1.80 FTE fiscal staff from County Business Services to Aging & Disability Services' Public Guardian program. Business Services determined that the positions perform department specific work and are needed within DCHS to maintain their workload. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_PA_02 | Eliminates 2.00 FTE in the Chief of Staff's Office to fund a new 1.00 FTE Program Manager 2 and \$50,442 in professional services. | -9,729 | -9,729 | 0 | -0.98 |
| 05_DCHS_PA_03 | Adds 2.00 FTE Office Assistant 2 positions for \$86,104 in the Medical Records unit of the Quality Management program in the Mental Health and Addiction Services Division due to increased workload, compliance issues, and regularly scheduled state audits. Subacute contracts are reduced to cover the costs of the positions. | 18,949 | 18,949 | 0 | 2.00 |
| 05_DCHS_PA_04 | Establishes the Mental Health Community Based Services unit in the Addiction Services program by combining 10.00 existing positions within the Mental Health & Addictions Division. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_PA_05 | Adds 1.00 FTE Mental Health Consultant and \$75,000 on call funding for the Involuntary Commitment unit of the Safety Net program in the Mental Health & Addiction Services division by reallocating State Mental Health MHS 24 funding. | 10,597 | 10,597 | 0 | 1.00 |
| DCHS Total | | 19,817 | 19,817 | 0 | 2.02 |
| 05_DCJ_PA_01 | The Juvenile Accountability Block Grant (JABG) funding for FY 2005 was reduced by 25%. The budget was submitted prior to engaging the planning process for reductions. This amendment aligns the budget with the recommendations by decreasing revenue by an additional \$10,612, cutting (0.34 FTE) and distributing the reduction to IRCO and Victory Outreach service providers. | -14,121 | -14,037 | 84 | -0.34 |
| 05_DCJ_PA_02 | Transfers 3.00 FTE (2.00 Contract Specialists and 1.00 Finance Specialist) from County Business Services back to DCJ. It was determined that the positions perform department specific and are necessary to maintain DCJ's workload. | 0 | 0 | 0 | 0.00 |
| 05_DCJ_PA_03 | DCJ's initial budget included a placeholder for the Department of Corrections (DOC) funding until better information was available. This amendment shifts the placeholder budget into Adult Services Programs. It increases FTE by 2.68 and reduces revenue by \$29,665. | -12,835 | -12,893 | -58 | 2.68 |
| DCJ Total | | -26,956 | -26,930 | 26 | 2.34 |
| 05_HD_PA_01 | Adds state and local revenues to the Vector Control program to pay for on-call staff to address summer workload increase due to mosquito surveillance and abatement. | 12,205 | 12,205 | 0 | 0.00 |
| 05_HD_PA_02 | Adds interdepartmental agreement revenue from the Road and Facilities Funds to the Vector Control budget. | 48,046 | 48,046 | 0 | 0.00 |
| 05_HD_PA_03 | Transfers Medical Accounts Receivable group (9.0 FTE) from DBCS-Business Services to the Health Department. It was determined that the positions perform department specific tasks and are necessary to maintain the Health Department's workload. | 16,377 | 16,377 | 0 | 0.00 |
| HD Total | | 76,628 | 76,628 | 0 | 0.00 |

Summary of Budget Changes

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Attachment A

*Pending Amendments***Program Amendments**

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|--|----------------|----------------|--------------------------|--------------|
| 05_MCSO_PA_01 | \$1.0 million was restored in the Chair's Executive Budget to continue operating 1 dorm (57 jail beds); however, there was not enough time to detail the allocation so a placeholder was used. This amendment identifies where the funding will be used and increases MCSO's FTE by 10.60. | 182,257 | 182,257 | 0 | 10.60 |
| | MCSO Total | 182,257 | 182,257 | 0 | 10.60 |
| 05_NOND_PA_01 | Reduces the cash transfer of SIP Community Service Fee funds to the General Fund Reserve by \$75,000 and increases OSCP SIP expenditures by \$75,000 per Board Resolution 02-105 for housing assistance. | -68,273 | -68,089 | 184 | 0.00 |
| | NOND Total | -68,273 | -68,089 | 184 | 0.00 |
| | Total | 183,473 | 183,683 | 210 | 15.26 |

Summary of Budget Changes

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Attachment A

Pending Amendments**ITAX Amendments**

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|--|--|--------------------|-------------------|---------------------------------|--------------|
| 05_DA_IT_01 | ITAX funding was used to replace lost State revenue. Some activities funded by ITAX manage lower risk offenders. Due to additional cuts there is a gap between services for high and low risk offenders. This amendment address the gap by reprogramming low risk functions: (1.00) DDA2 in the Drug Unit, (1.00) DDA3 from Support Enforcement, contracts for Community Courts and a minor amount of funding for the Medical Examiner into services for high and medium risk offenders including: 1.00 DDA3 (Felony Unit D, aggravated assault, adult sex offenses, attempted murder), 1.00 DDA3 (Domestic Violence) and 0.46 DDA3 in Felony Unit C (robbery, burglary, arson). The net result is a loss of (0.54) FTE. | 369 | 369 | 0 | -0.54 |
| | DA Total | 369 | 369 | 0 | -0.54 |
| 05_DCHS_IT_01 | Reallocates \$71,273 in ITAX contract funds in the Adult Residential & Commitment Monitoring Unit of the Safety Net program in the Mental Health & Addiction Services division to fund 1.00 FTE Mental Health Consultant to expand outreach capacity. | 10,567 | 10,567 | 0 | 1.00 |
| | DCHS Total | 10,567 | 10,567 | 0 | 1.00 |
| 05_NOND_IT_01 | Increases ITAX pass-through expenditures to schools to reflect estimated FY 2005 collections plus carryforward from FY 2004. | 4,290,521 | 4,290,521 | 0 | 0.00 |
| | NOND Total | 4,290,521 | 4,290,521 | 0 | 0.00 |
| | Total | 4,301,457 | 4,301,457 | 0 | 0.46 |
| Grand Total (all amendment types) | | 11,370,923 | 11,586,030 | 634,111 | 65.35 |

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Pending Amendments

Carryover Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|---|------------------|------------------|--------------------------|-------------|
| 05_BCS_CA_01 | CBS- Facilities Capital Funds. Adjusts BWC & budgets for several building projects with varied levels of carryover due to progress made during the year. New FY 2005 projects not presented during the Capital briefing include (1) replacement of a hot water storage tank at the Courthouse, \$50,000; (2) Juvenile Justice Center lighting upgrade, \$50,000; and (3) modifications to heating and ventilation at the Mid County Health Clinic, \$12,000. | 653,649 | 653,649 | 0 | 0.00 |
| 05_BCS_CA_02 | CBS-IT- Data Processing Fund - Carryover \$294,435 for the Automated Backup Scheduling software, and \$155,070 updating HALON fire suppressant. Both projects were delayed until FY 2005. | 466,495 | 466,495 | 0 | 0.00 |
| 05_BCS_CA_03 | Business Services-IT-Flat Fee. Reduces flat fee carryover by \$502k, due to recent computer purchases. | -502,063 | -502,063 | 0 | 0.00 |
| 05_BCS_CA_04 | Business Services-FREDS-Fleet Fund- Increases BWC by \$708,829 due to vehicle purchases delayed, in process, or removal of vehicles from fleet, as well as fund balance review. Distribution Fund- decreases BWC by \$6,607 due to fund balance review. | 645,005 | 702,222 | 0 | 0.00 |
| 05_BCS_CA_05 | Community Services-Road Fund Revises FY 2005 Transportation Capital Program to reflect delays in construction spending and updated project information. All projects were included in the April 27, 2004 Capital Briefing. | 2,004,809 | 2,004,809 | 0 | 0.00 |
| BCS Total | | 3,267,895 | 3,325,112 | 0 | 0.00 |
| 05_DCJ_CA_01 | General Fund \$153, 461 - Adds 2.00 FTE Clinical Coordinators to Juvenile Treatment Services to coordinate mental health care for detained youth. Funding will come from an increase in Beginning Working Capital resulting from under spending by DCJ in the General Fund for FY 2004. The funding will be held in contingency until the first quarter review validates the under spending. ONE TIME ONLY | 0 | 153,461 | 153,461 | 0.00 |
| DCJ Total | | 0 | 153,461 | 153,461 | 0.00 |
| 05_MCSO_CA_02 | Justice Services Special Operations Fund - \$115,000 of revenue in MCSO's dedicated fund for Work Crews will be carried over to FY 2005 to cover the cost of three trucks and the necessary work needed to retrofit them. The trucks were ordered in the Spring 2004 but due to delays in shipment will not be delivered until after June 30th. ONE TIME ONLY | 116,733 | 116,733 | 0 | 0.00 |
| 05_MCSO_CA_03 | Inmate Welfare Fund \$118,870 - The Commissary budget for the Inmate Welfare fund received more revenue than anticipated in FY 2004 due to the increase of beds from the passage of ITAX. The revenue is being carried forward in FY 2005 to purchase supplies specifically for inmates. ONE TIME ONLY | 124,763 | 125,067 | 304 | 0.00 |
| 05_MCSO_CA_04 | General Fund - MCSO received \$199,065 in FY 2004 from the State Criminal Alien Assistance Program (SCAAP) Grant. The funds were scheduled to assist in purchasing a long haul bus for the Corrections Transport Unit to move inmates between Multnomah County correctional facilities and two Oregon Department of Correction facilities located in Salem and Pendleton. MCSO was notified in May 2004 that the long haul bus would not be available until after July 1, 2004. The funds will be held in contingency until the ending balance is verified. ONE TIME ONLY | 0 | 199,065 | 199,065 | 0.00 |
| MCSO Total | | 241,496 | 440,865 | 199,369 | 0.00 |
| 05_NOND_CA_01 | General Fund carryover for \$5,000 in District 2 to implement the recommendations of the Latino Gang Violence Prevention Task Force. | 5,000 | 5,000 | 0 | 0.00 |
| NOND Total | | 5,000 | 5,000 | 0 | 0.00 |
| Total | | 3,514,391 | 3,924,438 | 352,830 | 0.00 |

Summary of Budget Changes

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Pending Amendments

Revenue Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|---|----------------|----------------|--------------------------|-------------|
| 05_BCS_RA_01 | Community Services-Road Fund. Increases revenue by \$35,000 from the City of Gresham for a local project. | 35,000 | 35,000 | 0 | 0.00 |
| | BCS Total | 35,000 | 35,000 | 0 | 0.00 |
| 05_CNTY_RA_01 | Budgets Prior Year Property Tax revenue in the General Obligation Bond Sinking Fund. The addition of this revenue will enable the County to reduce the amount of the tax levy to support repayment of bonded debt. | 0 | 0 | 0 | 0.00 |
| 05_CNTY_RA_02 | Adds Interest revenue to County School Fund and Data Processing Fund. | 500 | 45,500 | 0 | 0.00 |
| | CNTY Total | 500 | 45,500 | 0 | 0.00 |
| 05_DCHS_RA_01 | Increase the Developmental Disabilities appropriation by \$326,258 to reflect the most recent contract amendments from the State of Oregon. The amendment also reclassifies 1) Program Development Specialist to a Senior Program Development Specialist Senior and 2) Program Development Specialist Senior to a Program Supervisor. | 303,458 | 303,591 | 133 | 0.00 |
| 05_DCHS_RA_02 | Changes revenue coding from "Fed thru State" to "Direct State Source" to properly characterize revenue sources. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_RA_03 | Increase the Aging & Disability Services' appropriation by \$143,577 due to increased Title III funds. These funds are for congregate meals (\$17,592), home delivered meals (\$2,526), and family caregiver services (\$123,459). | 145,921 | 145,921 | 0 | 0.00 |
| | DCHS Total | 449,379 | 449,512 | 133 | 0.00 |
| 05_DCJ_RA_01 | Going Home Grant - This grant was received in April 2004 after the budget was submitted. Revenue is being increased by \$22,500 to support A&D Continuing Care and Anger Management professional services. | 24,136 | 24,136 | 0 | 0.00 |
| 05_DCJ_RA_02 | Embrace Treatment Grant -was budgeted at \$88,017, the estimate was decreased to \$60,698 based on better information. The grant supports a consultant to research curriculum and develop training for treatment providers in family engagement techniques and family therapy for the Juvenile Services Division. | -31,955 | -32,016 | -61 | 0.00 |
| | DCJ Total | -7,819 | -7,880 | -61 | 0.00 |

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Attachment A

Pending Amendments

Revenue Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|--|------------------|------------------|--------------------------|-------------|
| 05_HD_RA_01 | Adjusts WIC revenues due to revised grant award for FY 2005. The increase of 1.90 FTE are existing employees who will not be laid off, as was originally planned. | 147,450 | 147,728 | 278 | 1.90 |
| 05_HD_RA_02 | Adjusts revenues in HIV & Hepatitis C Community Programs to reflect new funding formula. The new formula has a greater emphasis on HIV morbidity, which resulted in an increase of \$57,994 for Multnomah County. The new HIV prevention activities required under this funding stream include a focus on programs targeting HIV positive persons, developing uses for the new rapid testing technology and implementing CDC required interventions. | 78,019 | 65,167 | 137 | 0.00 |
| 05_HD_RA_03 | Revises revenue estimates in HIV Care Services Program to reflect reduction in funding from a new notice of grant award for the Ryan White Title 1 federal grant. Programmatic impacts include a reduction in funds for Health Insurance services to pay premiums, co-pays and deductibles for low-income people living with HIV. The decision to reduce this service category was made by our HIV Services Planning Council. Approximately 25-30 fewer people will be able to receive these services in FY 2005. Other impacts include a restructuring of personnel in the HIV Care Services Program including staff who administer the program and staff who support the HIV Services Planning Council activities. There is a net reduction of .80 FTE in permanent staff assigned to the program. | -149,672 | -149,944 | -272 | -0.80 |
| 05_HD_RA_04 | Adds two new grants to the Environmental Health Projects Program: EPA Child Care and Asthma grant (\$26,077) ; and State Drinking Water Grant (\$43,541). These grants were awarded after the budget request was completed. | 96,178 | 96,365 | 187 | 0.70 |
| 05_HD_RA_05 | Restores state Tobacco Prevention program funding on a reduced scale. This program was cut at the state level due to Measure 30, but the tobacco prevention community advocates were able to have the legislature reinstate a small portion of the funding to DHS. | 120,426 | 123,655 | 229 | 1.10 |
| HD Total | | 292,401 | 282,971 | 559 | 2.90 |
| 05_LIB_RA_01 | Adds \$500,185 in revenues from The Library Foundation for the following services: (1) Summer Reading 2004 \$90k; (2) Everybody Reads \$50k; (3) Rare Collections \$72.4k; (4) Promoting Rare Collections \$30k; (5) Books and Materials \$23k; (6) Storytelling Festival \$10k; (7) Children's Book Illustration Visits \$1k; (8) Books 2 U \$69,788; (9) Raising a Reader \$130k; (10) Director's Discretionary Fund \$20k; (11) Writer's Fair \$2k; and (11) Department Indirect \$1,997. In total the change adds 2.00 FTE (Books 2 U-- Outreach and Early Childhood Resource-- librarian). | 542,738 | 546,019 | 3,281 | 2.00 |
| LIB Total | | 542,738 | 546,019 | 3,281 | 2.00 |
| 05_NOND_RA_01 | Increases CCFC Court-Appointed Special Advocates (CASA) revenue in DCJ's CASA program. | 12,264 | 12,294 | 30 | 0.00 |
| NOND Total | | 12,264 | 12,294 | 30 | 0.00 |
| 05_OSCP_RA_01 | Removes the \$276,846 HUD Turning Point grant from the OSCP budget. Neighborhood House has been the sole provider and recipient of the grant funds. At the request of Neighborhood House, HUD will award the grant directly to Neighborhood House and assume all administrative responsibilities. | -289,317 | -290,029 | -712 | 0.00 |
| OSCP Total | | -289,317 | -290,029 | -712 | 0.00 |
| Total | | 1,035,146 | 1,073,387 | 3,230 | 4.90 |

Summary of Budget Changes

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Attachment A

Pending Amendments

Staff Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|---|---------------|---------------|--------------------------|--------------|
| 05_BCS_SA_01 | Business Services IT- Moves positions to different cost centers and corrects job classification that were budgeted incorrectly. | 0 | 0 | 0 | 0.00 |
| 05_BCS_SA_02 | Business Services-HR Adds \$38,753 for a 0.50 FTE transfer from DCJ inadvertently left out of the budget. Funded with salary savings. | 0 | 0 | 0 | 0.50 |
| 05_BCS_SA_04 | Business Services-Facilities Moves positions due to an internal reorganization. | 0 | 0 | 0 | 0.00 |
| 05_BCS_SA_05 | Community Services-Bridge Fund - Corrects five job classifications. | 0 | 0 | 0 | 0.00 |
| 05_BCS_SA_07 | Business Services-Administration- Corrects a Job Classification from Health Services Manager Sr to Program Manager Sr. | 0 | 0 | 0 | 0.00 |
| 05_BCS_SA_08 | FBAT-Changes Program Manager Sr to Chief Financial Officer due to reclassification. The \$21,980 will be funded with existing resources. | 0 | 0 | 0 | 0.00 |
| BCS Total | | 0 | 0 | 0 | 0.50 |
| 05_DA_SA_01 | Shifts \$63,243 budgeted in Premium in the Felony Division Administration to fund 0.54 FTE for a Deputy District Attorney 3 in Unit C (robbery, burglary and arson). | 7,084 | 7,084 | 0 | 0.54 |
| DA Total | | 7,084 | 7,084 | 0 | 0.54 |
| 05_DCHS_SA_01 | Increases an Office Assistant position by 0.25 FTE for \$13,434 in Aging & Disability Services' Long Term Care Southeast District Office by reducing contract funds for special services/advocacy. | 2,784 | 2,784 | 0 | 0.25 |
| 05_DCHS_SA_02 | Moves 3.00 positions within the Aging & Disability Services' Long Term Care District Offices to balance case loads. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_SA_03 | Moves a 0.80 FTE Mental Health Consultant from the Call Center Safety Net Program to the Quality Management program. This position is responsible for the Verity Member Services Line. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_SA_04 | Cuts a vacant 0.83 FTE mental health consultant in the School Mental Health unit to fund a new 1.00 FTE supervisor position in the School Mental Health unit of the System of Care program in the Mental Health & Addiction Services division due to compliance issues with OAR's pertaining to clinical supervision. | 0 | 0 | 0 | 0.17 |
| 05_DCHS_SA_05 | Adjusts staffing (position funding, job class coding, and movements) in the Mental Health & Addictions Division. A 0.80 FTE Mental Health Consultant is moved from the Quality Management Program to the Community Mental Health Program; a 0.50 FTE Data Tech is moved from Business Operations to the Community Mental Health Program. Several mental health consultant/ acute care coordinator position classifications are corrected. | 0 | 0 | 0 | 0.00 |
| DCHS Total | | 2,784 | 2,784 | 0 | 0.42 |
| 05_DCJ_SA_01 | Relocates 7.00 FTE (1.00 Administrative Analyst, 6.00 Office Assistants 2's) among various programs in the Adult Services Division. The transfers result in a zero net change to FTE, personnel dollars, indirect and operational charges, and funds. | 0 | 0 | 0 | 0.00 |
| 05_DCJ_SA_02 | Reduces the reliance on on-call personnel in the Juvenile Custody Units by reprogramming \$50,305 to support 1.00 FTE for a Juvenile Custody Services Specialist. | 8,134 | 8,134 | 0 | 1.00 |
| DCJ Total | | 8,134 | 8,134 | 0 | 1.00 |
| 05_HD_SA_01 | Makes various minor changes to HD positions: corrects JCN's, corrects FTE amounts, adjusts dollar amounts between temp and on-call. | 3,888 | 3,888 | 0 | 0.60 |
| HD Total | | 3,888 | 3,888 | 0 | 0.60 |
| 05_OSCP_SA_01 | Cuts 1.00 FTE Program Development Specialist in Energy Services and reassigns duties to cover costs associated with class comp studies. (SAI staff re-class \$14,491; PDS class comp study \$32,610) | -7,696 | -7,696 | 0 | -1.00 |
| OSCP Total | | -7,696 | -7,696 | 0 | -1.00 |

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Pending Amendments

Staff Amendments

| Trans ID | Description | | | | |
|----------|-------------|-------|-------------|---------|--------------------------|
| | | Total | Expenditure | Revenue | Effect on GF Contingency |
| | | | 14,194 | 14,194 | 0 |
| | | | | | FTE |
| | | | | | 2.06 |

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Attachment A

Pending Amendments

Technical Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|---|----------------|----------------|--------------------------|-------------|
| 05_BCS_TA_01 | Business Services-SAP Finance Operations Reduces Capital Lease Retirement Fund payment and salary savings by \$34,099. | 0 | 0 | 0 | 0.00 |
| 05_BCS_TA_02 | Community Services-Elections. Shifts debt payment to the appropriate cost element. Road Fund-corrects negative amount budgeted. | 0 | 0 | 0 | 0.00 |
| 05_BCS_TA_04 | Business Services-FREDS-Materiels Mgmt -increases IT service reimbursement by \$4,871 due to move to the Banfield location. | 4,871 | 0 | 0 | 0.00 |
| 05_BCS_TA_05 | CBS-Placeholder. This amendment balances the internal service funds. The change amounts cannot be finalized until other amendments that impact internal services are completed. | 0 | 0 | 0 | 0.00 |
| | BCS Total | 4,871 | 0 | 0 | 0.00 |
| 05_DCHS_TA_01 | Merges two HUD Horizons grants in the Domestic Violence unit into one for accounting purposes. | 0 | 0 | 0 | 0.00 |
| | DCHS Total | 0 | 0 | 0 | 0.00 |
| 05_DCJ_TA_01 | Reduces professional services to increase communications by \$4,400 to support a contract with Fleishman-Hillard for public relations. The goal of the PR is to gain national awareness for Juvenile Detention reform, educate mainstream media, explain how detention techniques lead to safer communities and ultimately significant savings for taxpayers and businesses, and position Multnomah County as a national model. | 0 | 0 | 0 | 0.00 |
| | DCJ Total | 0 | 0 | 0 | 0.00 |
| 05_HD_TA_01 | Corrects Early Childhood Services reorganization by re-distributing staff among the remaining three sites. Increases Medicaid revenues by \$76,972 due to increased productivity of provider teams. | 85,493 | 76,972 | 151 | 0.80 |
| 05_HD_TA_02 | Makes adjustments to balance SPNS Outreach grant award and to move Oregon Primary Care Association dues payment from the Director's Office into the correct cost center in the Integrated Clinical Services Division. | -11,078 | -632 | 0 | -0.10 |
| 05_HD_TA_03 | Restores capital expenditure accidentally omitted in constraint. Constraint reduction of 5.8% applies. Supplies reduced to cover DBCS-Finance charge. | 15,559 | 1,429 | -14,130 | 0.00 |
| | HD Total | 89,974 | 77,769 | -13,979 | 0.70 |
| 05_MCSO_TA_01 | Transfers \$4,124 from supplies to correctly reflect the telecommunications services at MWRC. There is no impact to MCSO's General Fund but there is an increase of \$4,124 to the Telephone Fund and a decrease of (\$62) to Finance Operations. | 4,062 | 4,062 | 0 | 0.00 |
| | MCSO Total | 4,062 | 4,062 | 0 | 0.00 |
| 05_NOND_TA_02 | Removes \$46 budgeted in error in Auditor's Office ITAX budget. | -46 | 0 | 46 | 0.00 |
| 05_NOND_TA_03 | Accounting change only: moves Regional Investment Board program dollars out of the SIP Fund and into the Federal-State Fund. No net change. | 0 | 0 | 0 | 0.00 |
| 05_NOND_TA_04 | Adds enhanced services Facilities charges to Nondepartmental budget that were omitted in the request. Reduces TRANS interest expense for no net change to the Nondepartmental budget. Increases the Facilities Fund by \$48,075 in service reimbursement revenue. | 41,204 | 48,075 | 0 | 0.00 |
| | NOND Total | 41,158 | 48,075 | 46 | 0.00 |
| 05_OSCP_TA_01 | Moves \$4,000 from School Age Policy Framework (SAPF) professional services to pass through to correctly budget for the Region 4 SAPF contract. | 0 | 0 | 0 | 0.00 |
| | OSCP Total | 0 | 0 | 0 | 0.00 |
| | Total | 140,065 | 129,906 | -13,933 | 0.70 |

Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

ASSET PRESERVATION FUND (2509)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 5,263,385 |
| Total Appropriation | 5,263,385 |

BEHAVIORAL HEALTH MANAGED CARE FUND (3002)

| | |
|------------------------------|-------------------|
| <i>County Human Services</i> | 25,000,385 |
| <i>Contingency</i> | 961,131 |
| Total Appropriation | 25,961,516 |

RISK MANAGEMENT FUND (3500)

| | |
|--|-------------------|
| <i>Nondepartmental</i> | 2,449,468 |
| <i>Business & Community Services</i> | 58,932,925 |
| <i>All Agencies</i> | 61,382,393 |
| Total Appropriation | 61,382,393 |

FLEET FUND (3501)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 7,617,058 |
| <i>Contingency</i> | 813,392 |
| Total Appropriation | 8,430,450 |

TELEPHONE FUND (3502)

| | |
|--|----------------|
| <i>Cash Transfers Data Processing Fund</i> | 770,000 |
| Total Appropriation | 770,000 |

DATA PROCESSING FUND (3503)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 28,543,197 |
| Total Appropriation | 28,543,197 |

MAIL DISTRIBUTION FUND (3504)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 3,549,617 |
| <i>Contingency</i> | 209,787 |
| Total Appropriation | 3,759,404 |

FACILITIES MANAGEMENT FUND (3505)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 35,880,310 |
| <i>Cash Transfers Capital Improvement Fund</i> | 2,272,243 |
| <i>Asset Preservation Fund</i> | 1,439,485 |
| <i>Total Cash Transfers</i> | 3,711,728 |
| Total Appropriation | 39,592,038 |

COUNTY BUSINESS SERVICES FUND (3506)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 17,301,908 |
| Total Appropriation | 17,301,908 |

Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

JUSTICE SERVICES SPECIAL OPERATIONS (1516)

| | |
|----------------------------|------------------|
| District Attorney | 104,273 |
| Community Justice | 951,910 |
| Sheriff | 2,295,226 |
| <i>All Agencies</i> | 3,351,409 |
| Total Appropriation | 3,351,409 |

REVENUE BOND SINKING FUND (2001)

| | |
|----------------------------|----------------|
| <i>Nondepartmental</i> | 833,313 |
| Total Appropriation | 833,313 |

CAPITAL LEASE RETIREMENT FUND (2002)

| | |
|----------------------------|-------------------|
| <i>Nondepartmental</i> | 14,036,160 |
| Total Appropriation | 14,036,160 |

GENERAL OBLIGATION BOND SINKING FUND (2003)

| | |
|----------------------------|------------------|
| <i>Nondepartmental</i> | 9,206,273 |
| Total Appropriation | 9,206,273 |

PERS BOND SINKING FUND (2004)

| | |
|--|-------------------|
| <i>Nondepartmental</i> | 10,823,028 |
| <i>Cash Transfers</i> Capital Debt Retirement Fund | 1,200,000 |
| Total Appropriation | 12,023,028 |

JUSTICE BOND PROJECT FUND (2500)

| | |
|-------------------------------|-------------------|
| Sheriff | 3,700,000 |
| Business & Community Services | 8,493,000 |
| <i>All Agencies</i> | 12,193,000 |
| Total Appropriation | 12,193,000 |

LEASE/PURCHASE PROJECT FUND (2504)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 1,044,500 |
| Total Appropriation | 1,044,500 |

LIBRARY CONSTRUCTION FUND 1996 (2506)

| | |
|----------------------------|------------------|
| <i>Library</i> | 1,721,000 |
| Total Appropriation | 1,721,000 |

CAPITAL IMPROVEMENT FUND (2507)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 11,004,044 |
| Total Appropriation | 11,004,044 |

CAPITAL ACQUISITION FUND (2508)

| | |
|---|------------------|
| <i>Nondepartmental</i> | 89,000 |
| <i>Business & Community Services</i> | 5,508,403 |
| <i>All Agencies</i> | 5,597,403 |
| <i>Cash Transfers</i> Revenue Bond Sinking Fund | 83,500 |
| Total Appropriation | 5,680,903 |

Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

FEDERAL STATE FUND (1505)

| | | |
|--|---------------------|--------------------|
| <i>Nondepartmental</i> | | 1,151,712 |
| <i>District Attorney</i> | | 5,444,260 |
| <i>School & Community Partnerships</i> | | 16,649,776 |
| <i>County Human Services</i> | | 116,598,977 |
| <i>Health</i> | | 63,265,728 |
| <i>Community Justice</i> | | 30,382,868 |
| <i>Sheriff</i> | | 8,980,400 |
| <i>Business & Community Services</i> | | 4,394,820 |
| | <i>All Agencies</i> | 246,868,541 |
| Total Appropriation | | 246,868,541 |

COUNTY SCHOOL FUND (1506)

| | | |
|----------------------------|--|----------------|
| <i>Nondepartmental</i> | | 220,000 |
| Total Appropriation | | 220,000 |

TAX TITLE FUND (1507)

| | | |
|--|--|----------------|
| <i>Business & Community Services</i> | | 921,055 |
| Total Appropriation | | 921,055 |

ANIMAL CONTROL FUND (1508)

| | | |
|------------------------------------|--|------------------|
| <i>Cash Transfers General Fund</i> | | 1,116,600 |
| Total Appropriation | | 1,116,600 |

WILLAMETTE RIVER BRIDGES FUND (1509)

| | | |
|--|--|-------------------|
| <i>Business & Community Services</i> | | 10,567,112 |
| Total Appropriation | | 10,567,112 |

LIBRARY SERIAL LEVY FUND (1510)

| | | |
|----------------------------|--|-------------------|
| <i>Library</i> | | 45,447,701 |
| Total Appropriation | | 45,447,701 |

SPECIAL EXCISE TAXES FUND (1511)

| | | |
|----------------------------|--|-------------------|
| <i>Nondepartmental</i> | | 15,813,000 |
| Total Appropriation | | 15,813,000 |

LAND CORNER PRESERVATION FUND (1512)

| | | |
|--|--------------------|------------------|
| <i>Business & Community Services</i> | | 914,857 |
| | <i>Contingency</i> | 743,404 |
| Total Appropriation | | 1,658,261 |

INMATE WELFARE FUND (1513)

| | | |
|----------------------------|---------------------|------------------|
| <i>Community Justice</i> | | 19,400 |
| <i>Sheriff</i> | | 1,301,375 |
| | <i>All Agencies</i> | 1,320,775 |
| Total Appropriation | | 1,320,775 |

Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

GENERAL FUND (1000)

| | | |
|--|---------------------------|--------------------|
| <i>Nondepartmental</i> | | 102,695,534 |
| <i>District Attorney</i> | | 16,132,462 |
| <i>School & Community Partnerships</i> | | 14,970,185 |
| <i>County Human Services</i> | | 30,520,645 |
| <i>Health</i> | | 43,908,351 |
| <i>Community Justice</i> | | 43,309,946 |
| <i>Sheriff</i> | | 79,681,279 |
| <i>Business & Community Services</i> | | 33,097,712 |
| All Agencies | | 364,316,114 |
| <i>Cash Transfers</i> | Library Fund | 17,388,192 |
| | Revenue Bond Sinking Fund | 64,450 |
| | Justice Bond Project Fund | 930,000 |
| Total Cash Transfers | | 18,382,642 |
| Contingency | | 6,121,630 |
| Total Appropriation | | 388,820,385 |

STRATEGIC INVESTMENT PROGRAM FUND (1500)

| | | |
|--|----------------------|------------------|
| <i>Nondepartmental</i> | | 2,267,326 |
| <i>School & Community Partnerships</i> | | 208,764 |
| All Agencies | | 2,476,090 |
| <i>Cash Transfers</i> | General Reserve Fund | 784,751 |
| Total Appropriation | | 3,260,841 |

ROAD FUND (1501)

| | | |
|--|--------------------------------|-------------------|
| <i>Business & Community Services</i> | | 40,752,701 |
| <i>Cash Transfers</i> | Bicycle Path Construction Fund | 56,000 |
| | Willamette River Bridge Fund | 5,286,886 |
| Total Cash Transfers | | 5,342,886 |
| Total Appropriation | | 46,095,587 |

EMERGENCY COMMUNICATIONS FUND (1502)

| | | |
|----------------------------|--|----------------|
| <i>Sheriff</i> | | 209,957 |
| Total Appropriation | | 209,957 |

BICYCLE PATH CONSTRUCTION FUND (1503)

| | | |
|--|--|----------------|
| <i>Business & Community Services</i> | | 330,200 |
| Total Appropriation | | 330,200 |

RECREATION FUND (1504)

| | | |
|--|--|----------------|
| <i>Business & Community Services</i> | | 116,000 |
| Total Appropriation | | 116,000 |

ATTACHMENT C

The Board makes the following response to the recommendation made by the Tax Supervising and Conservation Commission (TSCC) which is contained in the letter certifying the FY 2005 County budget.

Objection – Debt Service Number

Due to an error in the resolution approving the budget, the levy set by the Multnomah County Budget Committee will not be sufficient to make the debt service payments. At the time of adoption the Board shall increase the Debt Service Levy to \$8,091,576.

Response:

The Approved Budget Resolution Debt Service Levy figure was the amount budgeted to cover debt service payments only. This amount did not include a calculation for delinquencies and non-payment. The Debt Service Levy has been corrected to reflect the number recommended by Tax Supervising and it will be updated on the LB-50 form that directs the County Assessor to levy the taxes.

Recommendation – Expenditures Exceeding Appropriation Authority

The audit for the year ending June 30, 2003 notes the following expenditures in excess of appropriations:

| | |
|--|--------------------|
| <i>General Fund: Health Services</i> | <i>\$3,833,000</i> |
| <i>Revenue bond Project Fund:</i> | |
| <i> Business & Community Services</i> | <i>\$ 173,000</i> |

Local Budget Law does not allow the expenditure of monies beyond the legal authority. All funds need to be closely monitored throughout the year to ensure appropriations are in place prior to expending monies.

Response:

In the General Fund, the Health Department exceeded its appropriation as a result of a new revenue contract with the Oregon Office of Medical Assistance Programs (OMAP) which was not finalized until after the year ended. Under the terms of the contract, the Health Department received \$7,322 in Medicaid revenue to reimburse expenditures incurred in fiscal years 2002 and 2003 but was required to pay the 50% local match required by the federal Medicaid program, in the amount of \$3,661, which was not budgeted. While this transaction was the primary reason the Health Department over expended its appropriations, it also resulted in \$3,661 net revenue to the County.

The Department of Business and Community Services exceeded its appropriation in two areas. The Revenue Bond Project fund, which supports the Port City Development project, incurred as a result of environmental and construction problems that were required to be corrected before the building could be approved for occupancy. The Dunthorpe-Riverdale Service District's over expenditure was due to unscheduled emergency maintenance to repair the sewer system owned by the District.

All over expenditures were funded by available fund balances. The Finance and Budget Office, and County staff has been closely monitoring expenditures and revenues in these and other funds during FY 2004. Continuing in FY 2005, Finance and Budget Division, and those affected departments will be reporting to the Board of County Commissioners on a quarterly basis to report on revenue and expenditure data in the form of a Quarterly Financial Report

Attachment D
FY 2005 Budget Notes
June 10, 2004

**Maximize Use of
Available Beds**

In an effort to better use the limited number of jail beds for those offenders who pose the greatest risk to community safety, the County's public safety group in partnership with other public safety agencies shall address the following four issues:

- 1) Streamline the unsentenced supervision services system (Closed Street Supervision and Pre-trial Release Services) by reducing the amount of time in jail from booking to supervision, decreasing the number of repeat offender interviews while increasing the proportion of interviews which lead to program acceptance, and assuring that programs receive only those clients consistent with their risk-level.
- 2) Increase the number and proportion of in-custody offenders, both sentenced and unsentenced, under electronic monitoring by subsidizing eligible candidates who do not have the resources to pay and through enhanced electronic monitoring (GPS) for offenders with housing stability issues that may bar them from traditional electronic monitoring.
- 3) Identify the amount, proportion, and cost of failures to appear (FTA) which occur at booking, which utilize jail space, which are handled by the DA's office, and which impact the backlog of undelivered warrants.
- 4) Clarify how County booking and various bed rental policies impact the number and type of matrix releases that occur in the community.

The Board of County Commissioners shall be briefed quarterly on their progress of each of these areas. Briefings shall include identification of the issue, the associated direct cost to the county, and corrective actions which include both anticipated savings and implementation timelines to address the problem.

Flash Money

The County understands that, on occasion, the use of large sums of money known as "flash money" is a necessary element to the successful investigation of drug, property, and other types of crimes by the Sheriff's Office. In order to further an investigation, the use of flash money is an important tool to the infiltration of the criminal enterprise and in gaining the acceptance and confidence of an alleged criminal. The County also understands that there is a risk of loss when flash money is used during these types of investigations. The County acknowledges the sum of \$100,000 as an acceptable risk when using flash money in a criminal investigation.

Position Control

The Budget Office will develop a plan to implement position control in SAP. The Budget Office will report back to the Board on scope of work, timeline, requirements, costs and risks. Human Resources will assign sufficient staff resources to help support the Budget Office until

Attachment D
FY 2005 Budget Notes
June 10, 2004

the completion of the project. The Budget Office will provide quarterly updates to the Board of Commissioners on progress.

All newly created positions or positions proposed for reclassification must receive prior approval from the Board. *Human Resources will work with the County Attorney's Office to establish a procedure for this process.*

Military Duty

Human Resources shall develop and propose a countywide policy and procedure regarding the management and tracking of persons on active military duty. Human Resources shall bring this policy back to the Board by September 2004, for Board approval.

**Out of State
Travel**

All out of state travel must be approved for payment by the Chair's Office or the Elected Official to whom the employee reports prior to any departure. This Budget Note shall be incorporated into the County's Administrative Rules.

**Facilities Capital
& Maintenance
Projects**

No reallocation of funds from capital or maintenance projects shall occur without review and approval from the Chief Financial Officer. Projects that will exceed their budgeted appropriation in excess of five percent *up to \$25,000 will need to be approved by the Chief Financial Officer, over \$25,000 will need to be brought back to the Board for approval.* Facilities shall report to the Board on a semi annual basis the progress of capital projects and the financial status of capital and maintenance projects.

**Departmental
Reorganizations**

Multnomah County continually strives to provide public services in the most efficient, effective manner possible. A rapidly changing social and financial environment has frequently required the County to re-align its services to meet community needs—but constant service delivery system changes do not allow time for efficiencies to be fully realized.

Therefore, because the structure and organization of the Multnomah County departments can have a profound effect on the financing and delivery of services and the ability to track and report data, proposed department reorganizations will be reviewed by a committee designated by the Chair's Office, to include but not limited to representatives from the department, advisory committee or CBAC, and Budget Office. The department head and the Budget Office will report back to the Board of County Commissioners regarding the costs and risks involved and that a reorganization is in fact the appropriate means to accomplish the end.

Attachment D
FY 2005 Budget Notes
June 10, 2004

The Board will have final approval on the proposed reorganization. *The Chair's Office will work with the Budget Office and County Attorney's Office to establish a procedure for this process.*

Use of Carryover

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

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

Finance and Budget is also directed to return to the Board prior to development of the FY 2006 budget for a policy discussion regarding the future use of carry over.

**Mead Building
Security Contract**

The Department of Community Justice will issue an RFP for contracted security services for the exterior of the Mead Building at the end of the current security contract in 2005.

**Teen Pregnancy
Prevention**

Budget Amendment 05-OSCP-BA-06 funds (\$89,300) to be used for teen pregnancy prevention. The Commission on Children Families and Community will develop service model components in collaboration with Multnomah County Teen Parent Network, the Community Safety Net Advisory Council and others and report back to the Board on the service model by September 2004.

**Youth
Involvement in
Gangs**

Budget Amendment 05-DCHS-BA-03 funds (\$218,000) to be used to provide 2.00 bilingual (Spanish) – bicultural intensive case managers and 1.00 bilingual (Spanish) alcohol & drug treatment specialist. These services will reduce youth involvement in gangs. Youth living in East County and in Portland will be served. DCHS will work with DCJ Juvenile Community Justice and members of the Latino Gang Violence

Attachment D
FY 2005 Budget Notes
June 10, 2004

Prevention Task Force to develop the program model and the RFP by September 2004.

**Mental Health
Services for
Eastern European
Communities**

Multnomah County's Eastern European community does not have good access to the County Mental Health services. Budget Amendment 05-DCHS-BA-04 funds will be used in conjunction with \$50,000 of DCHS funds to enhance culturally specific services to the Eastern European community. DCHS will report back to the Board with a proposal by September 2004

**School Attendance
Initiative**

The Office of School and Community Partnerships will meet with Portland Public School District and MESD over the summer months to discuss strategies for how to address the school attendance and retention issues as a result of the reduction of County funding for the School Attendance Initiative for FY 2005. The department will report back to the Board of County Commissioners in September 2004 with the outcome of these discussions.

BOGSTAD Deborah L

From: CARROLL Mary P on behalf of SERENA CRUZ
Sent: Friday, June 11, 2004 3:41 PM
To: SERENA CRUZ
Subject: Cruzmail

Cruzmail is an occasional update from my office. We created *Cruzmail* to try to provide you with information about my district, the County and/or our region. If you do not want to receive *Cruzmail*, please reply to this message and I will remove your address from this list. I hope you enjoy this *Cruzmail*!

Multnomah County's FY 04-05 Budget Approved

June 11, 2004 – Yesterday, the Board of County Commissioners unanimously approved the FY 04-05 County Budget. This was a remarkable budget process and the final budget greatly benefited from the unprecedented collaboration and creativity of my fellow Commissioners. I am proud to have worked with my colleagues to find savings to restore critical services to the most vulnerable.

Here are some of my Budget priorities that I would like to highlight:

Ending Homelessness. We will not make progress toward ending homelessness if we can't even maintain our current investments in the system. My colleagues and I were able to maintain funding in the following areas:

- The Board restored cuts proposed for **emergency housing vouchers**. These vouchers serve 450 homeless individuals and families as well as those impacted by domestic violence. We heard forceful testimony from the community and our regional partners that these vouchers are a vital part of the housing continuum.
- We restored County funds to the **Community Transitional School**, which does an outstanding job of providing a safe, stable and academically challenging educational environment for homeless children.
- Funds were restored to **LearnLinks**, a YWCA program which serves the unique educational needs of children in homeless families. LearnLinks staff and volunteers work after school and during the summer at seven Portland area homeless sites, providing the extra academic and social support the children need to stay in school and succeed there -- their best hope of escaping a future of continued poverty and homelessness.

Making Multnomah County residents healthier. Some of the most devastating cuts are those facing our mental and physical health care system. The Oregon Health Plan is taking significant cuts, so many of our services are funded by providing services to the insured. Our Health Department alone is facing nearly an \$8 million shortfall due to the lack of these

funds. We lost a very important health clinic in Southeast Portland, but we were able to restore the following services:

- I worked with my fellow Commissioners to restore cuts to the **School Based Health Clinics** hours, outreach program and summer school based health clinics. Our clinics are a wise investment: we screen for and treat disease, prevent unwanted pregnancies, promote healthy choices and the avoidance of risky behavior so that kids stay in school.
- The County first became involved in the revitalization of the Cully neighborhood in 1992. As a partner in the revitalization effort, the County created a highly successful model for the delivery of services to a primarily low income, Latino community. The County health clinic, **La Clinica de Buena Salud** provides primary health care to over 5,200 clients per year - 97% of whom are Latino. My colleagues and I were able to fully restore this clinic.
- We redirected money to restore **teen pregnancy prevention** services.
- **New Options for Women** will continue to provide mental health, education, housing and drug & alcohol treatment to women who need assistance to get out of the sex industry. Some of the clients they serve are under 18 years of age.
- An evaluation of the County's mental health services showed us that the Eastern European community was not accessing our services. In this budget we committed \$75,000 for community-based **mental health services to the Eastern European community**.
- I am very proud that my colleagues supported my proposals to dedicate \$300,000 to reduce **Latino gang violence**. We will provide over \$200,000 for new mental health and intensive case management funds for Latino youth who are at risk of becoming gang involved. Youth in East County and Portland will receive culturally competent mental health and A&D services. We also restored a 25% cut of federal block grant money that would have devastated outreach services to Latino and African American youth. Feel free to review our recent *Latino Youth Gang Violence Report*, the report explains the importance of these intervention efforts.

While we had to make many difficult decisions, nevertheless, my colleagues and I were able to make fiscally responsible investments in programs that will yield a healthier, safer community. I am thankful for the hard work and creativity of my fellow Board members that made this budget possible.

Serena

To check out other issues that my office is working on, or past issues of *Cruzmail*, please look up our website at <http://www.co.multnomah.or.us/cc/ds2/>.

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Monday, June 21, 2004 9:58 AM
To: FULLER Joanne; SHERIFF; SCHRUNK Michael D; PATE Patricia; SHIRLEY Lillian M; POE Lorenzo T; JOHNSON Cecilia; MOUNTS Tony D; BOYER Dave A; BALL John
Cc: COLDWELL Shaun M; AAB Larry A; MARCY Scott; WILTON Nancy L; FORD Carol M; LEAR Wendy R; TINKLE Kathy M; MAESTRE Robert A; KAPLAN Daniel; HARRIS Mindy L; NEBURKA Julie Z; HAY Ching L; JASPIN Michael D; ELKIN Christian; NICE Matt L; CAMPBELL Mark; BOGSTAD Deborah L
Subject: FY 2005 Adopted Budget Notes

Good Morning All-

Attached please find a copy of the FY 2005 Adopted Budget Notes. The Budget Notes will impact all departments this year. Many of the Notes require a department to return to the Board with a proposal, recommendation or progress report. Please share this information with your managers, as many of the Notes will change how we have done business in the past.

The chart below summarizes the Budget Notes and affected departments. All departments have been included in the Position Control Budget Note, as changes in SAP will likely impact everyone.

Cheers,
Karyne

FY 2005 Budget Notes

| | DCJ | DA | MCSO | OSCP | Health | DCHS | BCS |
|-------------------------------------|-----|----|------|------|--------|------|-----|
| Maximize Use of Available Jail Beds | X | X | X | | X | | X |
| Flash Money | | | X | | | | |
| Position Control | X | X | X | X | X | X | X |
| Military Duty | X | X | X | X | X | X | X |
| Out of State Travel | X | X | X | X | X | X | X |
| Capital & Maintenance Projects | | | | | | | X |
| Departmental Reorganizations | X | | | X | X | X | X |
| Use of Carryover | X | X | X | X | X | X | X |
| Mead Building Security Contract | X | | | | | | |
| Teen Pregnancy Prevention | | | | X | | | |
| Youth Involvement in Gangs | X | | | | | X | |
| MH Services Eastern European | | | | | | X | |
| School Attendance Initiative | | | | X | | | |

6/21/2004

Attachment D
FY 2005 Budget Notes
June 10, 2004

**Maximize Use of
Available Beds**

In an effort to better use the limited number of jail beds for those offenders who pose the greatest risk to community safety, the County's public safety group in partnership with other public safety agencies shall address the following four issues:

- 1) Streamline the unsentenced supervision services system (Closed Street Supervision and Pre-trial Release Services) by reducing the amount of time in jail from booking to supervision, decreasing the number of repeat offender interviews while increasing the proportion of interviews which lead to program acceptance, and assuring that programs receive only those clients consistent with their risk-level.
- 2) Increase the number and proportion of in-custody offenders, both sentenced and unsentenced, under electronic monitoring by subsidizing eligible candidates who do not have the resources to pay and through enhanced electronic monitoring (GPS) for offenders with housing stability issues that may bar them from traditional electronic monitoring.
- 3) Identify the amount, proportion, and cost of failures to appear (FTA) which occur at booking, which utilize jail space, which are handled by the DA's office, and which impact the backlog of undelivered warrants.
- 4) Clarify how County booking and various bed rental policies impact the number and type of matrix releases that occur in the community.

The Board of County Commissioners shall be briefed quarterly on their progress of each of these areas. Briefings shall include identification of the issue, the associated direct cost to the county, and corrective actions which include both anticipated savings and implementation timelines to address the problem.

Flash Money

The County understands that, on occasion, the use of large sums of money known as "flash money" is a necessary element to the successful investigation of drug, property, and other types of crimes by the Sheriff's Office. In order to further an investigation, the use of flash money is an important tool to the infiltration of the criminal enterprise and in gaining the acceptance and confidence of an alleged criminal. The County also understands that there is a risk of loss when flash money is used during these types of investigations. The County acknowledges the sum of \$100,000 as an acceptable risk when using flash money in a criminal investigation.

Position Control

The Budget Office will develop a plan to implement position control in SAP. The Budget Office will report back to the Board on scope of work, timeline, requirements, costs and risks. Human Resources will assign sufficient staff resources to help support the Budget Office until

Attachment D
FY 2005 Budget Notes
June 10, 2004

the completion of the project. The Budget Office will provide quarterly updates to the Board of Commissioners on progress.

All newly created positions or positions proposed for reclassification must receive prior approval from the Board. Human Resources will work with the County Attorney's Office to establish a procedure for this process.

Military Duty

Human Resources shall develop and propose a countywide policy and procedure regarding the management and tracking of persons on active military duty. Human Resources shall bring this policy back to the Board by September 2004, for Board approval.

**Out of State
Travel**

All out of state travel must be approved for payment by the Chair's Office or the Elected Official to whom the employee reports prior to any departure. This Budget Note shall be incorporated into the County's Administrative Rules.

**Facilities Capital
& Maintenance
Projects**

No reallocation of funds from capital or maintenance projects shall occur without review and approval from the Chief Financial Officer. Projects that will exceed their budgeted appropriation in excess of five percent up to \$25,000 will need to be approved by the Chief Financial Officer, over \$25,000 will need to be brought back to the Board for approval. Facilities shall report to the Board on a semi annual basis the progress of capital projects and the financial status of capital and maintenance projects.

**Departmental
Reorganizations**

Multnomah County continually strives to provide public services in the most efficient, effective manner possible. A rapidly changing social and financial environment has frequently required the County to re-align its services to meet community needs—but constant service delivery system changes do not allow time for efficiencies to be fully realized.

Therefore, because the structure and organization of the Multnomah County departments can have a profound effect on the financing and delivery of services and the ability to track and report data, proposed department reorganizations will be reviewed by a committee designated by the Chair's Office, to include but not limited to representatives from the department, advisory committee or CBAC, and Budget Office. The department head and the Budget Office will report back to the Board of County Commissioners regarding the costs and risks involved and that a reorganization is in fact the appropriate means to accomplish the end.

Attachment D
FY 2005 Budget Notes
June 10, 2004

The Board will have final approval on the proposed reorganization. The Chair's Office will work with the Budget Office and County Attorney's Office to establish a procedure for this process.

Use of Carryover

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

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

Finance and Budget is also directed to return to the Board prior to development of the FY 2006 budget for a policy discussion regarding the future use of carry over.

**Mead Building
Security Contract**

The Department of Community Justice will issue an RFP for contracted security services for the exterior of the Mead Building at the end of the current security contract in 2005.

**Teen Pregnancy
Prevention**

Budget Amendment 05-OSCP-BA-06 funds (\$89,300) to be used for teen pregnancy prevention. The Commission on Children Families and Community will develop service model components in collaboration with Multnomah County Teen Parent Network, the Community Safety Net Advisory Council and others and report back to the Board on the service model by September 2004.

**Youth
Involvement in
Gangs**

Budget Amendment 05-DCHS-BA-03 funds (\$218,000) to be used to provide 2.00 bilingual (Spanish) – bicultural intensive case managers and 1.00 bilingual (Spanish) alcohol & drug treatment specialist. These services will reduce youth involvement in gangs. Youth living in East County and in Portland will be served. DCHS will work with DCJ Juvenile Community Justice and members of the Latino Gang Violence

Attachment D
FY 2005 Budget Notes
June 10, 2004

Prevention Task Force to develop the program model and the RFP by September 2004.

**Mental Health
Services for
Eastern European
Communities**

Multnomah County's Eastern European community does not have good access to the County Mental Health services. Budget Amendment 05-DCHS-BA-04 funds will be used in conjunction with \$50,000 of DCHS funds to enhance culturally specific services to the Eastern European community. DCHS will report back to the Board with a proposal by September 2004

**School Attendance
Initiative**

The Office of School and Community Partnerships will meet with Portland Public School District and MESD over the summer months to discuss strategies for how to address the school attendance and retention issues as a result of the reduction of County funding for the School Attendance Initiative for FY 2005. The department will report back to the Board of County Commissioners in September 2004 with the outcome of these discussions.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-076

Adopting the 2005 Budget for Multnomah County and Making Appropriations Thereunder,
Pursuant to ORS 294.435

The Multnomah County Board of County Commissioners Finds:

- a. The Multnomah County budget, as prepared by the duly appointed Budget Officer has been considered and approved by the Board.
- b. A public hearing on this budget was held before the Multnomah County Tax Supervising and Conservation Commission on the 9th day of June 2004.
- c. The budget is on file in the Office of the Chair of Multnomah County.
- d. The Board has made certain amendments to the above-described budget and those amendments are attached to this resolution as Attachment A.
- e. The appropriations authorized are attached to this resolution as Attachment B.
- f. The Tax Supervising and Conservation Commission has certified the budget and the Board response to the objection and recommendation of the Tax Supervising and Conservation Commission is attached to this resolution as Attachment C.
- g. Board notes of actions to be taken during the next year are attached to this resolution as Attachment D.

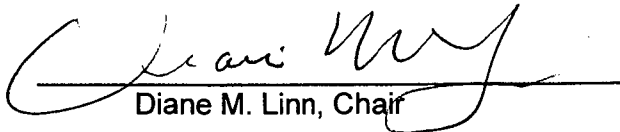
The Multnomah County Board of County Commissioners Resolves:

1. The budget, including Attachments A, B, C and D, is adopted as the budget of Multnomah County, Oregon.
2. The appropriations shown in Attachment B are authorized for the fiscal year July 1, 2004 to June 30, 2005.

ADOPTED this 10th day of June, 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

Agnes Sowle, County Attorney

Summary of Budget Changes

FY 2005

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Posted Amendments

Technical Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|---|----------------|----------------|--------------------------|-------------|
| 05_BCS_TA_01 | Business Services-SAP Finance Operations Reduces Capital Lease Retirement Fund payment and salary savings by \$34,099. | 0 | 0 | 0 | 0.00 |
| 05_BCS_TA_02 | Community Services-Elections. Shifts debt payment to the appropriate cost element. Road Fund-corrects negative amount budgeted. | 0 | 0 | 0 | 0.00 |
| 05_BCS_TA_04 | Business Services-FREDS-Materiels Mgmt -increases IT service reimbursement by \$4,871 due to move to the Banfield location. | 4,871 | 0 | 0 | 0.00 |
| 05_BCS_TA_05 | CBS-Placeholder. This amendment balances the internal service funds. The change amounts cannot be finalized until other amendments that impact internal services are completed. | 166,176 | 666,701 | 7,977 | 0.00 |
| | BCS Total | 171,047 | 666,701 | 7,977 | 0.00 |
| 05_DCHS_TA_01 | Merges two HUD Horizons grants in the Domestic Violence unit into one for accounting purposes. | 0 | 0 | 0 | 0.00 |
| | DCHS Total | 0 | 0 | 0 | 0.00 |
| 05_DCJ_TA_01 | Reduces professional services to increase communications by \$4,400 to support a contract with Fleishman-Hillard for public relations. The goal of the PR is to gain national awareness for Juvenile Detention reform, educate mainstream media, explain how detention techniques lead to safer communities and ultimately significant savings for taxpayers and businesses, and position Multnomah County as a national model. | 0 | 0 | 0 | 0.00 |
| | DCJ Total | 0 | 0 | 0 | 0.00 |
| 05_HD_TA_01 | Corrects Early Childhood Services reorganization by re-distributing staff among the remaining three sites. Increases Medicaid revenues by \$76,972 due to increased productivity of provider teams. | 76,821 | 76,975 | 151 | 0.80 |
| 05_HD_TA_02 | Makes adjustments to balance SPNS Outreach grant award and to move Oregon Primary Care Association dues payment from the Director's Office into the correct cost center in the Integrated Clinical Services Division. | -632 | -632 | 0 | -0.10 |
| 05_HD_TA_03 | Restores capital expenditure accidentally omitted in constraint. Constraint reduction of 5.8% applies. Supplies reduced to cover DBCS-Finance charge. | 15,559 | 1,429 | -14,130 | 0.00 |
| | HD Total | 91,748 | 77,772 | -13,979 | 0.70 |
| 05_MCSO_TA_01 | Transfers \$4,124 from supplies to correctly reflect the telecommunications services at MWRC. There is no impact to MCSO's General Fund but there is an increase of \$4,124 to the Telephone Fund and a decrease of (\$62) to Finance Operations. | 4,062 | 4,062 | 0 | 0.00 |
| | MCSO Total | 4,062 | 4,062 | 0 | 0.00 |
| 05_NOND_TA_02 | Removes \$46 budgeted in error in Auditor's Office ITAX budget. | -46 | 0 | 46 | 0.00 |
| 05_NOND_TA_03 | Accounting change only: moves Regional Investment Board program dollars out of the SIP Fund and into the Federal-State Fund. No net change. | 0 | 0 | 0 | 0.00 |
| 05_NOND_TA_04 | Adds enhanced services Facilities charges to Nondepartmental budget that were omitted in the request. Reduces TRANS interest expense for no net change to the Nondepartmental budget. Increases the Facilities Fund by \$48,075 in service reimbursement revenue. | 41,204 | 48,075 | 0 | 0.00 |
| | NOND Total | 41,158 | 48,075 | 46 | 0.00 |
| 05_OSCP_TA_01 | Moves \$4,000 from School Age Policy Framework (SAPF) professional services to pass through to correctly budget for the Region 4 SAPF contract. | 0 | 0 | 0 | 0.00 |
| | OSCP Total | 0 | 0 | 0 | 0.00 |
| | Total | 308,015 | 796,610 | -5,956 | 0.70 |

Summary of Budget Changes

FY 2005

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Posted Amendments

Staff Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|---|---------------|---------------|--------------------------|--------------|
| 05_BCS_SA_01 | Business Services IT- Moves positions to different cost centers and corrects job classification that were budgeted incorrectly. | 0 | 0 | 0 | 0.00 |
| 05_BCS_SA_02 | Business Services-HR Adds \$38,753 for a 0.50 FTE transfer from DCJ inadvertently left out of the budget. Funded with salary savings. | 0 | 0 | 0 | 0.50 |
| 05_BCS_SA_04 | Business Services-Facilities Moves positions due to an internal reorganization. | 0 | 0 | 0 | 0.00 |
| 05_BCS_SA_05 | Community Services-Bridge Fund - Corrects five job classifications. | 0 | 0 | 0 | 0.00 |
| 05_BCS_SA_07 | Business Services-Administration- Corrects a Job Classification from Health Services Manager Sr to Program Manager Sr. | 0 | 0 | 0 | 0.00 |
| 05_BCS_SA_08 | FBAT-Changes Program Manager Sr to Chief Financial Officer due to reclassification. To be funded within existing resources. | 0 | 0 | 0 | 0.00 |
| BCS Total | | 0 | 0 | 0 | 0.50 |
| 05_DA_SA_01 | Shifts \$63,243 budgeted in Premium in the Felony Division Administration to fund 0.54 FTE for a DDA 3 in Unit C. | 7,084 | 7,084 | 0 | 0.54 |
| DA Total | | 7,084 | 7,084 | 0 | 0.54 |
| 05_DCHS_SA_01 | Increases an Office Assistant position by 0.25 FTE for \$13,434 in Aging & Disability Services' Long Term Care Southeast District Office by reducing contract funds for special services/advocacy. | 2,784 | 2,784 | 0 | 0.25 |
| 05_DCHS_SA_02 | Moves 3.00 positions within the Aging & Disability Services' Long Term Care District Offices to balance case loads. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_SA_03 | Moves a 0.80 FTE Mental Health Consultant from the Call Center Safety Net Program to the Quality Management program. This position is responsible for the Verity Member Services Line. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_SA_04 | Cuts a vacant 0.83 FTE mental health consultant in the School Mental Health unit to fund a new 1.00 FTE supervisor position in the School Mental Health unit of the System of Care program in the Mental Health & Addiction Services division due to compliance issues with OAR's pertaining to clinical supervision. | 0 | 0 | 0 | 0.17 |
| 05_DCHS_SA_05 | Adjusts staffing in the Mental Health & Addictions Division. A 0.80 FTE Mental Health Consultant is moved from the Quality Management Program to the Community Mental Health Program; a 0.50 FTE Data Tech is moved from Business Operations to the Community Mental Health Program. Several mental health consultant/ acute care coordinator position classifications are corrected. | 0 | 0 | 0 | 0.00 |
| DCHS Total | | 2,784 | 2,784 | 0 | 0.42 |
| 05_DCJ_SA_01 | Relocates 7.00 FTE (1.00 Administrative Analyst, 6.00 Office Assistants 2's) among various programs in the Adult Services Division. The transfers result in a zero net change to FTE, personnel dollars, indirect and operational charges, and funds. | 0 | 0 | 0 | 0.00 |
| 05_DCJ_SA_02 | Reduces the reliance on on-call personnel in the Juvenile Custody Units by reprogramming \$50,305 to support 1.00 FTE for a Juvenile Custody Services Specialist. | 8,134 | 8,134 | 0 | 1.00 |
| DCJ Total | | 8,134 | 8,134 | 0 | 1.00 |
| 05_HD_SA_01 | Makes various minor changes to HD positions: corrects JCN's, corrects FTE amounts, adjusts dollar amounts between temp and on-call. | 3,888 | 3,888 | 0 | 0.60 |
| HD Total | | 3,888 | 3,888 | 0 | 0.60 |
| 05_OSCP_SA_01 | Cuts 1.00 FTE Program Development Specialist in Energy Services and reassigns duties to cover costs associated with class comp studies. (SAI staff re-class \$14,491; PDS class comp study \$32,610) | -7,696 | -7,696 | 0 | -1.00 |
| OSCP Total | | -7,696 | -7,696 | 0 | -1.00 |
| Total | | 14,194 | 14,194 | 0 | 2.06 |

Summary of Budget Changes

FY 2005

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Posted Amendments

Revenue Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|---|----------------|----------------|--------------------------|-------------|
| 05_BCS_RA_01 | Community Services-Road Fund. Increases revenue by \$35,000 from the City of Gresham for a local project. | 35,000 | 35,000 | 0 | 0.00 |
| | BCS Total | 35,000 | 35,000 | 0 | 0.00 |
| 05_CNTY_RA_01 | Budgets Prior Year Property Tax revenue in the General Obligation Bond Sinking Fund. The addition of this revenue will enable the County to reduce the amount of the tax levy to support repayment of bonded debt. | 0 | 0 | 0 | 0.00 |
| 05_CNTY_RA_02 | Adds Interest revenue to County School Fund and Data Processing Fund. | 500 | 45,500 | 0 | 0.00 |
| | CNTY Total | 500 | 45,500 | 0 | 0.00 |
| 05_DCHS_RA_01 | Increase the Developmental Disabilities appropriation by \$326,258 to reflect the most recent contract amendments from the State of Oregon. The amendment also reclassifies 1) Program Development Specialist to a Senior Program Development Specialist Senior and 2) Program Development Specialist Senior to a Program Supervisor. | 303,458 | 303,591 | 133 | 0.00 |
| 05_DCHS_RA_02 | Changes revenue coding from "Fed thru State" to "Direct State Source" to properly characterize revenue sources. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_RA_03 | Increase the Aging & Disability Services' appropriation by \$143,577 due to increased Title III funds. These funds are for congregate meals (\$17,592), home delivered meals (\$2,526), and family caregiver services (\$123,459). | 145,921 | 145,921 | 0 | 0.00 |
| | DCHS Total | 449,379 | 449,512 | 133 | 0.00 |
| 05_DCJ_RA_01 | Going Home Grant - This grant was received in April 2004 after the budget was submitted. Revenue is being increased by \$22,500 to support A&D Continuing Care and Anger Management professional services. | 24,136 | 24,136 | 0 | 0.00 |
| 05_DCJ_RA_02 | Embrace Treatment Grant -was budgeted at \$88,017, the estimate was decreased to \$60,698 based on better information. The grant supports a consultant to research curriculum and develop training for treatment providers in family engagement techniques and family therapy for the Juvenile Services Division. | -31,955 | -32,016 | -61 | 0.00 |
| | DCJ Total | -7,819 | -7,880 | -61 | 0.00 |

Summary of Budget Changes

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Posted Amendments

Revenue Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|--|-------------|-----------|--------------------------|-------|
| 05_HD_RA_01 | Adjusts WIC revenues due to revised grant award for FY 2005. The increase of 1.90 FTE are existing employees who will not be laid off, as was originally planned. | 147,450 | 147,728 | 278 | 1.90 |
| 05_HD_RA_02 | Adjusts revenues in HIV & Hepatitis C Community Programs to reflect new funding formula. The new formula has a greater emphasis on HIV morbidity, which resulted in an increase of \$57,994 for Multnomah County. The new HIV prevention activities required under this funding stream include a focus on programs targeting HIV positive persons, developing uses for the new rapid testing technology and implementing CDC required interventions. | 65,030 | 65,167 | 137 | 0.00 |
| 05_HD_RA_03 | Revises revenue estimates in HIV Care Services Program to reflect reduction in funding from a new notice of grant award for the Ryan White Title 1 federal grant. Programmatic impacts include a reduction in funds for Health Insurance services to pay premiums, co-pays and deductibles for low-income people living with HIV. The decision to reduce this service category was made by our HIV Services Planning Council. Approximately 25-30 fewer people will be able to receive these services in FY 2005. Other impacts include a restructuring of personnel in the HIV Care Services Program including staff who administer the program and staff who support the HIV Services Planning Council activities. There is a net reduction of .80 FTE in permanent staff assigned to the program. | -149,672 | -149,944 | -272 | -0.80 |
| 05_HD_RA_04 | Adds two new grants to the Environmental Health Projects Program: EPA Child Care and Asthma grant (\$26,077) ; and State Drinking Water Grant (\$43,541). These grants were awarded after the budget request was completed. | 96,178 | 96,365 | 187 | 0.70 |
| 05_HD_RA_05 | Restores state Tobacco Prevention program funding on a reduced scale. This program was cut at the state level due to Measure 30, but the tobacco prevention community advocates were able to have the legislature reinstate a small portion of the funding to DHS. | 120,426 | 123,655 | 229 | 1.10 |
| HD Total | | 279,412 | 282,971 | 559 | 2.90 |
| 05_LIB_RA_01 | Adds \$500,185 in revenues from The Library Foundation for the following services: (1) Summer Reading 2004 \$90k; (2) Everybody Reads \$50k; (3) Rare Collections \$72.4k; (4) Promoting Rare Collections \$30k; (5) Books and Materials \$23k; (6) Storytelling Festival \$10k; (7) Children's Book Illustration Visits \$1k; (8) Books 2 U \$69,788; (9) Raising a Reader \$130k; (10) Director's Discretionary Fund \$20k; (11) Writer's Fair \$2k; and (11) Department Indirect \$1,997. In total the change adds 2.00 FTE (Books 2 U-- Outreach and Early Childhood Resource-- librarian). | 542,738 | 546,019 | 3,281 | 2.00 |
| LIB Total | | 542,738 | 546,019 | 3,281 | 2.00 |
| 05_NOND_RA_01 | Increases CCFC Court-Appointed Special Advocates (CASA) revenue in DCJ's CASA program. | 12,264 | 12,294 | 30 | 0.00 |
| NOND Total | | 12,264 | 12,294 | 30 | 0.00 |
| 05_OSCP_RA_01 | Removes the \$276,846 HUD Turning Point grant from the OSCP budget. Neighborhood House has been the sole provider and recipient of the grant funds. At the request of Neighborhood House, HUD will award the grant directly to Neighborhood House and assume all administrative responsibilities. | -289,317 | -290,029 | -712 | 0.00 |
| OSCP Total | | -289,317 | -290,029 | -712 | 0.00 |
| Total | | 1,022,157 | 1,073,387 | 3,230 | 4.90 |

Summary of Budget Changes

FY 2005

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Posted Amendments

Carryover Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|--|------------------|------------------|--------------------------|-------------|
| 05_BCS_CA_01 | CBS- Facilities Capital Funds. Adjusts BWC & budgets for several building projects with varied levels of carryover due to progress made during the year. New FY 2005 projects not presented during the Capital briefing include (1) replacement of a hot water storage tank at the Courthouse, \$50,000; (2) Juvenile Justice Center lighting upgrade, \$50,000; and (3) modifications to heating and ventilation at the Mid County Health Clinic, \$12,000. | 653,649 | 653,649 | 0 | 0.00 |
| 05_BCS_CA_02 | CBS-IT- Data Processing Fund - Carryover \$294,435 for the Automated Backup Scheduling software, and \$155,070 updating HALON fire suppressant. Both projects were delayed until FY 2005. | 466,495 | 466,495 | 0 | 0.00 |
| 05_BCS_CA_03 | Business Services-IT-Flat Fee. Reduces flat fee carryover by \$502k, due to recent computer purchases. | -502,063 | -502,063 | 0 | 0.00 |
| 05_BCS_CA_04 | Business Services-FREDS-Fleet Fund- Increases BWC by \$708,829 due to vehicle purchases delayed, in process, or removal of vehicles from fleet, as well as fund balance review. Distribution Fund- decreases BWC by \$6,607 due to fund balance review. | 645,005 | 702,222 | 0 | 0.00 |
| 05_BCS_CA_05 | Community Services-Road Fund Revises FY 2005 Transportation Capital Program to reflect delays in construction spending and updated project information. All projects were included in the April 27, 2004 Capital Briefing. | 2,004,809 | 2,004,809 | 0 | 0.00 |
| BCS Total | | 3,267,895 | 3,325,112 | 0 | 0.00 |
| 05_DCJ_CA_01 | General Fund \$153, 461 - Adds 2.00 FTE Clinical Coordinators to Juvenile Treatment Services to coordinate mental health care for detained youth. Funding will come from an increase in Beginning Working Capital resulting from under spending by DCJ in the General Fund for FY 2004. The funding will be held in contingency until the first quarter review validates the under spending. ONE TIME ONLY | 0 | 153,461 | 153,461 | 0.00 |
| DCJ Total | | 0 | 153,461 | 153,461 | 0.00 |
| 05_MCSO_CA_02 | Justice Services Special Operations Fund - \$115,000 of revenue in MCSO's dedicated fund for Work Crews will be carried over to FY 2005 to cover the cost of three trucks and the necessary work needed to retrofit them. The trucks were ordered in the Spring 2004 but due to delays in shipment will not be delivered until after June 30th. ONE TIME ONLY | 116,733 | 116,733 | 0 | 0.00 |
| 05_MCSO_CA_03 | Inmate Welfare Fund \$118,870 - The Commissary budget for the Inmate Welfare fund received more revenue than anticipated in FY 2004 due to the increase of beds from the passage of ITAX. The revenue is being carried forward in FY 2005 to purchase supplies specifically for inmates. ONE TIME ONLY | 124,763 | 125,067 | 304 | 0.00 |
| 05_MCSO_CA_04 | General Fund - MCSO received \$199,065 in FY 2004 from the State Criminal Alien Assistance Program (SCAAP) Grant. The funds were scheduled to assist in purchasing a long haul bus for the Corrections Transport Unit to move inmates between Multnomah County correctional facilities and two Oregon Department of Correction facilities located in Salem and Pendleton. MCSO was notified in May 2004 that the long haul bus would not be available until after July 1, 2004. The funds will be held in contingency until the ending balance is verified. ONE TIME ONLY | 0 | 199,065 | 199,065 | 0.00 |
| MCSO Total | | 241,496 | 440,865 | 199,369 | 0.00 |
| 05_NOND_CA_01 | General Fund carryover for \$5,000 in District 2 to implement the recommendations of the Latino Gang Violence Prevention Task Force. | 5,000 | 5,000 | 0 | 0.00 |
| NOND Total | | 5,000 | 5,000 | 0 | 0.00 |
| Total | | 3,514,391 | 3,924,438 | 352,830 | 0.00 |

Summary of Budget Changes

Posted Amendments

Program Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|--|----------------|----------------|--------------------------|-------------|
| 05_BCS_PA_01 | Community Services- Housing and SIP. This amendment accomplishes the following: (1) Increases an Administrative Secretary from 0.50 FTE to 0.80 FTE at a cost of \$11,602; (2) Budgets \$2,500 to join the Housing Alliance which advocates for the development of affordable housing; and (3) Corrects an error in SIP where the funding for a position was budgeted but the position was inadvertently left out. (1) and (2) are funded by increasing salary savings by \$14,386 achieved due to temporary reassignment of staff to Business Services. | 0 | 0 | 0 | 0.30 |
| 05_BCS_PA_02 | Community Services-Elections Moves 1.00 FTE back to Elections from Finance Operations because it was determined that the tasks were specific to Elections. | 0 | 0 | 0 | 0.00 |
| | BCS Total | 0 | 0 | 0 | 0.30 |
| 05_DCHS_PA_01 | Moves 1.80 FTE fiscal staff from County Business Services to Aging & Disability Services' Public Guardian program. Business Services determined that the positions perform department specific work and are needed within DCHS to maintain their workload. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_PA_02 | Eliminates 2.00 FTE in the Chief of Staff's Office to fund a new 1.00 FTE Program Manager 2 and \$50,442 in professional services. | -9,729 | -9,729 | 0 | -1.00 |
| 05_DCHS_PA_03 | Adds 2.00 FTE Office Assistant 2 positions for \$86,104 in the Medical Records unit of the Quality Management program in the Mental Health and Addiction Services Division due to increased workload, compliance issues, and regularly scheduled state audits. Subacute contracts are reduced to cover the costs of the positions. | 18,949 | 18,949 | 0 | 2.00 |
| 05_DCHS_PA_04 | Establishes the Mental Health Community Based Services unit in the Addiction Services program by combining 10.00 existing positions within the Mental Health & Addictions Division. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_PA_05 | Adds 1.00 FTE Mental Health Consultant and \$75,000 on call funding for the Involuntary Commitment unit of the Safety Net program in the Mental Health & Addiction Services division by reallocating State Mental Health MHS 24 funding. | 10,597 | 10,597 | 0 | 1.00 |
| | DCHS Total | 19,817 | 19,817 | 0 | 2.00 |
| 05_DCJ_PA_01 | The Juvenile Accountability Block Grant (JABG) funding for FY 2005 was reduced by 25%. The budget was submitted prior to engaging the planning process for reductions. This amendment aligns the budget with the recommendations by decreasing revenue by an additional \$10,612, cutting (0.34 FTE) and distributing the reduction to IRCO and Victory Outreach service providers. | -14,121 | -14,037 | 84 | -0.34 |
| 05_DCJ_PA_02 | Transfers 3.00 FTE (2.00 Contract Specialists and 1.00 Finance Specialist) from County Business Services back to DCJ. It was determined that the positions perform department specific and are necessary to maintain DCJ's workload. | 0 | 0 | 0 | 0.00 |
| 05_DCJ_PA_03 | DCJ's initial budget included a placeholder for the Department of Corrections (DOC) funding until better information was available. This amendment shifts the placeholder budget into Adult Services Programs. It increases FTE by 2.68 and reduces revenue by \$29,665. | -12,835 | -12,893 | -58 | 2.68 |
| | DCJ Total | -26,956 | -26,930 | 26 | 2.34 |
| 05_HD_PA_01 | Adds state and local revenues to the Vector Control program to pay for on-call staff to address summer workload increase due to mosquito surveillance and abatement. | 12,205 | 12,205 | 0 | 0.00 |
| 05_HD_PA_02 | Adds interdepartmental agreement revenue from the Road and Facilities Funds to the Vector Control budget. | 48,046 | 48,046 | 0 | 0.00 |
| 05_HD_PA_03 | Transfers Medical Accounts Receivable group (9.0 FTE) from DBCS-Business Services to the Health Department. It was determined that the positions perform department specific tasks and are necessary to maintain the Health Department's workload. | 0 | 0 | 0 | 0.00 |
| | HD Total | 60,251 | 60,251 | 0 | 0.00 |

Summary of Budget Changes

FY 2005

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Posted Amendments**Program Amendments**

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|--|----------------|----------------|--------------------------|--------------|
| 05_MCSO_PA_01 | \$1.0 million was restored in the Chair's Executive Budget to continue operating 1 dorm (57 jail beds); however, there was not enough time to detail the allocation so a placeholder was used. This amendment identifies where the funding will be used and increases MCSO's FTE by 10.60. | 182,257 | 182,257 | 0 | 10.60 |
| | MCSO Total | 182,257 | 182,257 | 0 | 10.60 |
| 05_NOND_PA_01 | Reduces the cash transfer of SIP Community Service Fee funds to the General Fund Reserve by \$75,000 and increases OSCP SIP expenditures by \$75,000 per Board Resolution 02-105 for housing assistance. | -68,273 | -68,089 | 184 | 0.00 |
| | NOND Total | -68,273 | -68,089 | 184 | 0.00 |
| | Total | 167,096 | 167,306 | 210 | 15.24 |

Summary of Budget Changes

Posted Amendments

Board Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|---------------|---|-------------------|-----------------|--------------------------|--------------|
| 05_BCS_BA_01 | 6/1 PROPOSAL: FBAT-Budget. Add 1.00 FTE Research/Evaluation Specialist II position to the Budget Office to work on Human Services evaluation. \$80,500. | 80,500 | 0 | -80,500 | 1.00 |
| 05_BCS_BA_02 | 6/1 PROPOSAL: CBS-Facilities-Reduces GF support by \$442,493 for Hooper Detox & Wapato facilities costs. Facilities will be maintained at the current budgeted level by reducing unneeded debt service expenditures of \$794,530. \$200k debt service expenditures will also be reallocated to professional services to cover contract increases due to Living Wage adjustments. The balance of \$148,257 is budgeted to Facilities Fund contingency. | -1,033,243 | -442,493 | 442,493 | 0.00 |
| 05_BCS_BA_03 | 6/1 PROPOSAL: CBS-Admin- Cuts 3.00 FTE Program Mgr Seniors (Account Managers). | -737,120 | -368,560 | 368,560 | -3.00 |
| | BCS Total | -1,689,863 | -811,053 | 730,553 | -2.00 |
| 05_CNTY_BA_01 | 6/1 PROPOSAL: Increase budgeted BIT revenue to bring estimate more into line with projected FY2004 collections. Revised amount per Board amendments list. Further amended to reflect additional \$25,000 proposed at 6/8 Board worksession. | 0 | 637,058 | 637,058 | 0.00 |
| | CNTY Total | 0 | 637,058 | 637,058 | 0.00 |
| 05_DA_BA_01 | 6/1 PROPOSAL: Restores \$98,000 of General Fund support for 1.00 Deputy District Attorney 2 in the Gresham Neighborhood DA Unit in East County. | 110,355 | 12,355 | -98,000 | 1.00 |
| | DA Total | 110,355 | 12,355 | -98,000 | 1.00 |
| 05_DCHS_BA_01 | 6/1 PROPOSAL: Directs DCHS to restore \$95,000 from existing resources to Prostitution Alternatives, returning the program to its full funding level. | 0 | 0 | 0 | 0.00 |
| 05_DCHS_BA_02 | 6/1 PROPOSAL: Restores \$152,817 to support 2.00 FTE (Case Manager Senior) in the Adult Protective Services program in the Aging & Disability Services division. | 177,443 | 24,626 | -152,817 | 2.00 |
| 05_DCHS_BA_03 | 6/1 PROPOSAL: Provides \$218,000 for DCHS to contract for mental health and A&D services to gang affected or gang involved youth. Provides \$82,250 for DCJ to fund gang outreach and prevention services for high risk youth of color. The amendment also re-allocates \$400,000 of funding within the MHAS division of DCHS to "free-up" County General Fund. | -96,682 | 3,068 | 99,750 | 0.00 |
| 05_DCHS_BA_04 | 6/8 PROPOSAL: Provides \$75,000 for mental health services to the Eastern European population by reallocating \$50,000 of funds within the DCHS budget and by adding \$25,000 from increased BIT revenue. | 25,400 | 400 | -25,000 | 0.00 |
| | DCHS Total | 106,161 | 28,094 | -78,067 | 2.00 |
| 05_DCJ_BA_01 | 6/1 PROPOSAL: Restores \$65,000 of General Fund to support 1.00 FTE Juvenile Counselor in the Gang Unit. | 76,648 | 11,648 | -65,000 | 1.00 |
| | DCJ Total | 76,648 | 11,648 | -65,000 | 1.00 |
| 05_HD_BA_01 | 6/1 PROPOSAL: Restores hours and days at all school-based health centers. Restores summer and evening hours, and outreach services. | 1,432,936 | -170,759 | -1,101,304 | 12.77 |
| 05_HD_BA_02 | 6/1 PROPOSAL: Restores dental sealant program. | 312,668 | 42,668 | -270,000 | 3.20 |
| 05_HD_BA_03 | 6/1 PROPOSAL: Restores La Clinica to full funding. | 593,609 | 93,609 | -500,000 | 6.90 |
| | HD Total | 2,339,213 | -34,482 | -1,871,304 | 22.87 |

Summary of Budget Changes

FY 2005

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Posted Amendments

Board Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|-------------------|---|------------------|------------------|--------------------------|--------------|
| 05_MCSO_BA_01 | 6/1 PROPOSAL: Restores 2.00 Civil Deputies in the Civil Processing Unit and 2.00 Deputy Sheriff's in the Traffic Safety Unit. These positions are funded from Contingency (\$300,000). In addition, MCSO is funding 1.00 Civil Deputy and 1.00 Detective who will participate in the regional Child Abuse Team. Total Restoration is \$370,446 and 6.00 FTE. | 368,471 | 68,471 | -300,000 | 6.00 |
| 05_MCSO_BA_02 | General Fund Carryover - MCSO projects \$1.5 million General Fund under spending for FY 2004. \$1.0 million will be held in reserve for MCSO until the ending balance can be confirmed with the difference falling to the fund balance. If MCSO's ending balance comes in less than projected the savings allocation will be prorated based on the current ratio (\$1M:\$500k). | 0 | 1,500,000 | 1,500,000 | 0.00 |
| 05_MCSO_BA_03 | Increases MCSO's budget by \$1,007,593 and 11.10 FTE by: (1) Increasing US Marshal rentals by 12 beds and \$507,642, aligning revenues more closely with actual bed rentals; and (2) Reducing contingency by \$499,951. | 1,198,761 | 698,810 | -499,951 | 11.10 |
| MCSO Total | | 1,567,232 | 2,267,281 | 700,049 | 17.10 |
| 05_NOND_BA_01 | 6/1 PROPOSAL: Increase federal legislative agenda contract services in the Public Affairs Office. | 51,500 | 750 | -50,750 | 0.00 |
| 05_NOND_BA_02 | 6/1 PROPOSAL: Cuts \$50,000 appropriation to OSU Extension Service. | -51,550 | -775 | 50,775 | 0.00 |
| 05_NOND_BA_03 | 6/1 PROPOSAL: Moves SIP Community Service Fee revenue from the General Reserve Fund to the General Fund to balance the BCC restoration package. Reduces General Reserve Fund by \$709,751; increases General Fund by the same amount. | -709,751 | 0 | 709,751 | 0.00 |
| NOND Total | | -709,801 | -25 | 709,776 | 0.00 |
| 05_OSCP_BA_01 | 6/1 PROPOSAL: Restores \$21,120 to Community Transitional School for Homeless Families. County General Fund funding is increased from \$30,000 to \$51,120. | 21,627 | 507 | -21,120 | 0.00 |
| 05_OSCP_BA_02 | 6/1 PROPOSAL: Restore \$10,000 to Learn Links. County General Fund funding is increased from \$20,000 to \$30,000. | 10,240 | 240 | -10,000 | 0.00 |
| 05_OSCP_BA_03 | 6/1 PROPOSAL: Restore \$177,871 for Clearinghouse Emergency Shelter Vouchers. | 182,141 | 4,270 | -177,871 | 0.00 |
| 05_OSCP_BA_04 | 6/1 PROPOSAL: Provides \$89,300 of General Fund for Teen Pregnancy Prevention to replace CCFC funds that were reallocated to support the school age policy framework. | 91,444 | 2,144 | -89,300 | 0.00 |
| 05_OSCP_BA_06 | 6/1 PROPOSAL: Restores \$75,000 for the Downtown Portland Homeless Youth Program. | 76,800 | 1,800 | -75,000 | 0.00 |
| OSCP Total | | 382,252 | 8,961 | -373,291 | 0.00 |
| Total | | 2,182,197 | 2,119,837 | 291,774 | 41.97 |

Summary of Budget Changes

FY 2005

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Posted Amendments

ITAX Amendments

| Trans ID | Description | Expenditure | Revenue | Effect on GF Contingency | FTE |
|--|--|-------------------|-------------------|--------------------------|--------------|
| 05_DA_IT_01 | ITAX funding was used to replace lost State revenue. Some activities funded by ITAX manage lower risk offenders. Due to additional cuts there is a gap between services for high and low risk offenders. This amendment address the gap by reprogramming low risk functions: (1.00) DDA2 in the Drug Unit, (1.00) DDA3 from Support Enforcement, contracts for Community Courts and a minor amount of funding for the Medical Examiner into services for high and medium risk offenders including: 1.00 DDA3 (Felony Unit D, aggravated assault, adult sex offenses, attempted murder), 1.00 DDA3 (Domestic Violence) and 0.46 DDA3 in Felony Unit C (robbery, burglary, arson). The net result is a loss of (0.54) FTE. | 369 | 369 | 0 | -0.54 |
| | DA Total | 369 | 369 | 0 | -0.54 |
| 05_DCHS_IT_01 | Reallocates \$71,273 in ITAX contract funds in the Adult Residential & Commitment Monitoring Unit of the Safety Net program in the Mental Health & Addiction Services division to fund 1.00 FTE Mental Health Consultant to expand outreach capacity. | 10,567 | 10,567 | 0 | 1.00 |
| | DCHS Total | 10,567 | 10,567 | 0 | 1.00 |
| 05_NOND_IT_01 | Increases ITAX pass-through expenditures to schools to reflect estimated FY 2005 collections plus carryforward from FY 2004. | 4,290,521 | 4,290,521 | 0 | 0.00 |
| | NOND Total | 4,290,521 | 4,290,521 | 0 | 0.00 |
| | Total | 4,301,457 | 4,301,457 | 0 | 0.46 |
| Grand Total (all amendment types) | | 11,509,507 | 12,397,229 | 642,088 | 65.33 |

ATTACHMENT B
Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

GENERAL FUND (1000)

| | | |
|--|---------------------------|--------------------|
| <i>Nondepartmental</i> | | 106,984,113 |
| <i>District Attorney</i> | | 16,230,532 |
| <i>School & Community Partnerships</i> | | 15,342,422 |
| <i>County Human Services</i> | | 30,516,787 |
| <i>Health</i> | | 45,878,496 |
| <i>Community Justice</i> | | 43,452,904 |
| <i>Sheriff</i> | | 80,992,768 |
| <i>Business & Community Services</i> | | 32,367,159 |
| All Agencies | | 371,765,181 |
| <i>Cash Transfers</i> | Justice Bond Project Fund | 930,000 |
| | Library Fund | 17,390,189 |
| | Revenue Bond Sinking Fund | 64,450 |
| Total Cash Transfers | | 18,384,639 |
| Contingency | | 6,763,718 |
| Total Appropriation | | 396,913,537 |

STRATEGIC INVESTMENT PROGRAM FUND (1500)

| | | |
|--|--------------|------------------|
| <i>Nondepartmental</i> | | 1,954,576 |
| <i>School & Community Partnerships</i> | | 283,764 |
| All Agencies | | 2,238,340 |
| <i>Cash Transfers</i> | General Fund | 709,751 |
| Total Appropriation | | 2,948,091 |

ROAD FUND (1501)

| | | |
|--|--------------------------------|-------------------|
| <i>Business & Community Services</i> | | 42,792,510 |
| <i>Cash Transfers</i> | Bicycle Path Construction Fund | 56,000 |
| | Willamette River Bridge Fund | 5,286,886 |
| Total Cash Transfers | | 5,342,886 |
| Total Appropriation | | 48,135,396 |

EMERGENCY COMMUNICATIONS FUND (1502)

| | | |
|----------------------------|--|----------------|
| <i>Sheriff</i> | | 209,957 |
| Total Appropriation | | 209,957 |

BICYCLE PATH CONSTRUCTION FUND (1503)

| | | |
|--|--|----------------|
| <i>Business & Community Services</i> | | 330,200 |
| Total Appropriation | | 330,200 |

RECREATION FUND (1504)

| | | |
|--|--|----------------|
| <i>Business & Community Services</i> | | 116,000 |
| Total Appropriation | | 116,000 |

ATTACHMENT B
Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

FEDERAL STATE FUND (1505)

| | |
|--|--------------------|
| <i>Nondepartmental</i> | 1,464,462 |
| <i>District Attorney</i> | 5,444,260 |
| <i>School & Community Partnerships</i> | 16,372,930 |
| <i>County Human Services</i> | 117,038,354 |
| <i>Health</i> | 63,633,979 |
| <i>Community Justice</i> | 30,348,710 |
| <i>Sheriff</i> | 8,980,400 |
| <i>Business & Community Services</i> | 4,394,820 |
| <i>All Agencies</i> | 247,677,915 |
| Total Appropriation | 247,677,915 |

COUNTY SCHOOL FUND (1506)

| | |
|----------------------------|----------------|
| <i>Nondepartmental</i> | 220,500 |
| Total Appropriation | 220,500 |

TAX TITLE FUND (1507)

| | |
|--|----------------|
| <i>Business & Community Services</i> | 921,055 |
| Total Appropriation | 921,055 |

ANIMAL CONTROL FUND (1508)

| | |
|------------------------------------|------------------|
| <i>Cash Transfers General Fund</i> | 1,116,600 |
| Total Appropriation | 1,116,600 |

WILLAMETTE RIVER BRIDGES FUND (1509)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 10,567,112 |
| Total Appropriation | 10,567,112 |

LIBRARY SERIAL LEVY FUND (1510)

| | |
|----------------------------|-------------------|
| <i>Library</i> | 45,947,886 |
| Total Appropriation | 45,947,886 |

SPECIAL EXCISE TAXES FUND (1511)

| | |
|----------------------------|-------------------|
| <i>Nondepartmental</i> | 15,813,000 |
| Total Appropriation | 15,813,000 |

LAND CORNER PRESERVATION FUND (1512)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 914,857 |
| <i>Contingency</i> | 743,404 |
| Total Appropriation | 1,658,261 |

INMATE WELFARE FUND (1513)

| | |
|----------------------------|------------------|
| <i>Community Justice</i> | 19,400 |
| <i>Sheriff</i> | 1,420,245 |
| <i>All Agencies</i> | 1,439,645 |
| Total Appropriation | 1,439,645 |

ATTACHMENT B
Appropriations Schedule
Multnomah County, Oregon
Fiscal Year July 1, 2004 to June 30, 2005

JUSTICE SERVICES SPECIAL OPERATIONS (1516)

| | |
|----------------------------|------------------|
| District Attorney | 104,273 |
| Community Justice | 951,910 |
| Sheriff | 2,410,226 |
| <i>All Agencies</i> | 3,466,409 |
| Total Appropriation | 3,466,409 |

REVENUE BOND SINKING FUND (2001)

| | |
|----------------------------|----------------|
| Nondepartmental | 833,313 |
| Total Appropriation | 833,313 |

CAPITAL LEASE RETIREMENT FUND (2002)

| | |
|----------------------------|-------------------|
| Nondepartmental | 14,036,160 |
| Total Appropriation | 14,036,160 |

GENERAL OBLIGATION BOND SINKING FUND (2003)

| | |
|----------------------------|------------------|
| Nondepartmental | 9,206,273 |
| Total Appropriation | 9,206,273 |

PERS BOND SINKING FUND (2004)

| | |
|---|-------------------|
| Nondepartmental | 10,823,028 |
| Cash Transfers Capital Debt Retirement Fund | 1,200,000 |
| Total Appropriation | 12,023,028 |

JUSTICE BOND PROJECT FUND (2500)

| | |
|-------------------------------|-------------------|
| Sheriff | 3,700,000 |
| Business & Community Services | 8,565,000 |
| <i>All Agencies</i> | 12,265,000 |
| Total Appropriation | 12,265,000 |

LEASE/PURCHASE PROJECT FUND (2504)

| | |
|-------------------------------|------------------|
| Business & Community Services | 1,119,500 |
| Total Appropriation | 1,119,500 |

LIBRARY CONSTRUCTION FUND 1996 (2506)

| | |
|----------------------------|------------------|
| Library | 1,721,000 |
| Total Appropriation | 1,721,000 |

CAPITAL IMPROVEMENT FUND (2507)

| | |
|-------------------------------|-------------------|
| Business & Community Services | 11,399,044 |
| Total Appropriation | 11,399,044 |

CAPITAL ACQUISITION FUND (2508)

| | |
|--|------------------|
| Nondepartmental | 89,000 |
| Business & Community Services | 5,026,940 |
| <i>All Agencies</i> | 5,115,940 |
| Cash Transfers Revenue Bond Sinking Fund | 83,500 |
| Total Appropriation | 5,199,440 |

ATTACHMENT B
Appropriations Schedule
 Multnomah County, Oregon
 Fiscal Year July 1, 2004 to June 30, 2005

ASSET PRESERVATION FUND (2509)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 5,319,385 |
| Total Appropriation | 5,319,385 |

BEHAVIORAL HEALTH MANAGED CARE FUND (3002)

| | |
|------------------------------|-------------------|
| <i>County Human Services</i> | 25,000,385 |
| <i>Contingency</i> | 961,131 |
| Total Appropriation | 25,961,516 |

RISK MANAGEMENT FUND (3500)

| | |
|--|-------------------|
| <i>Nondepartmental</i> | 2,455,136 |
| <i>Business & Community Services</i> | 59,661,007 |
| <i>All Agencies</i> | 62,116,143 |
| Total Appropriation | 62,116,143 |

FLEET FUND (3501)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 8,262,213 |
| <i>Contingency</i> | 877,247 |
| Total Appropriation | 9,139,460 |

TELEPHONE FUND (3502)

| | |
|--|----------------|
| <i>Cash Transfers</i> Data Processing Fund | 770,000 |
| Total Appropriation | 770,000 |

DATA PROCESSING FUND (3503)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 29,129,919 |
| <i>Contingency</i> | 45,000 |
| Total Appropriation | 29,174,919 |

MAIL DISTRIBUTION FUND (3504)

| | |
|--|------------------|
| <i>Business & Community Services</i> | 3,558,177 |
| <i>Contingency</i> | 198,309 |
| Total Appropriation | 3,756,486 |

FACILITIES MANAGEMENT FUND (3505)

| | |
|---|-------------------|
| <i>Business & Community Services</i> | 35,477,466 |
| <i>Cash Transfers</i> Asset Preservation Fund | 1,439,485 |
| Capital Improvement Fund | 2,272,243 |
| <i>Total Cash Transfers</i> | 3,711,728 |
| <i>Contingency</i> | 148,257 |
| Total Appropriation | 39,337,451 |

COUNTY BUSINESS SERVICES FUND (3506)

| | |
|--|-------------------|
| <i>Business & Community Services</i> | 17,186,234 |
| Total Appropriation | 17,186,234 |

ATTACHMENT C

The Board makes the following response to the objection and recommendation made by the Tax Supervising and Conservation Commission (TSCC) which is contained in the letter certifying the FY 2005 County budget.

Objection – Debt Service Number

Due to an error in the resolution approving the budget, the levy set by the Multnomah County Budget Committee will not be sufficient to make the debt service payments. At the time of adoption the Board shall increase the Debt Service Levy to \$8,091,576.

Response:

The Approved Budget Resolution Debt Service Levy figure was the amount budgeted to cover debt service payments only. This amount did not include a calculation for delinquencies and non-payment. The Debt Service Levy has been corrected to reflect the number recommended by Tax Supervising and it will be updated on the LB-50 form that directs the County Assessor to levy the taxes.

Recommendation – Expenditures Exceeding Appropriation Authority

The audit for the year ending June 30, 2003 notes the following expenditures in excess of appropriations:

| | |
|--|--------------------|
| <i>General Fund: Health Services</i> | <i>\$3,833,000</i> |
| <i>Revenue bond Project Fund:</i> | |
| <i> Business & Community Services</i> | <i>\$ 173,000</i> |

Local Budget Law does not allow the expenditure of monies beyond the legal authority. All funds need to be closely monitored throughout the year to ensure appropriations are in place prior to expending monies.

Response:

In the General Fund, the Health Department exceeded its appropriation as a result of a new revenue contract with the Oregon Office of Medical Assistance Programs (OMAP) which was not finalized until after the year ended. Under the terms of the contract, the Health Department received \$7,322 in Medicaid revenue to reimburse expenditures incurred in fiscal years 2002 and 2003 but was required to pay the 50% local match required by the federal Medicaid program, in the amount of \$3,661, which was not budgeted. While this transaction was the primary reason the Health Department over expended its appropriations, it also resulted in \$3,661 net revenue to the County.

The Department of Business and Community Services exceeded its appropriation in two areas. The Revenue Bond Project fund, which supports the Port City Development project, incurred as a result of environmental and construction problems that were required to be corrected before the building could be approved for occupancy. The Dunthorpe-Riverdale Service District's over expenditure was due to unscheduled emergency maintenance to repair the sewer system owned by the District.

All over expenditures were funded by available fund balances. The Finance and Budget Office, and County staff has been closely monitoring expenditures and revenues in these and other funds during FY 2004. Continuing in FY 2005, Finance and Budget Division, and those affected departments will be reporting to the Board of County Commissioners on a quarterly basis to report on revenue and expenditure data in the form of a Quarterly Financial Report

Attachment D

FY 2005 Budget Notes

June 10, 2004

Maximize Use of Available Beds

In an effort to better use the limited number of jail beds for those offenders who pose the greatest risk to community safety, the County's public safety group in partnership with other public safety agencies shall address the following four issues:

- 1) Streamline the unsentenced supervision services system (Closed Street Supervision and Pre-trial Release Services) by reducing the amount of time in jail from booking to supervision, decreasing the number of repeat offender interviews while increasing the proportion of interviews which lead to program acceptance, and assuring that programs receive only those clients consistent with their risk-level.
- 2) Increase the number and proportion of in-custody offenders, both sentenced and unsentenced, under electronic monitoring by subsidizing eligible candidates who do not have the resources to pay and through enhanced electronic monitoring (GPS) for offenders with housing stability issues that may bar them from traditional electronic monitoring.
- 3) Identify the amount, proportion, and cost of failures to appear (FTA) which occur at booking, which utilize jail space, which are handled by the DA's office, and which impact the backlog of undelivered warrants.
- 4) Clarify how County booking and various bed rental policies impact the number and type of matrix releases that occur in the community.

The Board of County Commissioners shall be briefed quarterly on their progress of each of these areas. Briefings shall include identification of the issue, the associated direct cost to the county, and corrective actions which include both anticipated savings and implementation timelines to address the problem.

Flash Money

The County understands that, on occasion, the use of large sums of money known as "flash money" is a necessary element to the successful investigation of drug, property, and other types of crimes by the Sheriff's Office. In order to further an investigation, the use of flash money is an important tool to the infiltration of the criminal enterprise and in gaining the acceptance and confidence of an alleged criminal. The County also understands that there is a risk of loss when flash money is used during these types of investigations. The County acknowledges the sum of \$100,000 as an acceptable risk when using flash money in a criminal investigation.

Position Control

The Budget Office will develop a plan to implement position control in SAP. The Budget Office will report back to the Board on scope of work, timeline, requirements, costs and risks. Human Resources will assign sufficient staff resources to help support the Budget Office until

Attachment D
FY 2005 Budget Notes
June 10, 2004

the completion of the project. The Budget Office will provide quarterly updates to the Board of Commissioners on progress.

All newly created positions or positions proposed for reclassification must receive prior approval from the Board. *Human Resources will work with the County Attorney's Office to establish a procedure for this process.*

Military Duty

Human Resources shall develop and propose a countywide policy and procedure regarding the management and tracking of persons on active military duty. Human Resources shall bring this policy back to the Board by September 2004, for Board approval.

**Out of State
Travel**

All out of state travel must be approved for payment by the Chair's Office or the Elected Official to whom the employee reports prior to any departure. This Budget Note shall be incorporated into the County's Administrative Rules.

**Facilities Capital
& Maintenance
Projects**

No reallocation of funds from capital or maintenance projects shall occur without review and approval from the Chief Financial Officer. Projects that will exceed their budgeted appropriation in excess of five percent *up to \$25,000 will need to be approved by the Chief Financial Officer, over \$25,000 will need to be brought back to the Board for approval.* Facilities shall report to the Board on a semi annual basis the progress of capital projects and the financial status of capital and maintenance projects.

**Departmental
Reorganizations**

Multnomah County continually strives to provide public services in the most efficient, effective manner possible. A rapidly changing social and financial environment has frequently required the County to re-align its services to meet community needs—but constant service delivery system changes do not allow time for efficiencies to be fully realized.

Therefore, because the structure and organization of the Multnomah County departments can have a profound effect on the financing and delivery of services and the ability to track and report data, proposed department reorganizations will be reviewed by a committee designated by the Chair's Office, to include but not limited to representatives from the department, advisory committee or CBAC, and Budget Office. The department head and the Budget Office will report back to the Board of County Commissioners regarding the costs and risks involved and that a reorganization is in fact the appropriate means to accomplish the end.

Attachment D
FY 2005 Budget Notes
June 10, 2004

The Board will have final approval on the proposed reorganization. *The Chair's Office will work with the Budget Office and County Attorney's Office to establish a procedure for this process.*

Use of Carryover

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

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

Finance and Budget is also directed to return to the Board prior to development of the FY 2006 budget for a policy discussion regarding the future use of carry over.

**Mead Building
Security Contract**

The Department of Community Justice will issue an RFP for contracted security services for the exterior of the Mead Building at the end of the current security contract in 2005.

**Teen Pregnancy
Prevention**

Budget Amendment 05-OSCP-BA-06 funds (\$89,300) to be used for teen pregnancy prevention. The Commission on Children Families and Community will develop service model components in collaboration with Multnomah County Teen Parent Network, the Community Safety Net Advisory Council and others and report back to the Board on the service model by September 2004.

**Youth
Involvement in
Gangs**

Budget Amendment 05-DCHS-BA-03 funds (\$218,000) to be used to provide 2.00 bilingual (Spanish) – bicultural intensive case managers and 1.00 bilingual (Spanish) alcohol & drug treatment specialist. These services will reduce youth involvement in gangs. Youth living in East County and in Portland will be served. DCHS will work with DCJ Juvenile Community Justice and members of the Latino Gang Violence

Attachment D
FY 2005 Budget Notes
June 10, 2004

Prevention Task Force to develop the program model and the RFP by September 2004.

**Mental Health
Services for
Eastern European
Communities**

Multnomah County's Eastern European community does not have good access to the County Mental Health services. Budget Amendment 05-DCHS-BA-04 funds will be used in conjunction with \$50,000 of DCHS funds to enhance culturally specific services to the Eastern European community. DCHS will report back to the Board with a proposal by September 2004

**School Attendance
Initiative**

The Office of School and Community Partnerships will meet with Portland Public School District and MESD over the summer months to discuss strategies for how to address the school attendance and retention issues as a result of the reduction of County funding for the School Attendance Initiative for FY 2005. The department will report back to the Board of County Commissioners in September 2004 with the outcome of these discussions.

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-3

Est. Start Time: 10:05 AM

Date Submitted: 06/02/04

Requested Date: June 10, 2004

Time Requested: 10 minutes

Department: Business & Community Services

Division: Budget Office

Contact/s: Karyne Dargan

Phone: 503-988-5015

Ext.: 22457

I/O Address: 503/5

Presenters: Karyne Dargan, Mark Campbell Budget Office

Agenda Title: Resolution Levying Property Taxes for Fiscal Year 2005

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

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

It is recommended that the Board of County Commissioners adopt the resolution to levy property taxes for Fiscal Year 2005.

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

The resolution levies the taxes included in the Adopted Budget.

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

This action authorizes rate levies for the General Fund (Permanent Rate) of **\$4.3434** per thousand dollars of assessed value and the Library Local Option Levy of **\$0.7550** per thousand dollars of assessed value.

It also levies \$8,091, 576 for bonded debt payments. The tax rate for repayment of bonded indebtedness is estimated to be approximately \$0.18 per thousand dollars of assessed value. This represents an increase of approximately one cent per thousand dollars of assessed value from the levy certified in FY 2004. Tax levies in support of bonded debt are excluded from the limitations imposed by Measure 5 and Measure 50.

4. Explain any legal and/or policy issues.

N/A

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

N/A

Required Signatures:

Department/Agency Director:



Date: 06/02/04

Budget Manager



By:

Date: 06/02/04

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Levying Ad Valorem Property Taxes for Multnomah County, Oregon, for Fiscal Year 2005

The Multnomah County Board of Commissioners Finds:

- a. The Board has adopted the budget for Multnomah County, Oregon for Fiscal Year 2005.
- b. That budget provides for ad valorem property taxes to be levied on all property in Multnomah County.

The Multnomah County Board of Commissioners Resolves:

1. The Board levies the taxes provided for in the adopted budget.
2. These taxes are a combination of authorized tax rates and authorized dollars for repayment of bonded debt as follows:

| General Government Category | |
|------------------------------------|---------------------------|
| Operating Taxes | Tax Rate / \$1,000 |
| Permanent Tax Rate | \$ 4.3434 |
| Library Local Option Levy | \$ 0.7550 |
| Total Operating Taxes | \$ 5.0984 |
| Excluded From Limitation | |
| Bonded Indebtedness | Tax Amount |
| General Obligation Debt Levy | \$8,091, 576 |
| Total Debt Levy | \$8,091,576 |

3. These taxes are levied upon all taxable property in Multnomah County.

ADOPTED this 10th day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Agnes Sowle, County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-077

Levying Ad Valorem Property Taxes for Multnomah County, Oregon, for Fiscal Year 2005

The Multnomah County Board of Commissioners Finds:

- a. The Board has adopted the budget for Multnomah County, Oregon for Fiscal Year 2005.
- b. That budget provides for ad valorem property taxes to be levied on all property in Multnomah County.

The Multnomah County Board of Commissioners Resolves:

1. The Board levies the taxes provided for in the adopted budget.
2. These taxes are a combination of authorized tax rates and authorized dollars for repayment of bonded debt as follows:

| General Government Category | |
|------------------------------------|---------------------------|
| Operating Taxes | Tax Rate / \$1,000 |
| Permanent Tax Rate | \$ 4.3434 |
| Library Local Option Levy | \$ 0.7550 |
| Total Operating Taxes | \$ 5.0984 |
| Excluded From Limitation | |
| Bonded Indebtedness | Tax Amount |
| General Obligation Debt Levy | \$8,091, 576 |
| Total Debt Levy | \$8,091,576 |

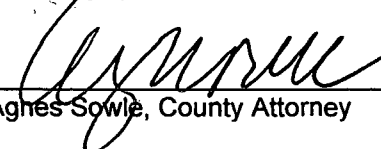
3. These taxes are levied upon all taxable property in Multnomah County.

ADOPTED this 10th day of June, 2004.

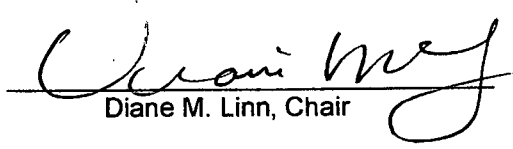


AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


Agnes Sowle, County Attorney

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-4

Est. Start Time: 10:10 AM

Date Submitted: 05/21/04

Requested Date: June 10, 2004

Time Requested: 10 minutes

Department: Business & Community Services

Division: Finance, Budget and Tax

Contact/s: Dave Boyer or Karyne Dargan

Phone: 988-3903

Ext.: 83903

I/O Address: 503/531

Presenters: Dave Boyer and Karyne Dargan

Agenda Title: RESOLUTION Adopting Financial and Budget Policies for Multnomah County, Oregon

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Finance and Budget recommends approving the 2004-2005 County Financial and Budget Policies. (Replaces Financial and Budget Policy Resolution 03-090).
2. **Please provide sufficient background information for the Board and the public to understand this issue.** Each year the Finance and Budget Policies are updated. Finance and Budget, are recommending the attached Finance and Budget Policies be adopted for the 2003-2004 fiscal year.

There were no major changes to the FY 2004/2005 Financial and Budget

The following is a brief summary of each policy statement.

GENERAL FUND FINANCIAL FORECAST: The Board of County Commissioners recognizes the importance of combining the forecasting of revenues and the forecasting of expenditures

into a single financial forecast. Budget will prepare a five year financial forecast for the General Fund that assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve its goals.

TAX REVENUE: The Board recognizes that taxation is necessary to provide public services to the citizens of the county. When considering changes to the County's tax structure, the Board will consider:

1. The ability of taxpayers to pay the taxes.
2. The impact of the taxes imposed by the County on other local governments.
3. The effect of taxes on the economy in the county.
4. Administration and collection costs of the taxes.
5. The ease of understanding the taxes by the taxpayers.

SHORT TERM LOCAL REVENUE POLICY STATEMENT: It is the intent of the Board to use short term revenue sources to fund priority service programs only after all other sources of revenue have been analyzed and have been determined not to be feasible for funding the service.

TRANSPORTATION FINANCING POLICY STATEMENT: It is the policy of the Board to support statewide and regional funding for transportation related needs. However, if statewide and regional funding packages fail the County will work with jurisdictions within the County boundaries to address the transportation funding needs of local governments located in Multnomah County.

FEDERAL/STATE GRANT AND FOUNDATION REVENUE POLICY STATEMENT: When applying for a grant, the Board will consider:

1. The opportunities for leveraging other funds.
2. How much locally generated revenue will be required to supplement the grant/foundation.
3. Whether the grant/foundation source will cover the full cost of the proposed program. It is the intent of the County to recover all overhead costs associated with the grant/foundation.
4. The degree of stability of the funding source.
5. Whether decline or withdrawal of the grant/foundation revenue source creates a budgetary expectation that the County will continue the program.
6. If the grant/foundation funds used for pilot or model programs will result in a more efficient way of doing business.
7. If the grant/foundation is aligned with the County's mission and goals.

INDIRECT COST ALLOCATION POLICY STATEMENT: Generally it is the policy of the Board to recover from dedicated revenue sources the full cost of programs supported by those sources. The full cost includes the appropriate proportionate share of the cost of County overhead functions, both central and departmental, that is attributable to programs funded with dedicated revenues.

USES OF ONE-TIME-ONLY RESOURCES POLICY STATEMENT: It is the policy of the Board that the County will fund ongoing programs with ongoing revenues. When the County receives unrestricted one-time-only revenue, the Board will consider setting these funds aside for reserves or allocating them to projects or programs that will not require future financial commitments. The Board will use the following criteria when allocating these one-time-only receipts:

1. The level of reserves set aside.
2. The County's capital needs set out in the five year Capital Improvement Plan or Information Systems Development Plan.
3. One-time only spending proposals for projects or pilot programs, particularly investments that may result in long-term efficiencies or savings that do not require additional ongoing costs.
4. Bridge or gap financing of programs that will not require additional ongoing funds.
5. One-time only dollars that encourage innovative ideas or technology.

USER FEES, SALES and INTERGOVERNMENTAL REVENUE POLICY STATEMENT: It is the general policy of the Board that user fees and service charges will be established at a level to recover the costs to provide services.

RESERVES POLICY STATEMENT: It is the Boards policy to have a goal of 5% of General Fund revenues budgeted in unappropriated fund balance. The policy defines the funding plan over the next three years. The Unappropriated fund balance for fiscal year 2003-2004 is \$10.1 million.

In addition the reserve section includes a General Reserve Fund that is separate from the General Fund. The goal is to maintain this fund at approximately 5% of the total budgeted revenues of the General Fund. This reserve fund is to be used for extreme emergencies. Extreme Emergencies is defined as uses for disaster relief, essential services or expenditures that are related to public life and safety issues. The General Reserve Fund Unappropriated fund balance for fiscal year 2003-2004 is \$10 million.

GENERAL FUND EMERGENCY CONTINGENCY POLICY STATEMENT: It is the policy of the Board to establish an emergency contingency account in the General Fund, as authorized by ORS 294.352, each fiscal year during the budget process. The account will be funded at a level consistent with actual use of transfers from contingency during the prior ten years. To achieve financial stability, the following are guidelines to be used by the Board in considering requests for transfers from the General Fund Contingency Account:

1. Approve no contingency requests for purposes other than "one-time only" allocations.
2. Limit contingency funding to the following:
 - a) Emergency situations which, if left unattended, will jeopardize the health and safety of the community.
 - b) Unanticipated expenditures that are necessary to keep previous public commitment, or fulfill a legislative or contractual mandate, or can be demonstrated to result in significant administrative or programmatic efficiencies that cannot be covered by existing appropriations.
3. The Board may, when it adopts the budget for a fiscal year, specify programs which it wishes to review during the year and increase the Contingency account to provide financial capacity to support those programs if it chooses.

COMPENSATION POLICY STATEMENT: When any wage or benefit increase is authorized in an amount exceeding budgeted setasides for such wage and benefit increases, the alternatives considered for funding such increases shall include:

1. A budget reduction in the affected department or elsewhere in the County; or
2. An additional draw on contingency; or,

3. A combination of the above.

CAPITAL ASSET MANAGEMENT POLICY: The County shall prepare, adopt and annually update a five-year Capital Improvement Plan (CIP). The Plan will identify and set priorities for all major capital asset acquisition, renovation, maintenance or construction projects. The Capital Improvement Plan shall identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance. In order to facilitate CIP discussions and to create a clear alignment of policy and funding, the Facilities and Property Management Division shall evaluate all owned County facilities and shall maintain a current list of facilities which are in substantial compliance with all applicable building codes and which have no required capital work.

As part of the CIP presented to the Board, the Capital Improvement Financial Plan Committee shall annually recommend the best use or disposition of surplus property held by the County. The recommendation will detail the financial and service impact of each recommendation. The Board will make the final determination on the best use of disposition of the property identified

LONG-TERM LIABILITIES POLICY STATEMENT: It is the goal of the Board to fund 100% of all long term liabilities that are required by the Governmental Accounting Standards Board to be disclosed or accounted for in the County's comprehensive annual financial report.

ACCOUNTING AND AUDITS POLICY STATEMENT: The County's accounting system and financial records are required by State law to be maintained according to Generally Accepted Accounting Principles (GAAP), standards of the Government Finance Officers Association (GFOA) and the principles established by the Governmental Accounting Standards Board (GASB), including all effective pronouncements.

FUND ACCOUNTING STRUCTURE POLICY STATEMENT: The Finance Director is responsible for preparing and presenting a resolution defining the various County funds to the Board each fiscal year. The County will follow generally accepted accounting principles when creating a fund and determining if the fund is to be a dedicated fund.

INTERNAL SERVICE FUND POLICY STATEMENT: Multnomah County will establish internal service funds for the following services.

1. Risk Management
2. Facilities and Property Management
3. Motor pool and electronics
4. Mail distribution
5. Telephone
6. Data processing.

LIQUIDITY AND ACCOUNTS PAYABLE POLICY STATEMENT: The County will strive to maintain a liquidity ratio of at least \$1 dollar of cash and short-term investments to each \$1 dollar of current liabilities.

BANKING, CASH MANAGEMENT AND INVESTMENT POLICY STATEMENT: The Finance Director is authorized to act as "Custodial Officer" of Multnomah County and is responsible for performing the treasury functions of the County under ORS 208, 287, 294 and 295 and the County's Home Rule Charter. In carrying out these duties and functions, the Finance Director is authorized to establish internal Finance Program Area policy that meets generally accepted auditing standards relating to cash management. (County adopts separate investment policy

each year as required by ORS)

SHORT-TERM AND LONG-TERM DEBT FINANCING POLICY STATEMENT: All financings are to be issued in accordance with the County's Home Rule Charter and applicable State and Federal Laws.

3. **Explain the fiscal impact (current year and ongoing).** No immediate financial impact will result from this action. The existence of the policies, and the County's adherence to them, has a positive effect on bond rating agencies which generally lowers the interest rates paid by the County on bonds.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

4. **Explain any legal and/or policy issues.** The policies are designed to preserve the County's overall fiscal stability.
5. **Explain any citizen and/or other government participation that has or will take place.** None.

Required Signatures:

Department/Agency Director:



Date: 05/10/04

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

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

RESOLUTION NO. _____

Adopting Financial and Budget Policies for Multnomah County, Oregon

The Multnomah County Board of Commissioners Finds:

- a. The Board is the fiscal authority for Multnomah County government.
- b. The Finance and Budget is responsible for the budget and fiscal operations of the County.
- c. The Chief Financial Officer and Budget Director is responsible for the preparation and management of the budget and for the management of the financial operations of the County.
- d. A financial and budget policy will provide for prudent financial practices.

The Multnomah County Board of Commissioners Resolves:

1. The Financial and Budget Policies set forth in Exhibit A are the policies of Multnomah County.
2. The Chief Financial Officer is directed to administer these Financial and Budget Policies.
3. The Chief Financial Officer is directed to review and update these policies as needed but not less than annually.
4. The Chief Financial Officer is directed to inform the Board on the status of these policies annually.
5. This Resolution replaces Resolution No. 03-090, which is repealed.

ADOPTED this day 10th of June, 2004.

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

Diane M. Linn, Chair

REVIEWED:

**AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON**

By _____
Agnes Sowle, County Attorney

EXHIBIT A



**MULTNOMAH
COUNTY**

FINANCIAL AND BUDGET POLICY

FISCAL YEAR 2004-2005

Prepared by: Finance, Budget and Tax Office

Financial & Budget Policies

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Financial & Budget Policies

Goals

The goals of this financial policy are:

1. To preserve capital through prudent budgeting and financial management.
2. To achieve the most productive use of County funds that meets the goals of the Board of County Commissioners.
3. To ensure that all finance-related activities meet generally accepted accounting principles.
4. To achieve a stable balance between the County's ongoing financial commitments and the continuing revenues available to the County.
5. To leverage local dollars with federal and state funding/grants.
6. To provide an accountable form of Government to the citizens of Multnomah County.

Financial Forecasts for the General Fund

Governments at all levels should forecast major revenues and expenditures. The forecast should extend at least three to five years beyond the budget period and be regularly monitored and updated. It should be clearly stated and available to participants in the budget process, as should its underlying assumptions and methodology. It should also be referenced in the final budget document. To improve future forecasting, the variances between previous forecasts and actual amounts should be analyzed. The variance analysis should identify all factors that influence revenue collections, expenditure levels, and forecast assumptions.

Background

The Board of County Commissioners recognizes the importance of developing a combined revenue and expenditure forecast. The Budget Division will prepare a five-year financial forecast for the General Fund to assess the long-term financial implications of current, as well as proposed, policies and programs. The forecast will detail assumptions regarding both short-term and long-term financial issues facing the county. Those assumptions will guide the development of appropriate financial strategies to achieve the goals outlined above. The General Fund revenue and expenditure forecast will:

Financial Forecasts for the General Fund Policy Statement

1. Provide an understanding of available funding;
2. Evaluate financial risk;
3. Assess the likelihood that services can be sustained;
4. Assess the level at which capital investment can be made;
5. Identify future commitments and resource demands;
6. Identify the key variables that might change the level of revenue; and
7. Identify one-time-only resources and recommends appropriate uses.

Status

In compliance

Financial & Budget Policies

Tax Revenues

Background

All of the County's tax decisions have been made in an atmosphere of intense public and internal debate. Those debates consistently referred to these common factors: the social equity of the tax, its administrative costs, its impact on the regional economy, its effect on other local governments, and the degree to which the tax might be acceptable to the public.

During the past decade Multnomah County has faced major decisions about the level and kind of taxation it can or should impose.

Measure 5, which passed in 1990, already limited combined property tax rates for non-school government (e.g., Multnomah County, the City of Portland, Gresham, Metro, etc.) to \$10 per \$1,000 of Real Market Value (RMV) per county-assigned tax code area. Similarly, combined property tax rates for the public school system are limited to \$5 per \$1,000 RMV for each tax code area.

In May 1997, the voters approved Ballot Measure 50, which reduced property taxes statewide by 17% (except those to pay exempt bonded indebtedness or Local Option levies approved by voters)—this time not by limiting the tax rate, but by limiting the property value that the rate is applied to. It mandated the use of Assessed Value (AV) for Measure 50 purposes, and rolled AV back to 10% below 1995/1996 RMV. It further limited the *growth* in AV to 3% per year, with the exception of new construction and major renovation. These provisions have the combined effect of disconnecting some property taxes from a rational relationship with actual property value. Finally, Measure 50 required that general obligation bonds and local option taxes be approved by a majority of the voters at general election in even numbered years or at any election in which a majority of eligible registered voters cast a ballot—the so-called double majority.

RMV is still used for Measure 5 purposes, and Measure 5 and Measure 50 are simultaneously applicable; this results in a phenomenon referred to as *compression* when taxes authorized by Measure 50 are prohibited by Measure 5. The lower tax always applies.

In March 1998, Multnomah County voters imposed a temporary 0.5% Business Income Tax surcharge for tax year 1998 – one year only. This revenue was dedicated to the various school districts within Multnomah County; it generated approximately \$10.4 million.

In 1999 the County received a proposal to increase the rates of both the Transient Lodging Tax and Motor Vehicle Rental Tax and dedicate the proceeds to Metro and the City of Portland to fund expansion of the Convention Center and renovation of Civic Stadium and the Portland Center for Performing Arts. The Board approved these increases in February 2000.

In November 2002, voters approved Measure 26-36, a new 5-year library levy with a start date of July 2003, following the June expiration of the previous levy, which supplied nearly half of the library's funding. The cost is 75.5 cents per thousand of assessed value.

On March 20, 2003 the Board approved Resolution 03-041, which submitted Measure 26-48 to the voters to impose a three-year Countywide personal income tax to benefit public schools, public safety, and human services. On May 20, 2003 this tax was passed by the voters of Multnomah County.

Financial & Budget Policies

All of these decisions were made in an atmosphere of intense public and internal debate, particularly with regard to the progressivity of the tax, its administrative cost, its impact on the regional economy, its effect on other local governments, and the degree to which the tax might be acceptable to the public.

Policy Statement

The Board recognizes that taxation is necessary in order to provide public services to the citizens of the county. When considering changes to the County's tax structure, the Board will consider the following:

1. The ability of taxpayers to pay the taxes.
2. The impact of taxes imposed by the County on other local governments.
3. The effect of taxes on the county economy.
4. The administration and collection costs of the taxes.
5. The ease with which the taxes can be understood by taxpayers.

Status

The County has several sources of tax revenue, including property taxes, which are paid based on the established value of real, personal, and utility property. Except for general obligation bond levies and local option taxes, property taxes increase with growth in assessed value. That growth is limited to 3% per year plus changes as a result of annexation, rezoning, and new construction. The County collects property tax in three ways.

- a "permanent tax rate," the reduced combination of the County's "tax base" and two serial levies in effect when Measure 50 was approved.
- taxes for the retirement of voter-approved general obligation bonds.
- a local option levy for Library services.

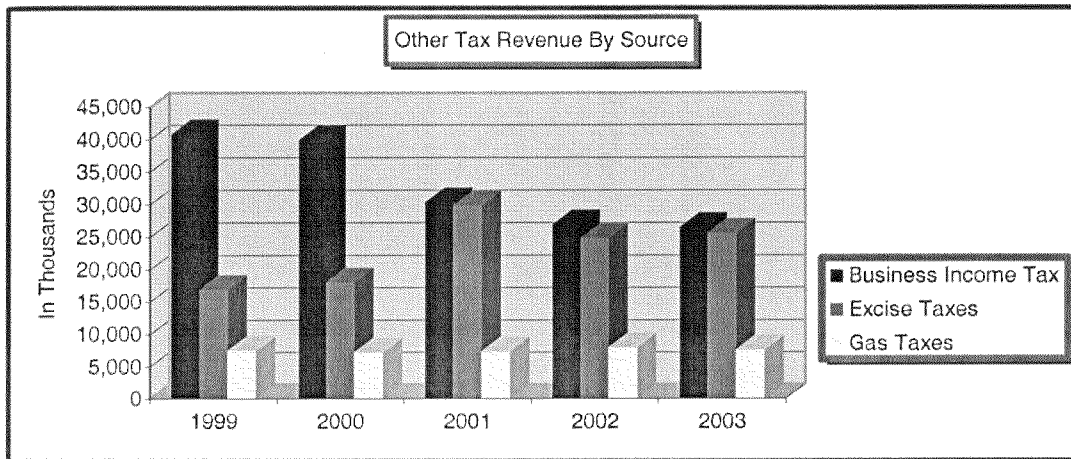
Business entities doing business in the County pay business income taxes (BIT) based on net income.

The County has two excise taxes, a Motor Vehicle Rental Tax and a Transient Lodging Tax. Motor vehicle rental taxes are assessed on the income generated by short-term vehicle rentals. Transient lodging taxes are imposed on room rates at hotels/motels. Transient Lodging Taxes collected are (with minor exceptions) passed through to Metro for the operations of the Convention Center, the Performing Arts Center, and the Regional Art and Culture Council; for funding bonds issued by the City of Portland to expand the Oregon Convention Center and renovate Civic Stadium and the Performing Arts Center; and to provide monies for a Visitors Development Fund. A portion of the Motor Vehicle Rental Taxes also supports these programs.

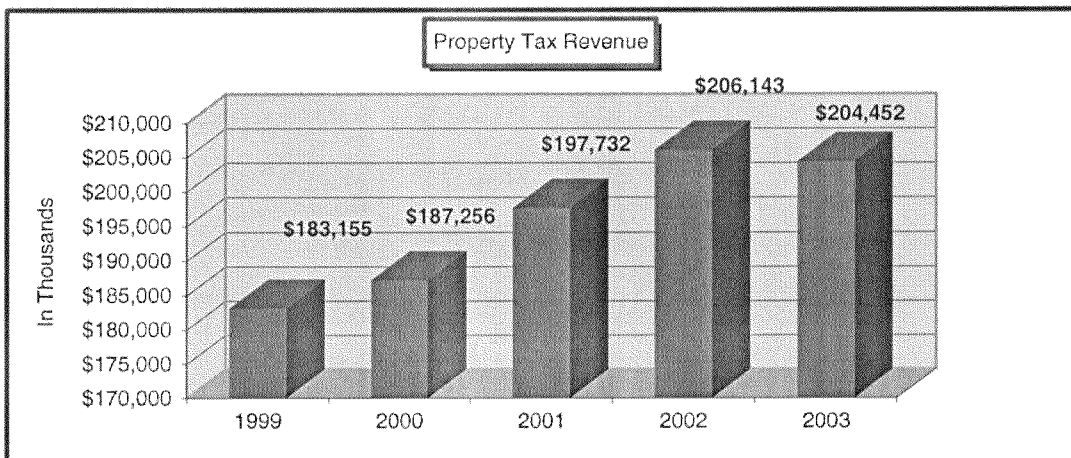
The County also imposes a gasoline tax that is dedicated to roads.

The County's tax revenues represent about 40% of the total Governmental Fund Type revenues (General and Special Revenue Funds). The following graphs depict actual tax revenue by source since FY 99.

Financial & Budget Policies



| | 1999 | 2000 | 2001 | 2002 | 2003 |
|---------------------|--------|--------|--------|--------|--------|
| Business Income Tax | 40,904 | 39,934 | 30,377 | 26,935 | 24,800 |
| Excise Taxes | 16,974 | 18,101 | 29,821 | 24,849 | 28,712 |
| Gas Taxes | 7,470 | 7,221 | 7,372 | 7,951 | 7,375 |



Financial & Budget Policies

Short-Term Local Revenues

Background

Short-term revenues are those of limited duration, primarily serial levies for jail and library services and—since the passage of Measure 50—a five-year local option levy for library services. Use of short-term revenues for ongoing programs places programs at risk if voters fail to approve subsequent levies.

In Fiscal Year 1998, the dollar amounts of existing library and public safety serial levies were combined with the County's General Fund tax base amount to establish the permanent property tax rate per \$1,000 of assessed value. The expired serial levies, which were merged with the tax base into a permanent tax rate, are no longer dedicated revenues.

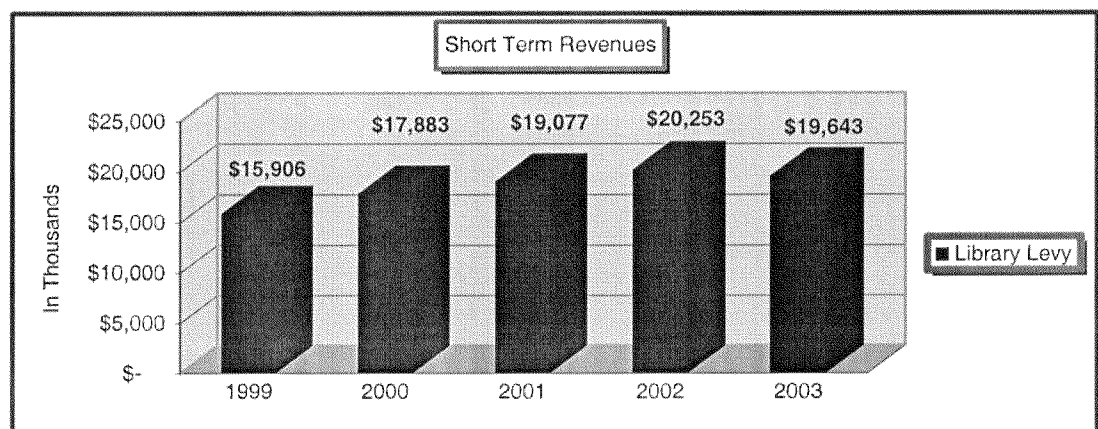
Measure 50 requires that any property tax measure needs both a majority vote and a 50% voter turnout unless it is voted on at a general election. Because of this requirement, it will be more difficult to obtain voter approval for short-term property tax revenues. Perhaps more importantly, the Constitution makes no provision for a government to change its permanent tax rate.

Policy Statement

It is the intent of the Board to use short-term revenue sources to fund priority service programs only after all other sources of revenue have been analyzed and have been determined not to be feasible.

Status

In November 2002, the voters approved the second five-year local option levy for library services. The following graph reflects the use of actual short-term revenues since FY 99.



Financial & Budget Policies

Transportation Financing

Background

Ongoing maintenance and improvements are necessary for economic growth, to alleviate existing transportation problems, and to maintain the livability of the region.

The passage of the 2003 Oregon Legislation HB 2041 provided Transportation (roads and bridges) infrastructure a much needed jolt of new financial assistance. The Bill also known as OTIA III (Oregon Transportation Investment Act) provides the County with \$25 M for use on the Sauvie Island bridge construction, an additional \$1.4 M of annual funding for county bridges and \$.5 M annually for county roads. Even with these new funds a funding gap still exists and continues to widen as infrastructure preservation needs exceed resources.

In the Portland area, growth has placed additional demands on the transportation system. Ongoing maintenance and improvements are necessary for economic growth, to alleviate existing transportation problems, and to maintain the livability of the region.

Multnomah County's Capital Improvement Plan and Program (CIPP) updated on a biennial schedule will be returned to the Board of County Commissioners in the Fall of 2004. The Board's adoption of the CIPP forms the basis for the selection and funding of road and bridge projects. Transportation revenue forecasts even with the passage of HB 2041 will leave the county with challenges of balancing the demands of maintenance, preservation, capital expansion, safety and environmental regulations.

Multnomah County maintains and operates the Willamette River Bridges. These bridges are a critical link in a highly integrated transportation system. Regional growth has made it increasingly essential to keep bridges in good working order with a minimum of downtime. The 20-year Bridge capital plan is facing a \$190 million funding shortfall to deliver a \$300 million program.

Policy Statement

It is the policy of the Board to support statewide and regional funding for transportation-related needs. If state and regional funding is inadequate, the County works with jurisdictions within its boundaries to address the transportation funding needs of local governments.

Status

Gov. Ted Kulongoski signed House Bill 2041, into law on July 28, 2003. The legislation uses increased DMV and trucking-related fees to finance \$2.5 billion in transportation construction projects for the state highway system as well as cities and counties. Fee increases went into effect January 2004.

Financial & Budget Policies

Federal/State Grant and Foundation Revenues

Federal and State grant funds have increased significantly in the last ten years. Most of these revenues are restricted to a specific purpose, such as mental health or community corrections programs. Grants and foundation funds are used for an array of County services and may help the County to leverage other funds. This policy statement is not intended to apply to Federal and State shared revenues, entitlements, or fees for services.

Policy Statement

The Board understands that grants from other governments and private sources represent both opportunities and risks. Grants allow the County to provide basic or enhanced levels of service and to cover gaps in the array of services the County offers. Grants may also commit the County to serving larger or different groups of clients and put pressure on County-generated revenues if the grant is withdrawn. When applying for a grant, the Board will consider:

1. The opportunities for leveraging other funds for continuing the grant/foundation related program.
2. How much locally generated revenue will be required to supplement the grant/foundation revenue source.
3. Whether the grant/foundation will cover the full cost of the proposed program, or whether the County is expected to provide support and overhead functions to the program. It is the intent of the County to recover all overhead costs associated with the grant/foundation.
4. The degree of stability of the funding source.
5. Whether decline or withdrawal of the grant/foundation revenue creates an expectation that the County will continue the program.
6. How County programs can maximize revenue support from state or federal sources.
7. Whether the grant/foundation funds used for pilot or model programs will result in a more efficient and/or effective way of doing business.
8. Whether the grant/foundation is aligned with the County's mission and goals.

Status

The FY 2005 Proposed Federal State Budget has grant revenue sources of about \$246,869,000.

Financial & Budget Policies

Indirect Cost Allocation

Background Policy Statement

Generally it is the policy of the Board to recover from dedicated revenue sources the full cost of programs supported by those sources.

The Federal and State Governments recognize that the cost of providing services includes the overhead cost of support services. Generally, federal and state grantors allow programs to recover overhead charges based on an indirect cost allocation plan. The County prepares this plan in accordance with federal guidelines; it determines the indirect cost rate charged to all operations funded with dedicated revenues. The central services in the Cost Allocation Plan include, but are not limited to: the County Auditor Equipment Use, Finance, and Budget.

Generally it is the policy of the Board to recover from dedicated revenue sources the full cost of programs supported by those sources. The full cost includes the appropriate proportionate share of the cost of County overhead functions attributable to programs funded with dedicated revenues.

The exception to the above policy is when the grantor agency does not allow the grantee to charge indirect costs or allows only a set indirect cost rate. The Board will have the final authority to accept a grant that does not allow the recovery of all or part of the indirect charge. In that event, the General Fund will pay the indirect cost allocated to the program.

The Finance, Budget, and Tax Office is responsible for preparing an Indirect Cost Allocation Plan that meets the requirements of the Office of Management and Budget (Federal Government Agency) Circular A-87. Central service and departmental administrative support provided to non-General Fund programs, activities, and/or functions that are not recovered by internal service charges or billed directly to dedicated revenues will be recovered through an indirect cost based on the approved Indirect Cost Allocation Plan. The plan will be updated annually.

Status

The County is in compliance with this policy. The overhead rate for FY 05 is .27%.

| Department/Office | Central Rate | Departmental Rate | Combined Rate |
|----------------------------------|--------------|-------------------|---------------|
| County Human Service | .27% | .66% | .93% |
| School and Community Partnership | .27% | 7.23% | 7.50% |
| Community Justice | .27% | 4.29% | 4.56% |
| Health Services | .27% | 9.49% | 9.76% |
| District Attorney | .27% | 4.38% | 4.65% |
| Sheriff's Office | .27% | 3.25% | 3.52% |
| Community Services | .27% | .64% | .91% |
| Business Service | .27% | .00% | .27% |
| Other County | .27% | .00% | .27% |
| Library | .27% | .42% | .69% |

Financial & Budget Policies

Use of One-Time- Only Resources

Background

Unrestricted one-time-only resources present organizations with temptations that are hard to resist. In the short run it appears more beneficial to allocate such resources to the highest priority public service that would otherwise be unfunded than to restrict them to costs that will not recur in following years. However, the result of this practice is to expand operational levels and public expectations beyond the capacity of the organization to generate continuing funding. This inevitably produces shortfalls and crisis.

Policy Statement

Sustaining an ongoing program level by deferring necessary expenditures or by incurring future obligations also inevitably produces shortfalls and crisis.

It is the policy of the Board that the County will fund ongoing programs with ongoing revenues.

When the County budgets unrestricted one-time-only resources, the Board will consider setting these funds aside for reserves or allocating them to projects or programs that will not require future financial commitments. The Board will consider the following when allocating these one-time-only resources:

1. The level of reserves set aside as established by Board policy.
2. The County's capital needs set out in the five-year Capital Improvement Plan or Information Systems Development Plan.
3. One-time only spending proposals for projects or pilot programs, particularly investments that may result in innovative ideas or technology or long-term efficiencies or savings that do not require ongoing support.
4. Bridge or gap financing for existing programs for a finite period of time.

Status

During budget deliberations the Budget Manager is responsible for providing a list of sources and uses of one-time only funds and informing the Chair and the Board on the recommended use of the funds received.

Financial & Budget Policies

User Fees, Sales, and Inter- Governmental Revenues

Policy Statement

It is the general policy of the Board that user fees will be established in order to recover the costs of services. Exceptions to this policy will be made depending on the benefit to the user, the ability of the user to pay for the service, the benefit to County citizens, and the type of service provided.

User fees are generally intended to cover all the costs or an agreed upon portion of the costs for providing services. Inflation or increased service delivery can erode the established user fees if the cost of service increases faster than revenue from the fee increases.

It is the general policy of the Board that user fees and service charges be established at a level to recover the costs to provide services. Exceptions to this policy will be made depending on the benefit to the user of the service, the ability of the user to pay for the service, the benefit to County citizens, and the type of service provided.

As part of budget deliberations and during negotiations of Intergovernmental Agreements, Departments will be responsible for informing the Chair of a fully loaded cost analysis presenting the fee structure necessary to recover 100% of the cost of providing services. Departments will also recommend whether fees or charges in each area should be set to recover 100% of the costs or be set at a lower rate, such as a sliding scale fee. The recommendation to the Chair will consider the benefits to an individual or agency, the benefits to County citizens, and the ability of users to pay for the service. The Budget Office is responsible for ensuring that departments include all costs associated with providing the service.

User fees and service charges collected by County agencies will be periodically reviewed. All fees and charges will be reviewed every four years with approximately 25% of the fees and charges reviewed each fiscal year. Based on this review, the Chair will make recommendations to the Board regarding proposed changes to fee or service charge schedules.

Revenues generated from sales (and commissions on sales) of goods and services sold in County-owned or leased facilities are to be credited to the County's General Fund unless:

1. They are generated for inmate welfare commissary operations.
2. They are generated in Library facilities used for Library operations.
3. The Board grants an exception.

Status

Departments are generally responsible for reviewing the fees and charges associated with their operations on an annual basis. There are four County departments which generate the majority of fee revenue – Business and Community Services, County Human Services, Health, the Sheriff's Office, and Community Justice. A complete review of the fees charged for services provided by the Health Department was conducted during FY 99. Planning fees were reviewed and increased during FY 00.

Financial & Budget Policies

Reserves

Background

The County's bond rating is currently Aa1 from Moody's Investors Service.

Annually using all available ongoing revenue to pay for ongoing programs can result in fluctuations in program levels as revenues vary from one year to the next. Adding programs in one year (based on positive short term receipts) can cause the same or other programs to be cut in the next year if costs outpace revenues. This has a detrimental effect on service delivery over time, reducing efficiency and causing budget problems that can be avoided if program decisions are made in the context of the County's long-term financial capacity rather than on the basis of revenue available from one year to the next.

Maintaining an appropriate reserve helps the County maintain its favorable bond rating, which is currently Aa1 from Moody's Investors Service. Moody's generally established benchmark for the General Fund Balance or reserve is a dollar amount equal to at least 10% of actual General Fund revenues.

Policy Statement

It is the goal of the Board to fund and maintain two General Fund Reserves designated as unappropriated fund balance, funded at approximately 5% each of the total budgeted revenues of the General Fund.

The Board understands that to avoid financial instability, continuing requirements should be insulated from temporary fluctuations in revenues.

It is the goal of the Board to fund and maintain two General Fund Reserves designated as unappropriated fund balance and funded at approximately 5% each of the total budgeted revenues of the General Fund. The Public Safety Fund is primarily supported by the General Fund and for purposes of calculating these reserves, revenues and actual ending fund balances reported in the Public Safety Fund will be included.

The first 5% is a reserve account in the General Fund, designated as unappropriated fund balance. This account is to be used when basic revenue growth falls below the rate of basic revenue change achieved during the prior ten years.* In years when basic revenue growth falls below long-term average growth, the Board will reduce the unappropriated fund balance to continue high priority services that could not otherwise be funded by current revenues. If the reserve account is so used, to maintain fiscal integrity, the Board will seek to restore the account as soon as possible.

The second 5% is a reserve maintained separately from the General Fund in the General Reserve Fund. This fund is to be used for non-recurring extreme emergencies. *Extreme Emergencies* is defined as uses for disaster relief, expenditures related to essential services, or expenditures that are related to public life and safety issues. If the reserve account is so used, to maintain fiscal integrity, the Board will seek to restore the account as soon as possible.

The Board will replenish the General Fund Reserve to approximately 5% of General Fund revenues over the next three years. The anticipated plan to accomplish this is as follows:

* "Basic revenue" is defined as the sum of General Fund property tax, business income tax, motor vehicle rental tax, cigarette tax, liquor tax and interest income. "Growth" is defined as total increase in fiscal year compared to the amount in the prior fiscal year, adjusted for changes in collection method, accrual method, or legislation defining the rate or terms under which the revenue is to be collected.

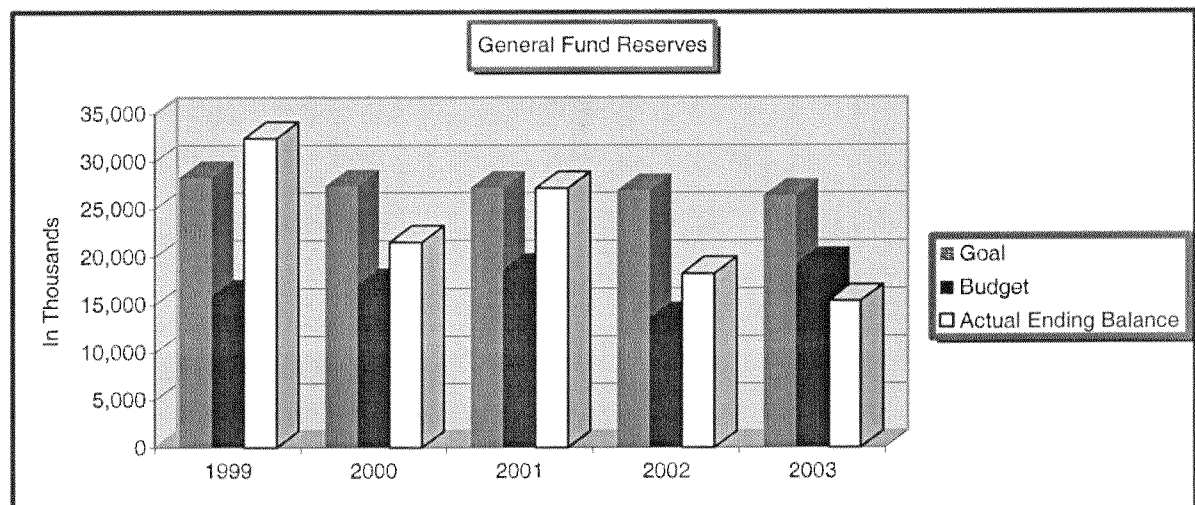
Financial & Budget Policies

| | Amount | Source |
|------|-------------|--|
| FY05 | \$1,500,000 | 1. General Fund Resources |
| FY06 | \$1,300,000 | Options Include: |
| FY07 | | 2. Proceeds from asset sales |
| FY08 | | 3. Year end surplus identified through the audit. 4. Service reductions |

Status

In FY 02 and FY 03, basic revenue growth fell below the long term average. To continue funding high priority services, the Board used \$5.7 million of the reserve account. In FY 02 the Board established the General Reserve Fund and funded it with approximately \$9.1 million from the General Fund. In the FY 05 budget, the Board is budgeting the reserves at \$11.6 million and has outlined a plan to fund the reserve over the next 4 years.

The following graph shows the reserve goal, budget and actual reserve since FY 99. The budgeted reserves do not include funds budgeted in contingency.



Financial & Budget Policies

General Fund Emergency Contingency

Background

General Fund contingency transfers have a significant effect on the annual budget process by reducing the amount of ending working capital that is carried over to the subsequent fiscal year. Contingency transfers should be reviewed in the context of other budget decisions so that high priority projects are not jeopardized.

Policy Statement

The Board understands that in order to avoid financial instability, continuing requirements cannot increase faster than continuing revenues.

It is the policy of the Board to establish an emergency contingency account in the General Fund, as authorized by ORS 294.352, each fiscal year during the budget process. The account will be funded at a level consistent with actual use of transfers from contingency during the prior ten years.

To achieve financial stability, the following are guidelines to be used by the Board in considering requests for transfers from the General Fund Contingency Account:

1. Approve no contingency requests for purposes other than "one-time-only" allocations.
2. Limit contingency funding to the following:
 - a) Emergency situations which, if left unattended, will jeopardize the health and safety of the community.
 - b) Unanticipated expenditures necessary to keep a public commitment or fulfill a legislative or contractual mandate, or which can be demonstrated to result in significant administrative or programmatic efficiencies that cannot be covered by existing appropriations.
3. The Board may, when it adopts the budget for a fiscal year, specify programs which it wishes to review during the year and increase the Contingency account to provide financial capacity to support those programs if it chooses. Contingency funding of such programs complies with this policy.

Status

The Budget Manager is responsible for informing the Board if contingency requests submitted for Board approval meet the criteria of this policy. In addition, each year the Board will receive a report on the prior year contingency actions. This report will include the total dollar amount of contingency requests, dollar amount approved, and dollar amount that did not meet the criteria of this policy.

Financial & Budget Policies

Compensation

Background

Wage and benefit increases are negotiated between collective bargaining units and the County. In addition, the Board authorizes wage and benefit increases to exempt employees by ordinance.

Policy Statement

When any wage or benefit increase is authorized in an amount exceeding budgeted set-asides for such wage and benefit increases, the alternatives considered for funding such increases shall include:

1. A budget reduction in the affected department or elsewhere in the County;
2. An additional draw on contingency; or,
3. A combination of the above.

All tentative approved labor agreements or proposed exempt compensation packages presented to the Board for final approval shall contain, in writing, the following specific costing:

1. Estimates in percentage increases of the wage benefit and package as a whole for all years of the agreement or ordinance, as well as the absolute dollar amount of such increases; and
2. A specific narrative remark, if possible, of any future fiscal impacts of the contract or ordinance and financial impact on any language changes in the contract or ordinance. Such remarks shall address any estimated effects on the unfunded liability of the pension fund, any other fund, or any other funded or unfunded liability.

The full financial impacts of negotiated labor agreements will be included in the current budget and financial forecasts.

Status

This policy has been complied with throughout the prior fiscal year.

Financial & Budget Policies

Capital Asset Management Policies

Background

A facilities and property management plan includes three phases: (1) capital improvement planning and funding; (2) facility operations and long-term maintenance plan and funding; (3) property management, to determine best use or disposition of property.

Capital financial management policies show the credit rating industry and prospective investors (bond buyers) the County's commitment to sound financial management. Adherence to adopted policies ensures the integrity of the planning process and leads to maintaining or improving bond ratings and lowering the cost of capital.

In general, a facilities and property management plan includes three phases: (1) capital improvement planning and funding; (2) facility operations and long-term maintenance plan and funding; (3) property management, to determine best use or disposition of property.

Multnomah County owns in excess of 60 buildings with a historical cost of about \$280 million and an estimated replacement cost of \$800 million. Structural and systems maintenance in the County's capital plant is largely a non-discretionary activity. That is, the question is not whether such expenditures are necessary but in what year to schedule the expenditure on particular projects. Deferral of capital improvements and maintenance creates an unacceptable unfunded liability.

Multnomah County's Capital Improvement Program was last updated in 2004. In 1998, the Strategic Space Plan contemplated innovative development offerings and public partnerships for mixed-use facilities, and the County has taken steps toward such innovations in projects like the Multnomah County East Building and the Hollywood Library. Over the last several years the County has had several opportunities to improve its position by acquiring equipment and/or by redirecting building rental payments to pay for the construction/renovation/acquisition of a facility. It is reasonable to assume that the County will have similar opportunities in the future. Given the current scarcity of capital funding, it may be appropriate to consider a variety of creative funding strategies to respond to these opportunities in the future.

The Board of County Commissioners may authorize the sale, long-term lease, or development of property and/or improvements and may authorize full faith and credit financing obligations. It is financially prudent to adequately plan capital projects and to address the unfunded need for capital improvements so that decisions about the use of revenues and financing may be made in an orderly and effective manner.

The County shall prepare, adopt and annually update a five-year Capital Improvement Plan (CIP). The Plan will identify and set priorities for all major capital asset acquisition, renovation, maintenance, or construction projects.

Capital Improvement Planning and Funding Policy

Financial & Budget Policies

During the annual budget development process the Director of the Facilities and Property Management Division is directed to update the Capital Improvement Plan with input from the Chief Operating Officer's Cabinet. This plan shall include recommendations to the Chair and Board of County Commissioners on the priority of projects including those that may have been identified by the Cabinet, suggested by Commissioners or otherwise identified. A Capital Improvement Financial Plan Committee is established, to be composed of representatives of Finance, Budget and Service Improvements, Facilities and Property Management, and others deemed necessary by the Chair.

The Capital Improvement Financial Plan Committee shall review the Capital Improvement Plan and any other equipment acquisitions requested to be financed with long-term obligations, and develop a priority list and a plan to finance the requirements of the Capital Improvement Project plan and any other capital requests. Prior to the adoption of the annual budget, the Capital Improvement Financial Plan Committee shall present a report to the Board. This report shall include a listing of the projects, intended use, alternative methods of financing, current debt commitments, current debt capacity, and recommendations.

Facility Operations and Long-Term Maintenance Plan and Funding Policy

The Board recognizes that adequate operations and maintenance funding is essential to avoid costly reconstruction or replacement of capital assets.

The five-year Capital Improvement Plan shall provide for anticipated major improvements and maintenance to County capital assets as well as additional and replacement capital assets. The Plan shall include major construction to be undertaken by the County, no matter what the funding source. The Plan will be reviewed and updated annually.

The Capital Improvement Plan shall identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance. In order to facilitate CIP discussions and to create a clear alignment of policy and funding, the Facilities and Property Management Division shall evaluate all owned County facilities and shall maintain a current list of facilities which are in substantial compliance with all applicable building codes and which have no required capital work. These facilities shall be designated as Tier I (Asset Preservation) facilities.

An Asset Preservation Fee shall be assessed on tenants within all Tier I buildings. This fee is established to be \$1.65/rentable square foot in the initial year and shall be adjusted in future years to reflect the facilities' needs and County funding capacity. It is the goal of the Board to fund the County's capital needs at approximately 2% of the cost of County buildings. (2% is equivalent to depreciating the facilities over a 50-year period). While the County does not have the capacity to fund facilities at this rate currently, the Board will keep this goal in mind when establishing the rate in future years.

An Asset Preservation Fund is maintained to collect the assessed Asset

Financial & Budget Policies

Preservation Fees and to serve as a long-term reserve fund to maintain the Tier I facilities in their current excellent condition. Required capital projects for Tier I facilities shall be budgeted annually in the Asset Preservation Fund. The remaining balance of the Fund shall be maintained as a long-term reserve and shall be budgeted as an unappropriated balance.

Any facility which does not meet the criteria for designation as a Tier I building shall be designated as a Tier II or Tier III building. Tier II buildings are not up to current building standards and may require substantial capital work but are determined appropriate for continued investment and long-term retention in the County facilities inventory.

Tier III buildings appear to be uneconomical or impractical for long-term retention and will be analyzed to determine if they should be offered for disposition. Only "fire-life-safety" and urgent capital projects will be considered for Tier III buildings, to avoid further investment in these facilities.

A Capital Improvement Fee shall be assessed on tenants within all Tier II and III buildings. This fee is established to be \$1.65/rentable square foot in the initial year and shall be adjusted in future years to reflect the facilities' needs and County funding capacity. It is the goal of the Board to fund the County's capital needs at approximately 2% of the cost of County buildings. (2% is equivalent to depreciating the facilities over a 50-year period). While the County does not have the capacity to fund facilities at this rate currently, the Board will keep this goal in mind when establishing the rate in future years.

A Capital Improvement Fund is maintained to collect the assessed Capital Improvement Fees. This Fund will be used to provide for the continuing repair and maintenance of Tier II and III buildings. Given the current inadequacy of these funds to meet the needs of these buildings, projects will be identified and proposed for funding based on an annual assessment of need and urgency. The Facilities and Property Management Division shall maintain an inventory of the capital needs in all owned County facilities. An evaluation process and rating system shall be implemented and managed by Facilities and Property Management to assist in determining which projects to propose for funding each year. Recommended capital projects for Tier II and III facilities shall be budgeted annually in the Capital Improvement Fund. Any remaining balance of the Fund shall be maintained as a long-term reserve.

Property and Facilities Management will perform all preventive and corrective maintenance on all County facilities to provide facilities that are safe, functional, and reliable for County operations. Facilities and Property Management will prepare and administer tenant agreements, respond to service requests, and manage commercial leases. The service level agreements with each tenant will be prepared to reflect the level of service and various pricing of each service that have been agreed upon by the parties.

Financial & Budget Policies

Best Use or Disposition of Surplus Property Policy

As part of the CIP presented to the Board, the Capital Improvement Financial Plan Committee shall annually recommend the best use or disposition of surplus property held by the County. The recommendation will detail the financial and service impact of each recommendation. The Board will make the final determination on the best use or disposition of the property identified.

When deciding on the best use or disposition of surplus property, the Board will consider that the proceeds from the sale of unrestricted property may be:

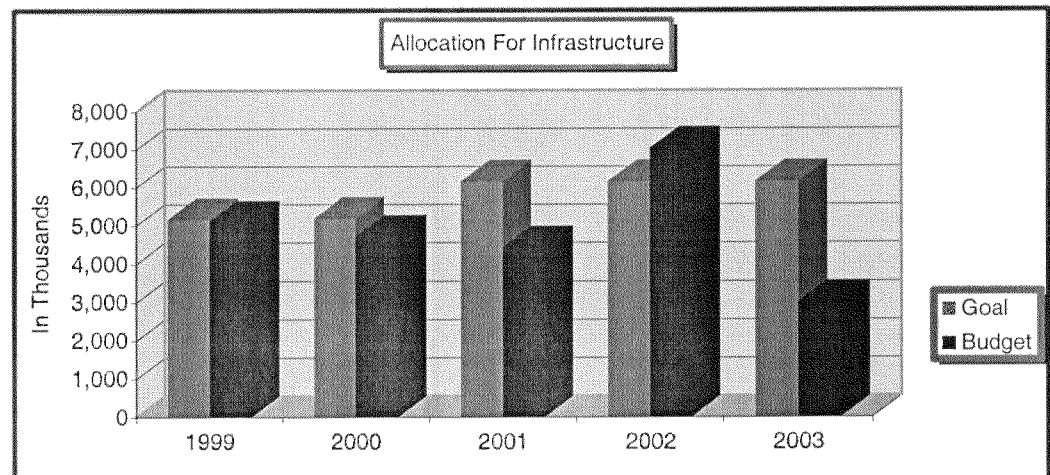
1. Credited to the Capital Improvement Fund to provide resources for future capital projects, deferred maintenance, or capital acquisition/construction.
2. Credited to the Asset Preservation Fund to provide reserves to meet future capital needs in Tier I facilities.
3. Used to increase General Fund reserves.
4. Used to retire outstanding debt.

In addition:

1. Property may be traded for other properties that are needed to provide services or carry out the mission of the County.
2. Property may be leased to other agencies.

Status

The five year CIP Plan was updated in Fiscal Year 2005. The following graph depicts the goal and actual since 1999.



Financial & Budget Policies

Long-Term Liabilities

Background

To avoid huge unfunded liabilities, beginning in the mid 1980's the County began funding many of its unfunded liabilities.

The Financial Accounting Standards Board has issued statements which require private sector organizations to record long-term liabilities in their financial records. The Governmental Accounting Standards Board has been moving towards private sector accounting standards, and is requiring governmental organizations to either record long-term liabilities in the financial records of the organization or disclose the liabilities in the notes to the financial statements. To avoid having the Board or future Boards face huge unfunded liabilities, beginning in the mid 1980's, the County began funding many of its unfunded liabilities. By funding these liabilities over time the County will avoid being faced with liabilities without the resources to fund them. The practice of funding long-term liabilities has a favorable impact on our bond rating. The following is from our most recent credit report: "The County's historically strong financial management is underscored by its response to revenue limitations imposed by Measure 5 beginning in Fiscal Year 1992. In addition to making dramatic program cuts and organizational changes, the County nevertheless continued its policy on funding long-term liabilities. The County's high credit rating is supported by the strong economy, sound financial management, high level of cooperation with underlying jurisdictions and moderate debt position."

Policy Statement

It is the goal of the Board to fund 100% of all long-term liabilities, except PERS, that are required by the Governmental Accounting Standards Board (GASB) to be disclosed or accounted for in the County's comprehensive annual financial report. GASB 34 states that vacation liabilities do not need to be reported in the governmental fund types until they are paid. Vacation liabilities in the proprietary funds will be recognized on the full accrual basis of accounting. These liabilities include, but are not limited to; medical & dental incurred but not reported (IBNR) claims, workers compensation IBNR claims, liability IBNR claims, post-retirement benefits, and Library Retirement Plan benefits. The Finance Director is responsible for ensuring that these liabilities are funded according to the actual liability or the actuarially determined liability.

Status

The following is the June 30, 2003 funding level of each liability (\$ in thousands):

| Type of Liability | Total Liability | Amount Funded | Percent Funded |
|------------------------|-----------------|---------------|----------------|
| Self Insurance (1) | \$ 10,006 | \$ 10,006 | 100.0% |
| Post Retirement (2) | 11,000 | 6,908 | 56.7% |
| Library Retirement (3) | 13,014 | 14,739 | 113.3% |

(1) GASB requires self-insurance claims be recorded as a liability in the financial statements.

(2) GASB requires employer paid benefits extended to retirees be disclosed in the financial statements.

(3) The Library Retirement Funds are required to be disclosed. Funds are dedicated to former employees of the Library Association of Portland.

Financial & Budget Policies

Accounting & Audits

Background

Under ORS 294 the County is required to have the County's financial records audited by an independent accounting firm annually.

Policy Statement

The Board understands that the County's accounting system and financial records are required by State law to be maintained according to Generally Accepted Accounting Principles (GAAP), standards of the Government Finance Officers Association (GFOA), and the principles established by the Governmental Accounting Standards Board (GASB), including all effective pronouncements.

Multnomah County's Ordinance No. 660 as amended, which established an Audit Committee, audit procedures, and audit rules, will apply to all financial audits. The basic duties of the Audit Committee are to:

1. Review the scope and extent of the external auditor's planned examination.
2. Review with management and the external auditor the financial results of the audit.
3. Review with the external auditor the performance of the County's financial and accounting personnel.
4. Review written responses of management letter comments and single audit comments.
5. Present the Audit, Single Audit, and Report to Management to the Board.
6. Select the external auditor.

The Comprehensive Annual Financial Report (CAFR) shall be sent to grantor agencies and rating agencies on a regular basis and at such other times as may be deemed appropriate in order to maintain effective relations.

It is the goal of the Board to maintain a fully integrated automated financial system that meets the needs of the County. This financial system is to include general ledger, accounts payable, accounts receivable, purchasing, payroll, and cost accounting for all applicable operations. The financial system will be maintained on a monthly basis to monitor expenditures and revenues, budget and actual.

Status

In compliance.

Financial & Budget Policies

Fund Accounting Structure

According to local budget law and GAAP, the County is required to establish and maintain various funds. Each year, the Finance Director is responsible for preparing and presenting a resolution to the Board defining the various County funds. The County will follow generally accepted accounting principles three and four when creating a fund and determining if it is to be a dedicated fund.

PRINCIPLE 3 - TYPES OF FUNDS: The following types of funds should be used by state and local governments:

Policy Statement

GOVERNMENTAL FUNDS

The County will follow generally accepted accounting principles number three and number four when creating a fund and determining if the fund is to be a dedicated fund.

General Fund - to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

Capital Projects Funds - to account for financial resources to be used for the acquisition or construction of major facilities (other than those financed by proprietary funds and trust funds).

Debt Service Funds - to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

PROPRIETARY FUNDS

Enterprise Funds - to account for operations (a) that are financed and operated in a manner similar to private businesses, where the intent of the governing body is that the costs of providing goods or services to the public on a continuing basis be financed or recovered through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.

Internal Service Funds - to account for the financing of goods or services provided by one department or agency to other sections of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

FIDUCIARY FUNDS

Trust and Agency Funds - to account for assets held in a trustee capacity or as an agent for individuals, private organizations, governmental units, and/or other funds. These include (a) Expendable Trust Funds, (b) Nonexpendable Trust Funds, (c) Pension Trust Funds, and (d) Agency Funds.

PRINCIPLE 4 - NUMBER OF FUNDS: Governmental units should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, however, since unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

Status

In compliance.

Financial & Budget Policies

Internal Service Funds

It is often advantageous to centralize the provision of certain goods and services within the County by establishing internal service funds.

The main purpose of establishing separate internal service funds is to identify and allocate costs related to the provision of specific goods and services within Multnomah County

Internal service funds are used to account for services provided on a

It is often advantageous to centralize the provision of certain goods and services within the County by establishing internal service funds. These funds provide a useful means of accounting for such centralized intra-governmental activities.

The Governmental Accounting Standards Board's (GASB) Codification of Governmental Accounting and Financial Reporting Standards (Codification) states that internal service funds may be used "to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost-reimbursement basis." The purpose of the funds is that they use the flow of economic resources measurement and the full accrual basis of accounting, thus allowing them to measure and recover the full cost of providing goods and services to departments and agencies (including depreciation on fixed assets). Other governmental funds do not provide cost data, but instead focus on flows of financial resources.

GASB directs governments to use either the general fund or an internal service fund if they wish to use a single fund to account for all risk-financing activities of a given type. If a government chooses to use an internal service fund to account for its risk-financing activities, inter-fund premiums are treated as quasi-external transactions (similar to insurance premiums), rather than as reimbursements. Because inter-fund premiums paid to internal funds are treated as quasi-external transactions, their amount is not limited by the amount recognized as expense in the internal service fund, provided that the excess represents a reasonable provision for anticipated catastrophe losses or is the result of a systematic funding method designed to match revenues and expenses over a reasonable period of time.

GASB indicates that internal service funds may be used for services provided on a cost-reimbursement basis to other governments, nonprofits, and quasi-governmental entities. Most transactions take the form of quasi-external transactions; the funds receiving goods or services report an expense, while the internal service fund reports revenue. The practical consequence of this is that expenditures are duplicated within the reporting entity. This duplication is preferable to that which occurs when internal service funds are not used. Under current GAAP, quasi-external transactions may occur between departments within the same fund: (e.g., "general fund") or between funds within the same fund type (e.g., "special revenue funds"). Consequently, if an internal service fund is used, duplication could occur within the same fund or fund type. The internal service fund has the advantage of isolating such duplicate transactions within a separate fund type, where their special character is clearer to users.

Internal service funds are used to account for services provided on a cost-reimbursement basis without profit or loss. Surpluses and deficits in internal service funds may be an indication that other funds were not charged properly for goods or services received. The principle that internal service funds should operate on a cost-reimbursement basis applies to the operations of these funds over time; it is only when internal service funds consistently report significant

Financial & Budget Policies

*cost
reimbursement
basis without
profit or loss.*

deficits or surpluses that charges must be reassessed. If charges to other funds are determined to be more or less than necessary to recover cost over a reasonable period, the excess or deficiency should be charged back to the participating individual funds. In particular, it is not appropriate to report a material deficit in an internal service fund without the demonstrable intent and ability to recover that amount through charges to other funds over a reasonable period.

Often internal service funds charge for asset use in excess of historical cost depreciation, to ensure that adequate funds will be available to purchase replacement assets (the cost of which is likely to be higher because of inflation). The systematic recovery of the replacement cost of fixed assets is not a violation of the cost allocation principle because the surpluses are temporary (i.e., they will disappear when the higher priced assets are, in fact, acquired). In recent years, federal grantors have become increasingly sensitive to the potential for overcharges connected with internal service funds. Accordingly, high levels of retained earnings in internal service funds (as defined by federal cost-allocation principles) may lead to the disallowance of some costs charged out to other funds.

The main purpose of establishing internal service funds is to identify and allocate costs related to the provision of specific goods and services within the County.

**Policy
Statement**

The County will establish internal service funds for the following services:

*Services
provided by
internal service
funds will be
defined and put
in writing.*

1. Risk Management
2. Facilities and Property Management
3. Motor pool and electronics
4. Mail distribution
5. Telephone
6. Data processing.
7. Finance & Human Resources

Services provided by internal service funds will be defined and put in writing. The internal service funds will be used to account for business operations and charge for goods or services provided to other departments or agencies on a cost-reimbursement basis. Periodically the rates charged will be compared to other public or private sector operations to ensure that pricing is competitive. The internal service fund charges will include asset replacement charges (depreciation) to ensure that adequate funds will be available to purchase replacement assets.

The charges will include a contingency or reserve requirement no greater than 5% to ensure that service reimbursements charged to other departments are maintained at a relatively constant level. Excess reserves or retained earnings will be used to reduce future rates or will be returned to the originating fund.

The internal service reserves and amounts billed to other departments or agencies will be reviewed annually by budget and finance to ensure they are meeting this policy.

Financial & Budget Policies

Liquidity and Accounts Payable

Background

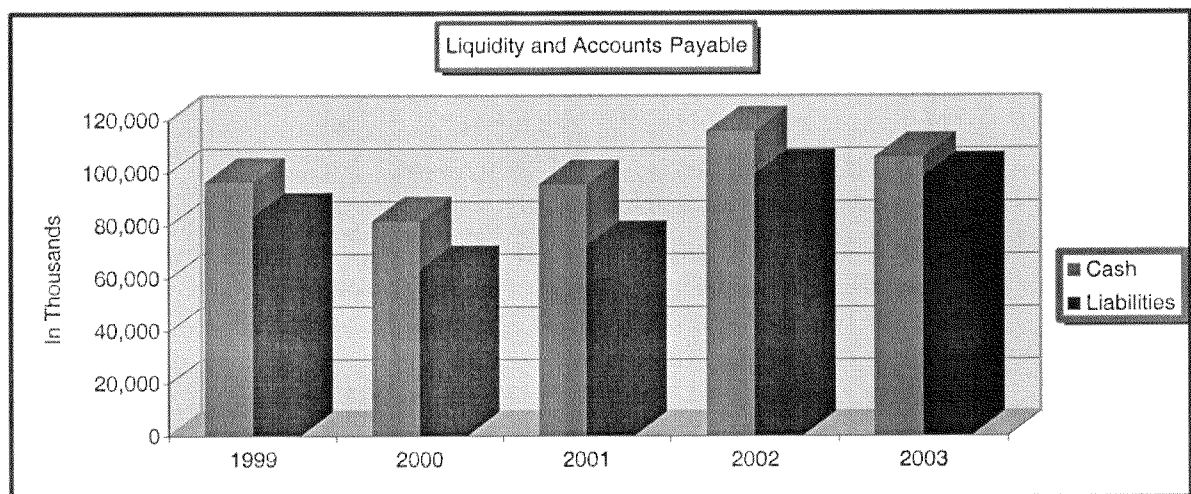
Liquidity is the ratio of cash and short-term investments to current liabilities, including amounts held in trust. The County's liquidity reflects its ability to pay its short-term debts and accounts payable. Cash and investments in the capital projects funds and debt retirement funds are long-term cash and investments. The credit rating industry considers a liquidity ratio of \$1 of cash to \$1 of debt as an acceptable liquidity ratio. Generally the County has maintained about \$2 of available cash to every \$1 of current liabilities.

Policy Statement

The County will strive to maintain a liquidity ratio of at least 1 dollar of cash and short-term investments to each dollar of current liabilities.

Status

The following graph depicts the comparison of cash and investments to current liabilities and accounts payable to revenues for fiscal years 1999 to 2003.



Financial & Budget Policies

Banking, Cash Management, and Investments

Background

Multnomah County maintains an active investment program. An investment policy was first formalized in 1982 and has been revised several times since. This policy incorporates various Oregon Revised Statute Codes which specify the types of investments and maturity restrictions that local governments may purchase. The County's Investment Policy also contains self-imposed constraints in order to effectively safeguard the public funds involved.

Policy Statement

Banking services shall be solicited at least every five years on a competitive basis. The Finance Director is authorized to act as "Custodial Officer" of the County and is responsible for performing the treasury functions of the County under ORS 208, 287, 294, and 295 and the County's Home Rule Charter. In carrying out these functions, the Finance Director is authorized to establish Finance Program Area policy that meets generally accepted auditing standards relating to cash management.

In accordance with ORS 294.135, Multnomah County's investment transactions shall be governed by a written investment policy, which will be reviewed and adopted annually by the Board of County Commissioners.

In accordance with ORS 294.135, investment transactions shall be governed by a written investment policy, which will be reviewed and adopted annually by the Board of County Commissioners. The policy will specify investment objectives, diversification goals, limitations, and reporting requirements. In accordance with MCC 2.60.305-2.60.315 the County will utilize an independent Investment Advisory Board to review the County's plan and investment performance. Unrecognized gains or losses will be recorded in the County financial report.

Status

The County is in compliance with this policy. The following is the County's June 30, 2003 investment portfolio summary (\$ in thousands):

| Description | Market Value |
|----------------------------|-------------------|
| U.S. Government Agencies | \$40,431 |
| U.S Government Treasuries | 9,963 |
| Municipal Bonds | 0 |
| Repurchase Agreements | 0 |
| Commercial Paper/Corp Debt | 24,914 |
| Bankers' Acceptances | 2,582 |
| LGIP | 43,090 |
| Library Pension | 14,666 |
| Cash Deposits | 24,576 |
| Total | <u>\$ 160,222</u> |

Financial & Budget Policies

Short-term and Long-term Debt Financings

Policy Statement

Prior to 1988, the County maintained a *pay-as-you-go* philosophy for financing capital projects. *Pay-as-you-go* can be costly in some ways due to cost acceleration in inflationary periods. Over-utilized facilities generate higher maintenance costs and citizens are not served well by over-utilized or nonexistent facilities. An alternative is to issue debt, sometimes referred to as *pay-as-you-use*. The philosophy of issuing debt for public projects is to have the citizens benefiting from the project pay for the debt retirement costs.

All financings are to be issued in accordance with the County's Home Rule Charter and applicable State and Federal Laws.

The County will attempt to meet its capital maintenance, replacement, or acquisition requirements on a pay-as-you-go basis. If the amount of the capital requirement cannot be met on a pay-as-you-go basis, if it is financially beneficial to issue bonds or COPs, and if the project has been determined to benefit future citizens, the County will evaluate the feasibility of issuing a long-term debt financing instrument.

1. **Short-Term Debt.** If it is determined by the Finance, Budget, & Tax Office that the General Fund cash flow requirements will be in a deficit position prior to receiving property tax revenues, the County will issue short-term debt to meet anticipated cash requirements. When financing a capital project, Bond Anticipation Notes or a Line of Credit may be issued if such financings will result in a financial benefit. Before issuing short-term debt the Board must authorize the financing with a resolution.
2. **Bonds and Other Long-Term Obligations.** It is the policy of the Board that the County will attempt to meet its capital maintenance, replacement, or acquisition requirements on a pay-as-you-go basis. If the dollar amount of the capital requirement cannot be met on a pay-as-you-go basis, if it is financially beneficial to issue bonds or COPs, and if the project has been determined to benefit future citizens, the County will evaluate the feasibility of issuing a long-term debt financing instrument.
3. **Uses.** All long-term financings must provide the County with an economic gain or be mandated by the Federal or State Government or court. Under no circumstances will current operations be funded from the proceeds of long-term borrowing.
4. **Purchase/Leasing Facilities.** It is the policy of the Board to purchase or lease/purchase facilities, instead of renting, when the programs or agencies being housed are performing essential governmental functions.
5. **Debt.** When issuing debt, the County will follow the Government Finance Officers Association recommended practice of selecting and managing the method of sale of State and Local Government Bonds.
6. **Capital Expenditures.** If capital expenditures are anticipated to be incurred prior to the issuance of the debt, the Board authorizes the Finance Director to execute a declaration of official intent (or DOI) with regard to such expenditure. The DOI must express the County's reasonable expectations that it will issue debt to reimburse the described expenditures. It must contain a general description of the project and state the estimated principal amount of obligations expected to be issued to finance the project. A copy of the DOI shall be sent to the Board.
7. **Financing Mechanisms.** The different types of financings the County may use to fund its major capital acquisitions or improvements are:
 - a) **Revenue Bonds** may be used whenever possible to finance public improvements which can be shown to be self-supported by dedicated

Financial & Budget Policies

revenue sources, needed for infrastructure or economic development, or approved by the Board for specific purposes.

- i) Revenue-supported bonds are to be used to limit the dependency on property taxes for those projects with available revenue sources, whether self-generated or dedicated from other sources.
- ii) Adequate feasibility studies are to be performed for each project to determine the adequacy of the dedicated revenue source.
- b) **General Obligation Bonds** (GO bonds) will be used to finance *essential* capital projects.
 - i) Capital improvement projects will be analyzed, prioritized and designated as *essential* or not through a CIP committee process.
 - ii) GO bonds will only be considered after exploring funding sources such as Federal and State grants and project revenues.
- c) **Full Faith and Credit or Limited Tax Bonds** will be considered if Revenue bonding or GO bonding is not feasible.
- d) **Lease-Purchases or Certificate of Participation** (COP) will be considered if Revenue bonding or GO bonding is not feasible.
- e) **Leases and limited tax bonds** as reported in the County's comprehensive annual financial report will be limited as follows:
 - i) Annual lease-purchase payments or limited tax bond payments recorded in the respective Funds, except proprietary funds, will be limited to 5% of the total revenues of the supporting fund.
 - ii) Acquisitions will be limited to the economic life of the acquisition or improvement and shall not exceed 20 years.
 - iii) All acquisitions must fit within the County's mission or role.
 - iv) All annual lease-purchase or bond payments must be included in the originating Departments' adopted budget or in the facilities management's building service reimbursement.
- f) **Refundings or Advance Refundings** will be done if there is a present value savings of 3% or more or if the restructuring of the financing will benefit the County.
- g) **Intergovernmental Agreements** with the State of Oregon for Energy Loans.
- h) **Local Improvement Districts.** Except as required by State law, it is the policy of the Board not to form Local Improvement Districts (LIDs) for purposes of issuing debt to finance LID improvements unless specifically required by Oregon Revised Statutes, due to the added costs of administering the LIDs, the small number of citizens served, and the risk that in the event of default by property owners, the General Fund will have to retire any outstanding obligations.
- i) **Conduit Financings.** It is the policy of the Board to act as an "Issuer" of conduit financing for any private college, university, hospital, or for-profit or non-profit organization that is located in Multnomah County and is eligible to use this type of financing. The County will charge a fee of \$1.00 per \$1,000 of bonds issued or \$10,000, whichever is greater, to act as an issuer for the organization. The maximum fee will not exceed \$50,000. This fee

Financial & Budget Policies

offsets administrative costs that may be incurred. The County will retain bond counsel to represent it on legal issues including any risks associated with the conduit financing. The university or college will be assessed an additional fee to cover any bond counsel expenses. In addition to the fees established above, the organization must have a Moody's rating of Baa or better or a BBB rating from Standard and Poor's. It must not condone discriminatory practices or policies. The Board must approve each conduit financing issue.

- j) **External financial advisors, underwriters and bond counsel** will be selected in accordance with the County's Administrative Procedures.

Revenue Bonds in Partnership with Non-Profit Agencies

The County enjoys a very good credit rating, and wishes to maintain it.

Preconditions

The agency must be an IRS 501(c)(3) organization and must demonstrate that it cannot obtain conventional financing at a reasonable cost.

Cost Responsibilities

8. **Revenue Bonds in Partnership with Nonprofit Agencies.**

- a) The County may issue tax exempt revenue bonds in partnership with a 501(c)(3) non-profit agency. The non-profit agency is responsible for 100% of the capital costs, all of the debt financing issue costs, and any debt reserve requirements; it will also be responsible for the ongoing annual debt payments and other related costs. The County will issue debt not to exceed 60% of the total costs of the project.
- b) The County enjoys a very good credit rating, and wishes to maintain it. Before it considers a proposal to assist a 501(c)(3) non-profit agency by issuing tax exempt revenue bonds to finance a project, the agency and the County must comply with the following. The conditions listed below are in addition to applicable requirements elsewhere in the County's Financial and Budget Policies.
- c) **Preconditions:**
 - i) The agency must be an IRS 501(c)(3) and must demonstrate that it cannot obtain conventional financing at a reasonable cost.
 - ii) In general, it is intended that the County will assist small to medium-size agencies that have total annual revenues from all sources of at least \$1,000,000 but not greater than \$10,000,000
 - iii) The planned use of the revenue bond proceeds must be consistent with County policy priorities or benchmarks.
 - iv) The agency must provide the County with five years of historical financial information and operational trends.
 - v) The agency must provide a capital and business expansion plan including a five-year revenue and expenditure forecast.
 - vi) The agency must demonstrate its ability to conduct a capital fundraising campaign.
 - vii) The agency must be non-discriminatory in access to its services and in its employment practices.
- d) **Cost Responsibilities:**
 - i) The agency is responsible for 100% of the capital project costs. The County will assist the agency by issuing tax-exempt revenue bonds to finance no more than 60% of the capital project and related allowable debt issuance costs. The agency is

Financial & Budget Policies

The agency is responsible for 100% of the capital project costs.

- responsible for raising the remaining project funds.
- ii) The agency is responsible for all bond issuance costs.
- iii) Unless granted an exception by the Chair, County costs are to be reimbursed by the agency or capitalized as part of the debt.
- iv) The agency is responsible for all ongoing costs related to the financing. These include debt payments, paying agent costs, or other related costs. The agency is obligated for the term of the financing and may not have a "nonappropriation" clause.
- v) Before the County issues the debt, the agency must have raised 75% of the project funds for which it is responsible; with the County's agreement, a portion of those funds may be in the form of well-secured promissory notes from grantors or private contributors; the remaining agency contributions must be deposited before matching debt funds are released, on a schedule negotiated in the contract for each project.
- vi) It is expected that all private funds will be collected within one year of the County's approval of the bond financing partnership. If the private funds are not collected within two years of approval, the County shall no longer be considered as committed to the revenue bond financing partnership.

Other Conditions

The County will conduct a risk analysis and fully disclose this information to the Board prior to approval of the debt. The County reserves the right to have a third party credit analysis.

e) Other Conditions:

- i) The County must have title (or first lien rights, if the escrow agent holds title on behalf of the lender) to the property while debt is outstanding.
- ii) The agency must provide the County an unencumbered cash reserve in the amount equal to at least six monthly payments, or make monthly payments equal to 1/12 of the annual debt service requirement. Any interest earned on these funds remains the property of the County and will be used to offset administration costs. Payments are to begin upon the issuance of the debt. This reserve is in addition to any reserves required by the financing.
- iii) The County will conduct a risk analysis and fully disclose this information to the Board prior to approval of the debt. The County reserves the right to have a 3rd party credit analysis.
- iv) The Board must approve of the financing by resolution
- v) Contractual language must be in place to protect the County in case of late payments or default by the agency.
- vi) The agency must provide an annual, independently audited financial report to the County.

Non-Profit Revenue Bond Limits

f) Non-Profit Revenue Bond Limits:

- i) In general, the County will not provide revenue bond financing for a non-profit agency for any project that has under \$1,000,000 or over \$4,000,000 in bonded indebtedness.
- ii) The issuance of these revenue bonds shall not be greater than \$8,500,000 of principal outstanding.
- iii) The maximum term of bonds issued is 15 years.

Financial & Budget Policies

Administration of this Policy Section

g) Administration of this Policy Section:

- i) The Finance, Budget, & Tax Office will coordinate the process of accepting and reviewing proposals by non-profits to enter into partnership with the County for revenue bond financing and for making recommendations to the Chair.
- ii) County departments with related programs are responsible for analyzing proposals for conformity with related program policy.
- iii) The Finance Program Area is responsible for analyzing proposals for conformity with financial policy guidelines and for implementing revenue bond financing partnerships, as approved.

Hospital Authority

9. **Hospital Authority:** It is the policy of the Board to issue revenue bonds for hospital facilities as authorized by Resolution 98-1 adopted by the Board, acting as Hospital Authority, on December 3, 1998.

Status

The following shows the County's outstanding obligations as of July 1, 2004:
(\$ in thousands).

| Description | Moody's Rating | Dated | Maturity Date | Amount Issued | Principal Outstanding | 2004/2005 Prin & Int Payment |
|--|-------------------|----------|------------------|-------------------|--------------------------|------------------------------------|
| Short Term Notes "TRANS" Planned | MIG 1 | 7/01/03 | 6/30/05 | \$ 25,000 | \$ 25,000 | \$ 25,450 |
| General Obligation Bonds | Aa1 | 10/01/96 | 10/01/16 | \$ 79,700 | \$16,665 | \$ 3,754 |
| | Aa1 | 10/01/96 | 10/01/16 | 29,000 | 2,430 | 670 |
| | Aa1 | 3/01/94 | 10/01/13 | \$ 22,000 | 2,195 | 1,151 |
| | Aa1 | 9/01/94 | 10/01/14 | 9,000 | 410 | 421 |
| | Aa1 | 2/01/99 | 10/01/16 | 66,115 | 64,745 | 3,211 |
| | | | | <u>\$205,815</u> | <u>\$ 86,445</u> | <u>\$ 9,207</u> |
| Revenue Bonds | | | | | | |
| RCC Series 1998 | A3 | 10/01/98 | 10/01/14 | \$3,155 | \$2,490 | \$ 289 |
| Motor Vehicle Revenue Bonds 2000 | A3 | 11/01/00 | 11/01/15 | 5,500 | 4,935 | 538 |
| | | | | <u>\$8,655</u> | <u>\$7,425</u> | <u>\$827</u> |
| Pension Obligation Revenue bonds | Aa2 | 12/01/99 | 6/01/30 | <u>\$184,548</u> | <u>\$181,103</u> | <u>\$ 10,698</u> |
| Full Faith and Credit Obligations | | | | | | |
| Series 1999A Multnomah Building | Aa2 | 4/01/99 | 8/01/19 | \$ 36,125 | \$ 31,160 | \$ 2,743 |
| Series 2000A Full Faith | Aa2 | 4/01/00 | 4/01/20 | 61,215 | 48,325 | 6,145 |
| Series 2003 Full Faith | Aa2 | 7/01/00 | 7/01/13 | 9,615 | 9,615 | 1,128 |
| | | | | <u>\$ 106,955</u> | <u>\$ 89,100</u> | <u>\$ 10,016</u> |
| Certificates of Participation | | | | | | |
| 1998 JJC Refunding & New | Aa3 | 2/01/98 | 8/01/17 | 48,615 | \$ 27,511 | \$ 3,572 |
| Portland Building Contract | N/A | 1/22/81 | 1/22/08 | \$ 3,475 | \$ 1,085 | \$ 332 |
| Total Full Faith & Credit, COP's and Contract Payments | | | | | | \$13,920 |
| Less Non General Fund Supported | | | | | | |
| Road Fund | | | | | | (288) |
| Library Fund | | | | | | (166) |
| Total General Fund | | | | | | <u>\$13,466</u> |
| REMAINING BORROWING CAPACITY | | | | | | |
| Debt Capacity (Supported by General Government Fund Types Only) | | | | | | |
| 2004-2005 General Fund Revenues (not including ITAX) | | | | | | \$ 285,602 |
| 5 % limitation | | | | | | 0.05 |
| 5% Limitation Dollar Amount | | | | | | \$ 14,280 |
| Lease/Debt Capacity Used | | | | | | <u>\$ (13,466)</u> |
| Annual Payment Available | | | | | | \$ 814 |
| Estimate Principal Value Available | | | | | | <u>\$ 12,000</u> |

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

RESOLUTION NO. 04-078

Adopting Financial and Budget Policies for Multnomah County, Oregon

The Multnomah County Board of Commissioners Finds:

- a. The Board is the fiscal authority for Multnomah County government.
- b. The Finance and Budget is responsible for the budget and fiscal operations of the County.
- c. The Chief Financial Officer and Budget Director is responsible for the preparation and management of the budget and for the management of the financial operations of the County.
- d. A financial and budget policy will provide for prudent financial practices.

The Multnomah County Board of Commissioners Resolves:

1. The Financial and Budget Policies set forth in Exhibit A are the policies of Multnomah County.
2. The Chief Financial Officer is directed to administer these Financial and Budget Policies.
3. The Chief Financial Officer is directed to review and update these policies as needed but not less than annually.
4. The Chief Financial Officer is directed to inform the Board on the status of these policies annually.
5. This Resolution replaces Resolution No. 03-090, which is repealed.

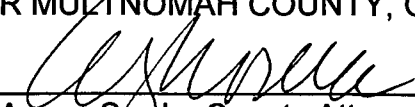
ADOPTED this day 10th of June, 2004.



REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


Agnes Sowle, County Attorney

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

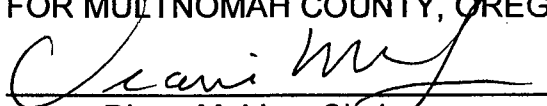
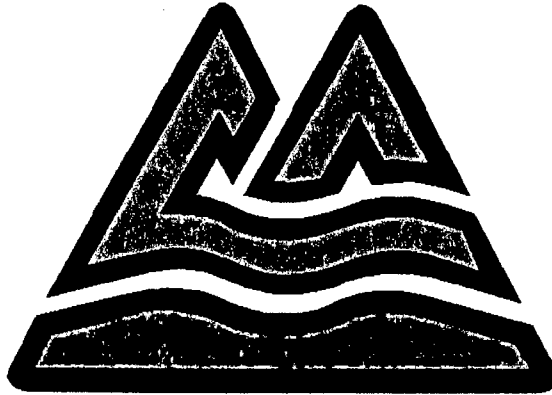

Diane M. Linn, Chair

EXHIBIT A



**MULTNOMAH
COUNTY**

FINANCIAL AND BUDGET POLICY

FISCAL YEAR 2004-2005

Prepared by: Finance, Budget and Tax Office

Financial & Budget Policies

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Financial & Budget Policies

| | |
|---|--|
| Goals | <p>The goals of this financial policy are:</p> <ol style="list-style-type: none"> 1. To preserve capital through prudent budgeting and financial management. 2. To achieve the most productive use of County funds that meets the goals of the Board of County Commissioners. 3. To ensure that all finance-related activities meet generally accepted accounting principles. 4. To achieve a stable balance between the County's ongoing financial commitments and the continuing revenues available to the County. 5. To leverage local dollars with federal and state funding/grants. 6. To provide an accountable form of Government to the citizens of Multnomah County. |
| <p>Financial Forecasts for the General Fund</p> <p>Background</p> <p>Financial Forecasts for the General Fund Policy Statement</p> | <p>Governments at all levels should forecast major revenues and expenditures. The forecast should extend at least three to five years beyond the budget period and be regularly monitored and updated. It should be clearly stated and available to participants in the budget process, as should its underlying assumptions and methodology. It should also be referenced in the final budget document. To improve future forecasting, the variances between previous forecasts and actual amounts should be analyzed. The variance analysis should identify all factors that influence revenue collections, expenditure levels, and forecast assumptions.</p> <p>The Board of County Commissioners recognizes the importance of developing a combined revenue and expenditure forecast. The Budget Division will prepare a five-year financial forecast for the General Fund to assess the long-term financial implications of current, as well as proposed, policies and programs. The forecast will detail assumptions regarding both short-term and long-term financial issues facing the county. Those assumptions will guide the development of appropriate financial strategies to achieve the goals outlined above. The General Fund revenue and expenditure forecast will:</p> <ol style="list-style-type: none"> 1. Provide an understanding of available funding; 2. Evaluate financial risk; 3. Assess the likelihood that services can be sustained; 4. Assess the level at which capital investment can be made; 5. Identify future commitments and resource demands; 6. Identify the key variables that might change the level of revenue; and 7. Identify one-time-only resources and recommends appropriate uses. |
| Status | <p>In compliance</p> |

Financial & Budget Policies

Tax

Revenues

Background

All of the County's tax decisions have been made in an atmosphere of intense public and internal debate. Those debates consistently referred to these common factors: the social equity of the tax, its administrative costs, its impact on the regional economy, its effect on other local governments, and the degree to which the tax might be acceptable to the public.

During the past decade Multnomah County has faced major decisions about the level and kind of taxation it can or should impose.

Measure 5, which passed in 1990, already limited combined property tax rates for non-school government (e.g., Multnomah County, the City of Portland, Gresham, Metro, etc.) to \$10 per \$1,000 of Real Market Value (RMV) per county-assigned tax code area. Similarly, combined property tax rates for the public school system are limited to \$5 per \$1,000 RMV for each tax code area.

In May 1997, the voters approved Ballot Measure 50, which reduced property taxes statewide by 17% (except those to pay exempt bonded indebtedness or Local Option levies approved by voters)—this time not by limiting the tax rate, but by limiting the property value that the rate is applied to. It mandated the use of Assessed Value (AV) for Measure 50 purposes, and rolled AV back to 10% below 1995/1996 RMV. It further limited the *growth* in AV to 3% per year, with the exception of new construction and major renovation. These provisions have the combined effect of disconnecting some property taxes from a rational relationship with actual property value. Finally, Measure 50 required that general obligation bonds and local option taxes be approved by a majority of the voters at general election in even numbered years or at any election in which a majority of eligible registered voters cast a ballot—the so-called double majority.

RMV is still used for Measure 5 purposes, and Measure 5 and Measure 50 are simultaneously applicable; this results in a phenomenon referred to as *compression* when taxes authorized by Measure 50 are prohibited by Measure 5. The lower tax always applies.

In March 1998, Multnomah County voters imposed a temporary 0.5% Business Income Tax surcharge for tax year 1998 – one year only. This revenue was dedicated to the various school districts within Multnomah County; it generated approximately \$10.4 million.

In 1999 the County received a proposal to increase the rates of both the Transient Lodging Tax and Motor Vehicle Rental Tax and dedicate the proceeds to Metro and the City of Portland to fund expansion of the Convention Center and renovation of Civic Stadium and the Portland Center for Performing Arts. The Board approved these increases in February 2000.

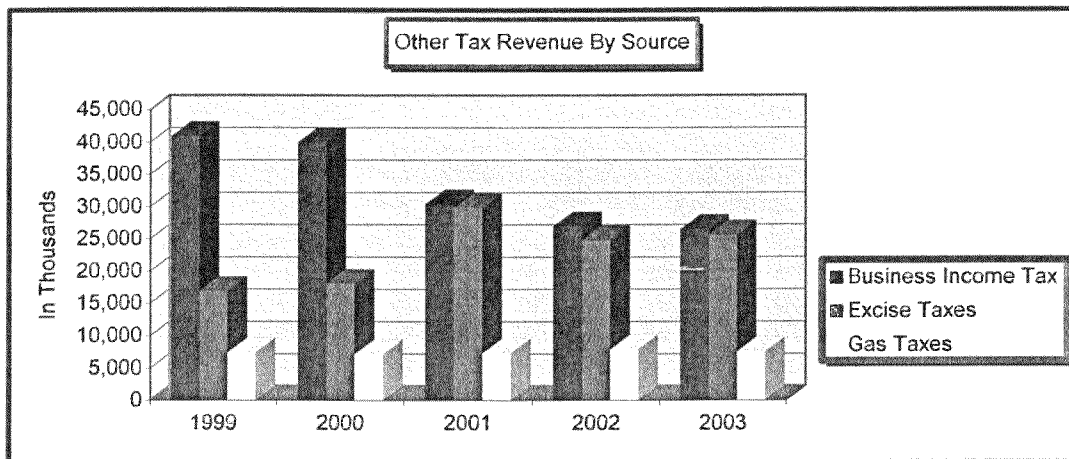
In November 2002, voters approved Measure 26-36, a new 5-year library levy with a start date of July 2003, following the June expiration of the previous levy, which supplied nearly half of the library's funding. The cost is 75.5 cents per thousand of assessed value.

On March 20, 2003 the Board approved Resolution 03-041, which submitted Measure 26-48 to the voters to impose a three-year Countywide personal income tax to benefit public schools, public safety, and human services. On May 20, 2003 this tax was passed by the voters of Multnomah County.

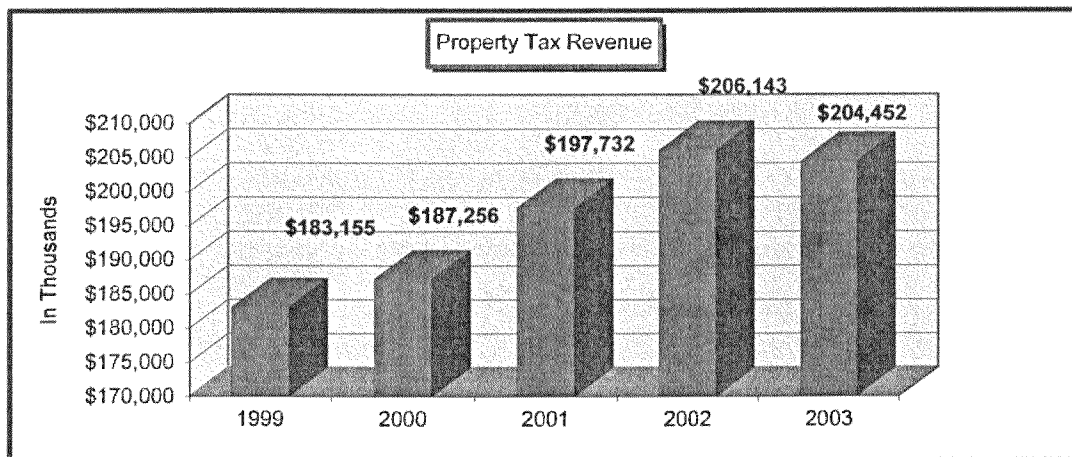
Financial & Budget Policies

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| Policy Statement | <p>All of these decisions were made in an atmosphere of intense public and internal debate, particularly with regard to the progressivity of the tax, its administrative cost, its impact on the regional economy, its effect on other local governments, and the degree to which the tax might be acceptable to the public.</p> <p>The Board recognizes that taxation is necessary in order to provide public services to the citizens of the county. When considering changes to the County's tax structure, the Board will consider the following:</p> <ol style="list-style-type: none"> 1. The ability of taxpayers to pay the taxes. 2. The impact of taxes imposed by the County on other local governments. 3. The effect of taxes on the county economy. 4. The administration and collection costs of the taxes. 5. The ease with which the taxes can be understood by taxpayers. |
| Status | <p>The County has several sources of tax revenue, including property taxes, which are paid based on the established value of real, personal, and utility property. Except for general obligation bond levies and local option taxes, property taxes increase with growth in assessed value. That growth is limited to 3% per year plus changes as a result of annexation, rezoning, and new construction. The County collects property tax in three ways.</p> <ul style="list-style-type: none"> • a "permanent tax rate," the reduced combination of the County's "tax base" and two serial levies in effect when Measure 50 was approved. • taxes for the retirement of voter-approved general obligation bonds. • a local option levy for Library services. <p>Business entities doing business in the County pay business income taxes (BIT) based on net income.</p> <p>The County has two excise taxes, a Motor Vehicle Rental Tax and a Transient Lodging Tax. Motor vehicle rental taxes are assessed on the income generated by short-term vehicle rentals. Transient lodging taxes are imposed on room rates at hotels/motels. Transient Lodging Taxes collected are (with minor exceptions) passed through to Metro for the operations of the Convention Center, the Performing Arts Center, and the Regional Art and Culture Council; for funding bonds issued by the City of Portland to expand the Oregon Convention Center and renovate Civic Stadium and the Performing Arts Center; and to provide monies for a Visitors Development Fund. A portion of the Motor Vehicle Rental Taxes also supports these programs.</p> <p>The County also imposes a gasoline tax that is dedicated to roads.</p> <p>The County's tax revenues represent about 40% of the total Governmental Fund Type revenues (General and Special Revenue Funds). The following graphs depict actual tax revenue by source since FY 99.</p> |

Financial & Budget Policies

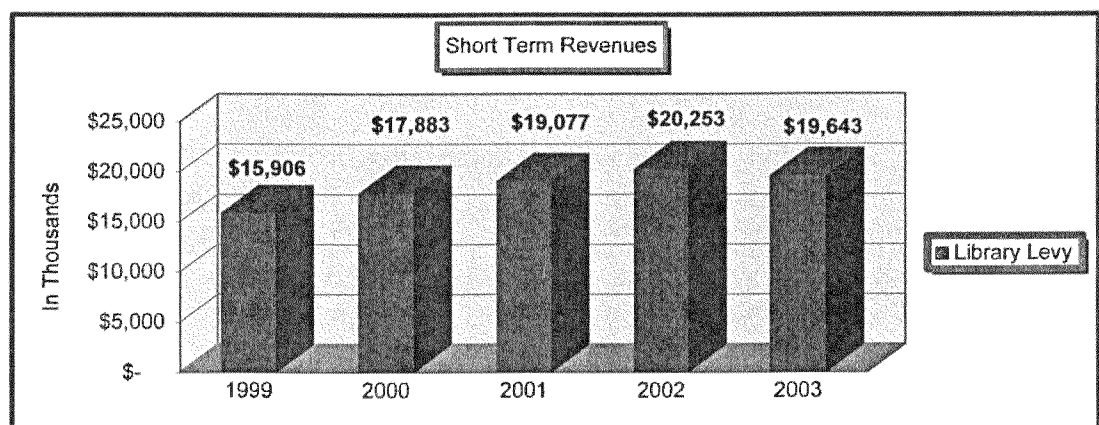


| | 1999 | 2000 | 2001 | 2002 | 2003 |
|---------------------|--------|--------|--------|--------|--------|
| Business Income Tax | 40,904 | 39,934 | 30,377 | 26,935 | 24,800 |
| Excise Taxes | 16,974 | 18,101 | 29,821 | 24,849 | 28,712 |
| Gas Taxes | 7,470 | 7,221 | 7,372 | 7,951 | 7,375 |



Financial & Budget Policies

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| <h2>Short-Term Local Revenues</h2> | <p>Short-term revenues are those of limited duration, primarily serial levies for jail and library services and—since the passage of Measure 50—a five-year local option levy for library services. Use of short-term revenues for ongoing programs places programs at risk if voters fail to approve subsequent levies.</p> |
| <p>Background</p> | <p>In Fiscal Year 1998, the dollar amounts of existing library and public safety serial levies were combined with the County's General Fund tax base amount to establish the permanent property tax rate per \$1,000 of assessed value. The expired serial levies, which were merged with the tax base into a permanent tax rate, are no longer dedicated revenues.</p> <p>Measure 50 requires that any property tax measure needs both a majority vote and a 50% voter turnout unless it is voted on at a general election. Because of this requirement, it will be more difficult to obtain voter approval for short-term property tax revenues. Perhaps more importantly, the Constitution makes no provision for a government to change its permanent tax rate.</p> |
| <p>Policy Statement</p> | <p>It is the intent of the Board to use short-term revenue sources to fund priority service programs only after all other sources of revenue have been analyzed and have been determined not to be feasible.</p> |
| <p>Status</p> | <p>In November 2002, the voters approved the second five-year local option levy for library services. The following graph reflects the use of actual short-term revenues since FY 99.</p> |



Financial & Budget Policies

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| Transportation Financing Background <i>Ongoing maintenance and improvements are necessary for economic growth, to alleviate existing transportation problems, and to maintain the livability of the region.</i> | <p>The passage of the 2003 Oregon Legislation HB 2041 provided Transportation (roads and bridges) infrastructure a much needed jolt of new financial assistance. The Bill also known as OTIA III (Oregon Transportation Investment Act) provides the County with \$25 M for use on the Sauvie Island bridge construction, an additional \$1.4 M of annual funding for county bridges and \$.5 M annually for county roads. Even with these new funds a funding gap still exists and continues to widen as infrastructure preservation needs exceed resources.</p> <p>In the Portland area, growth has placed additional demands on the transportation system. Ongoing maintenance and improvements are necessary for economic growth, to alleviate existing transportation problems, and to maintain the livability of the region.</p> <p>Multnomah County's Capital Improvement Plan and Program (CIPP) updated on a biennial schedule will be returned to the Board of County Commissioners in the Fall of 2004. The Board's adoption of the CIPP forms the basis for the selection and funding of road and bridge projects. Transportation revenue forecasts even with the passage of HB 2041 will leave the county with challenges of balancing the demands of maintenance, preservation, capital expansion, safety and environmental regulations.</p> <p>Multnomah County maintains and operates the Willamette River Bridges. These bridges are a critical link in a highly integrated transportation system. Regional growth has made it increasingly essential to keep bridges in good working order with a minimum of downtime. The 20-year Bridge capital plan is facing a \$190 million funding shortfall to deliver a \$300 million program.</p> |
| Policy Statement | It is the policy of the Board to support statewide and regional funding for transportation-related needs. If state and regional funding is inadequate, the County works with jurisdictions within its boundaries to address the transportation funding needs of local governments. |
| Status | Gov. Ted Kulongoski signed House Bill 2041, into law on July 28, 2003. The legislation uses increased DMV and trucking-related fees to finance \$2.5 billion in transportation construction projects for the state highway system as well as cities and counties. Fee increases went into effect January 2004. |

Financial & Budget Policies

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| Federal/State Grant and Foundation Revenues | Federal and State grant funds have increased significantly in the last ten years. Most of these revenues are restricted to a specific purpose, such as mental health or community corrections programs. Grants and foundation funds are used for an array of County services and may help the County to leverage other funds. This policy statement is not intended to apply to Federal and State shared revenues, entitlements, or fees for services. |
| Policy Statement | <p>The Board understands that grants from other governments and private sources represent both opportunities and risks. Grants allow the County to provide basic or enhanced levels of service and to cover gaps in the array of services the County offers. Grants may also commit the County to serving larger or different groups of clients and put pressure on County-generated revenues if the grant is withdrawn. When applying for a grant, the Board will consider:</p> <ol style="list-style-type: none">1. The opportunities for leveraging other funds for continuing the grant/foundation related program.2. How much locally generated revenue will be required to supplement the grant/foundation revenue source.3. Whether the grant/foundation will cover the full cost of the proposed program, or whether the County is expected to provide support and overhead functions to the program. It is the intent of the County to recover all overhead costs associated with the grant/foundation.4. The degree of stability of the funding source.5. Whether decline or withdrawal of the grant/foundation revenue creates an expectation that the County will continue the program.6. How County programs can maximize revenue support from state or federal sources.7. Whether the grant/foundation funds used for pilot or model programs will result in a more efficient and/or effective way of doing business.8. Whether the grant/foundation is aligned with the County's mission and goals. |
| Status | The FY 2005 Proposed Federal State Budget has grant revenue sources of about \$246,869,000. |

Financial & Budget Policies

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| Indirect Cost Allocation | The Federal and State Governments recognize that the cost of providing services includes the overhead cost of support services. Generally, federal and state grantors allow programs to recover overhead charges based on an indirect cost allocation plan. The County prepares this plan in accordance with federal guidelines; it determines the indirect cost rate charged to all operations funded with dedicated revenues. The central services in the Cost Allocation Plan include, but are not limited to: the County Auditor Equipment Use, Finance, and Budget. |
| Background | |
| Policy Statement <i>Generally it is the policy of the Board to recover from dedicated revenue sources the full cost of programs supported by those sources.</i> | <p>Generally it is the policy of the Board to recover from dedicated revenue sources the full cost of programs supported by those sources. The full cost includes the appropriate proportionate share of the cost of County overhead functions attributable to programs funded with dedicated revenues.</p> <p>The exception to the above policy is when the grantor agency does not allow the grantee to charge indirect costs or allows only a set indirect cost rate. The Board will have the final authority to accept a grant that does not allow the recovery of all or part of the indirect charge. In that event, the General Fund will pay the indirect cost allocated to the program.</p> <p>The Finance, Budget, and Tax Office is responsible for preparing an Indirect Cost Allocation Plan that meets the requirements of the Office of Management and Budget (Federal Government Agency) Circular A-87. Central service and departmental administrative support provided to non-General Fund programs, activities, and/or functions that are not recovered by internal service charges or billed directly to dedicated revenues will be recovered through an indirect cost based on the approved Indirect Cost Allocation Plan. The plan will be updated annually.</p> |
| Status | The County is in compliance with this policy. The overhead rate for FY 05 is .27%. |

| Department/Office | Central Rate | Departmental Rate | Combined Rate |
|----------------------------------|--------------|-------------------|---------------|
| County Human Service | .27% | .66% | .93% |
| School and Community Partnership | .27% | 7.23% | 7.50% |
| Community Justice | .27% | 4.29% | 4.56% |
| Health Services | .27% | 9.49% | 9.76% |
| District Attorney | .27% | 4.38% | 4.65% |
| Sheriff's Office | .27% | 3.25% | 3.52% |
| Community Services | .27% | .64% | .91% |
| Business Service | .27% | .00% | .27% |
| Other County | .27% | .00% | .27% |
| Library | .27% | .42% | .69% |

Financial & Budget Policies

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| Use of One-Time-Only Resources Background | <p>Unrestricted one-time-only resources present organizations with temptations that are hard to resist. In the short run it appears more beneficial to allocate such resources to the highest priority public service that would otherwise be unfunded than to restrict them to costs that will not recur in following years. However, the result of this practice is to expand operational levels and public expectations beyond the capacity of the organization to generate continuing funding. This inevitably produces shortfalls and crisis.</p> <p>Sustaining an ongoing program level by deferring necessary expenditures or by incurring future obligations also inevitably produces shortfalls and crisis.</p> |
| Policy Statement | <p>It is the policy of the Board that the County will fund ongoing programs with ongoing revenues.</p> <p>When the County budgets unrestricted one-time-only resources, the Board will consider setting these funds aside for reserves or allocating them to projects or programs that will not require future financial commitments. The Board will consider the following when allocating these one-time-only resources:</p> <ol style="list-style-type: none">1. The level of reserves set aside as established by Board policy.2. The County's capital needs set out in the five-year Capital Improvement Plan or Information Systems Development Plan.3. One-time only spending proposals for projects or pilot programs, particularly investments that may result in innovative ideas or technology or long-term efficiencies or savings that do not require ongoing support.4. Bridge or gap financing for existing programs for a finite period of time. |
| Status | <p>During budget deliberations the Budget Manager is responsible for providing a list of sources and uses of one-time only funds and informing the Chair and the Board on the recommended use of the funds received.</p> |

Financial & Budget Policies

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| User Fees, Sales, and Inter-Governmental Revenues | <p>User fees are generally intended to cover all the costs or an agreed upon portion of the costs for providing services. Inflation or increased service delivery can erode the established user fees if the cost of service increases faster than revenue from the fee increases.</p> |
| <p>Policy Statement</p> <p><i>It is the general policy of the Board that user fees will be established in order to recover the costs of services. Exceptions to this policy will be made depending on the benefit to the user, the ability of the user to pay for the service, the benefit to County citizens, and the type of service provided.</i></p> | <p>It is the general policy of the Board that user fees and service charges be established at a level to recover the costs to provide services. Exceptions to this policy will be made depending on the benefit to the user of the service, the ability of the user to pay for the service, the benefit to County citizens, and the type of service provided.</p> <p>As part of budget deliberations and during negotiations of Intergovernmental Agreements, Departments will be responsible for informing the Chair of a fully loaded cost analysis presenting the fee structure necessary to recover 100% of the cost of providing services. Departments will also recommend whether fees or charges in each area should be set to recover 100% of the costs or be set at a lower rate, such as a sliding scale fee. The recommendation to the Chair will consider the benefits to an individual or agency, the benefits to County citizens, and the ability of users to pay for the service. The Budget Office is responsible for ensuring that departments include all costs associated with providing the service.</p> <p>User fees and service charges collected by County agencies will be periodically reviewed. All fees and charges will be reviewed every four years with approximately 25% of the fees and charges reviewed each fiscal year. Based on this review, the Chair will make recommendations to the Board regarding proposed changes to fee or service charge schedules.</p> <p>Revenues generated from sales (and commissions on sales) of goods and services sold in County-owned or leased facilities are to be credited to the County's General Fund unless:</p> <ol style="list-style-type: none"> 1. They are generated for inmate welfare commissary operations. 2. They are generated in Library facilities used for Library operations. 3. The Board grants an exception. |
| <p>Status</p> | <p>Departments are generally responsible for reviewing the fees and charges associated with their operations on an annual basis. There are four County departments which generate the majority of fee revenue – Business and Community Services, County Human Services, Health, the Sheriff's Office, and Community Justice. A complete review of the fees charged for services provided by the Health Department was conducted during FY 99. Planning fees were reviewed and increased during FY 00.</p> |

Financial & Budget Policies

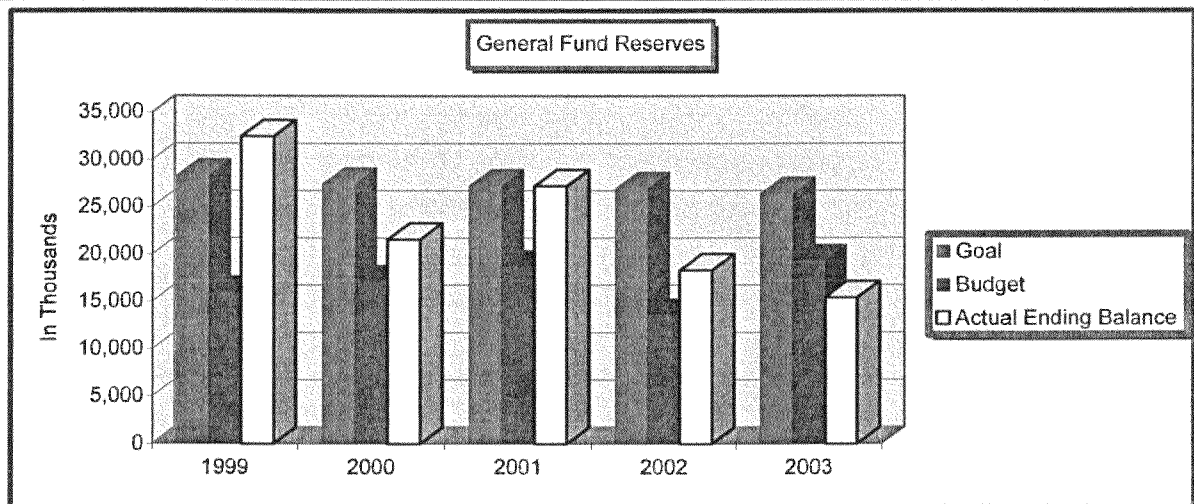
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| <p>Reserves</p> <p>Background</p> <p><i>The County's bond rating is currently Aa1 from Moody's Investors Service.</i></p> | <p>Annually using all available ongoing revenue to pay for ongoing programs can result in fluctuations in program levels as revenues vary from one year to the next. Adding programs in one year (based on positive short term receipts) can cause the same or other programs to be cut in the next year if costs outpace revenues. This has a detrimental effect on service delivery over time, reducing efficiency and causing budget problems that can be avoided if program decisions are made in the context of the County's long-term financial capacity rather than on the basis of revenue available from one year to the next.</p> <p>Maintaining an appropriate reserve helps the County maintain its favorable bond rating, which is currently Aa1 from Moody's Investors Service. Moody's generally established benchmark for the General Fund Balance or reserve is a dollar amount equal to at least 10% of actual General Fund revenues.</p> |
| <p>Policy Statement</p> <p><i>It is the goal of the Board to fund and maintain two General Fund Reserves designated as unappropriated fund balance, funded at approximately 5% each of the total budgeted revenues of the General Fund.</i></p> | <p>The Board understands that to avoid financial instability, continuing requirements should be insulated from temporary fluctuations in revenues.</p> <p>It is the goal of the Board to fund and maintain two General Fund Reserves designated as unappropriated fund balance and funded at approximately 5% each of the total budgeted revenues of the General Fund. The Public Safety Fund is primarily supported by the General Fund and for purposes of calculating these reserves, revenues and actual ending fund balances reported in the Public Safety Fund will be included.</p> <p>The first 5% is a reserve account in the General Fund, designated as unappropriated fund balance. This account is to be used when basic revenue growth falls below the rate of basic revenue change achieved during the prior ten years.* In years when basic revenue growth falls below long-term average growth, the Board will reduce the unappropriated fund balance to continue high priority services that could not otherwise be funded by current revenues. If the reserve account is so used, to maintain fiscal integrity, the Board will seek to restore the account as soon as possible.</p> <p>The second 5% is a reserve maintained separately from the General Fund in the General Reserve Fund. This fund is to be used for non-recurring extreme emergencies. <i>Extreme Emergencies</i> is defined as uses for disaster relief, expenditures related to essential services, or expenditures that are related to public life and safety issues. If the reserve account is so used, to maintain fiscal integrity, the Board will seek to restore the account as soon as possible.</p> <p>The Board will replenish the General Fund Reserve to approximately 5% of General Fund revenues over the next three years. The anticipated plan to accomplish this is as follows:</p> |

* "Basic revenue" is defined as the sum of General Fund property tax, business income tax, motor vehicle rental tax, cigarette tax, liquor tax and interest income. "Growth" is defined as total increase in fiscal year compared to the amount in the prior fiscal year, adjusted for changes in collection method, accrual method, or legislation defining the rate or terms under which the revenue is to be collected.

Financial & Budget Policies

| | Amount | Source |
|------|-------------|---|
| FY05 | \$3,000,000 | 1. General Fund Resources |
| FY06 | \$1,500,000 | 2. Proceeds from asset sales |
| FY07 | \$1,500,000 | 3. Year end surplus identified through the audit. |

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| Status | <p>In FY 02 and FY 03, basic revenue growth fell below the long term average. To continue funding high priority services, the Board used \$5.7 million of the reserve account. In FY 02 the Board established the General Reserve Fund and funded it with approximately \$9.1 million from the General Fund. In the FY 05 budget, the Board is budgeting the reserves at \$11.6 million and has outlined a plan to fund the reserve over the next 4 years.</p> <p>The following graph shows the reserve goal, budget and actual reserve since FY 99. The budgeted reserves do not include funds budgeted in contingency.</p> |
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Financial & Budget Policies

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| General Fund Emergency Contingency Background | General Fund contingency transfers have a significant effect on the annual budget process by reducing the amount of ending working capital that is carried over to the subsequent fiscal year. Contingency transfers should be reviewed in the context of other budget decisions so that high priority projects are not jeopardized. |
| Policy Statement | <p>The Board understands that in order to avoid financial instability, continuing requirements cannot increase faster than continuing revenues.</p> <p>It is the policy of the Board to establish an emergency contingency account in the General Fund, as authorized by ORS 294.352, each fiscal year during the budget process. The account will be funded at a level consistent with actual use of transfers from contingency during the prior ten years.</p> <p>To achieve financial stability, the following are guidelines to be used by the Board in considering requests for transfers from the General Fund Contingency Account:</p> <ol style="list-style-type: none">1. Approve no contingency requests for purposes other than "one-time-only" allocations.2. Limit contingency funding to the following:<ol style="list-style-type: none">a) Emergency situations which, if left unattended, will jeopardize the health and safety of the community.b) Unanticipated expenditures necessary to keep a public commitment or fulfill a legislative or contractual mandate, or which can be demonstrated to result in significant administrative or programmatic efficiencies that cannot be covered by existing appropriations.3. The Board may, when it adopts the budget for a fiscal year, specify programs which it wishes to review during the year and increase the Contingency account to provide financial capacity to support those programs if it chooses. Contingency funding of such programs complies with this policy. |
| Status | The Budget Manager is responsible for informing the Board if contingency requests submitted for Board approval meet the criteria of this policy. In addition, each year the Board will receive a report on the prior year contingency actions. This report will include the total dollar amount of contingency requests, dollar amount approved, and dollar amount that did not meet the criteria of this policy. |

Financial & Budget Policies

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| Compensation Background | Wage and benefit increases are negotiated between collective bargaining units and the County. In addition, the Board authorizes wage and benefit increases to exempt employees by ordinance. |
| Policy Statement | <p>When any wage or benefit increase is authorized in an amount exceeding budgeted set-asides for such wage and benefit increases, the alternatives considered for funding such increases shall include:</p> <ol style="list-style-type: none"> 1. A budget reduction in the affected department or elsewhere in the County; 2. An additional draw on contingency; or, 3. A combination of the above. <p>All tentative approved labor agreements or proposed exempt compensation packages presented to the Board for final approval shall contain, in writing, the following specific costing:</p> <ol style="list-style-type: none"> 1. Estimates in percentage increases of the wage benefit and package as a whole for all years of the agreement or ordinance, as well as the absolute dollar amount of such increases; and 2. A specific narrative remark, if possible, of any future fiscal impacts of the contract or ordinance and financial impact on any language changes in the contract or ordinance. Such remarks shall address any estimated effects on the unfunded liability of the pension fund, any other fund, or any other funded or unfunded liability. <p>The full financial impacts of negotiated labor agreements will be included in the current budget and financial forecasts.</p> |
| Status | This policy has been complied with throughout the prior fiscal year. |

Financial & Budget Policies

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| <h2>Capital Asset Management Policies</h2> <p>Background</p> <p><i>A facilities and property management plan includes three phases: (1) capital improvement planning and funding; (2) facility operations and long-term maintenance plan and funding; (3) property management, to determine best use or disposition of property.</i></p> <p>Capital Improvement Planning and Funding Policy</p> | <p>Capital financial management policies show the credit rating industry and prospective investors (bond buyers) the County's commitment to sound financial management. Adherence to adopted policies ensures the integrity of the planning process and leads to maintaining or improving bond ratings and lowering the cost of capital.</p> <p>In general, a facilities and property management plan includes three phases: (1) capital improvement planning and funding; (2) facility operations and long-term maintenance plan and funding; (3) property management, to determine best use or disposition of property.</p> <p>Multnomah County owns in excess of 60 buildings with a historical cost of about \$280 million and an estimated replacement cost of \$800 million. Structural and systems maintenance in the County's capital plant is largely a non-discretionary activity. That is, the question is not whether such expenditures are necessary but in what year to schedule the expenditure on particular projects. Deferral of capital improvements and maintenance creates an unacceptable unfunded liability.</p> <p>Multnomah County's Capital Improvement Program was last updated in 2004. In 1998, the Strategic Space Plan contemplated innovative development offerings and public partnerships for mixed-use facilities, and the County has taken steps toward such innovations in projects like the Multnomah County East Building and the Hollywood Library. Over the last several years the County has had several opportunities to improve its position by acquiring equipment and/or by redirecting building rental payments to pay for the construction/renovation/acquisition of a facility. It is reasonable to assume that the County will have similar opportunities in the future. Given the current scarcity of capital funding, it may be appropriate to consider a variety of creative funding strategies to respond to these opportunities in the future.</p> <p>The Board of County Commissioners may authorize the sale, long-term lease, or development of property and/or improvements and may authorize full faith and credit financing obligations. It is financially prudent to adequately plan capital projects and to address the unfunded need for capital improvements so that decisions about the use of revenues and financing may be made in an orderly and effective manner.</p> <p>The County shall prepare, adopt and annually update a five-year Capital Improvement Plan (CIP). The Plan will identify and set priorities for all major capital asset acquisition, renovation, maintenance, or construction projects.</p> |
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Financial & Budget Policies

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| | <p>During the annual budget development process the Director of the Facilities and Property Management Division is directed to update the Capital Improvement Plan with input from the Chief Operating Officer's Cabinet. This plan shall include recommendations to the Chair and Board of County Commissioners on the priority of projects including those that may have been identified by the Cabinet, suggested by Commissioners or otherwise identified. A Capital Improvement Financial Plan Committee is established, to be composed of representatives of Finance, Budget and Service Improvements, Facilities and Property Management, and others deemed necessary by the Chair.</p> <p>The Capital Improvement Financial Plan Committee shall review the Capital Improvement Plan and any other equipment acquisitions requested to be financed with long-term obligations, and develop a priority list and a plan to finance the requirements of the Capital Improvement Project plan and any other capital requests. Prior to the adoption of the annual budget, the Capital Improvement Financial Plan Committee shall present a report to the Board. This report shall include a listing of the projects, intended use, alternative methods of financing, current debt commitments, current debt capacity, and recommendations.</p> |
| <p>Facility Operations and Long-Term Maintenance Plan and Funding Policy</p> | <p>The Board recognizes that adequate operations and maintenance funding is essential to avoid costly reconstruction or replacement of capital assets.</p> <p>The five-year Capital Improvement Plan shall provide for anticipated major improvements and maintenance to County capital assets as well as additional and replacement capital assets. The Plan shall include major construction to be undertaken by the County, no matter what the funding source. The Plan will be reviewed and updated annually.</p> <p>The Capital Improvement Plan shall identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance. In order to facilitate CIP discussions and to create a clear alignment of policy and funding, the Facilities and Property Management Division shall evaluate all owned County facilities and shall maintain a current list of facilities which are in substantial compliance with all applicable building codes and which have no required capital work. These facilities shall be designated as Tier I (Asset Preservation) facilities.</p> <p>An Asset Preservation Fee shall be assessed on tenants within all Tier I buildings. This fee is established to be \$1.65/rentable square foot in the initial year and shall be adjusted in future years to reflect the facilities' needs and County funding capacity. It is the goal of the Board to fund the County's capital needs at approximately 2% of the cost of County buildings. (2% is equivalent to depreciating the facilities over a 50-year period). While the County does not have the capacity to fund facilities at this rate currently, the Board will keep this goal in mind when establishing the rate in future years.</p> <p>An Asset Preservation Fund is maintained to collect the assessed Asset</p> |

Financial & Budget Policies

Preservation Fees and to serve as a long-term reserve fund to maintain the Tier I facilities in their current excellent condition. Required capital projects for Tier I facilities shall be budgeted annually in the Asset Preservation Fund. The remaining balance of the Fund shall be maintained as a long-term reserve and shall be budgeted as an unappropriated balance.

Any facility which does not meet the criteria for designation as a Tier I building shall be designated as a Tier II or Tier III building. Tier II buildings are not up to current building standards and may require substantial capital work but are determined appropriate for continued investment and long-term retention in the County facilities inventory.

Tier III buildings appear to be uneconomical or impractical for long-term retention and will be analyzed to determine if they should be offered for disposition. Only "fire-life-safety" and urgent capital projects will be considered for Tier III buildings, to avoid further investment in these facilities.

A Capital Improvement Fee shall be assessed on tenants within all Tier II and III buildings. This fee is established to be \$1.65/rentable square foot in the initial year and shall be adjusted in future years to reflect the facilities' needs and County funding capacity. It is the goal of the Board to fund the County's capital needs at approximately 2% of the cost of County buildings. (2% is equivalent to depreciating the facilities over a 50-year period). While the County does not have the capacity to fund facilities at this rate currently, the Board will keep this goal in mind when establishing the rate in future years.

A Capital Improvement Fund is maintained to collect the assessed Capital Improvement Fees. This Fund will be used to provide for the continuing repair and maintenance of Tier II and III buildings. Given the current inadequacy of these funds to meet the needs of these buildings, projects will be identified and proposed for funding based on an annual assessment of need and urgency. The Facilities and Property Management Division shall maintain an inventory of the capital needs in all owned County facilities. An evaluation process and rating system shall be implemented and managed by Facilities and Property Management to assist in determining which projects to propose for funding each year. Recommended capital projects for Tier II and III facilities shall be budgeted annually in the Capital Improvement Fund. Any remaining balance of the Fund shall be maintained as a long-term reserve.

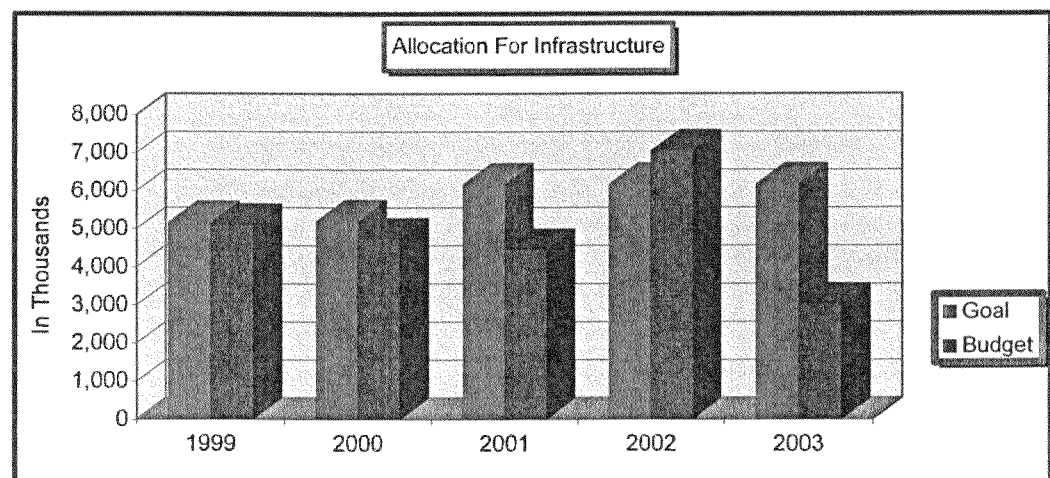
Property and Facilities Management will perform all preventive and corrective maintenance on all County facilities to provide facilities that are safe, functional, and reliable for County operations. Facilities and Property Management will prepare and administer tenant agreements, respond to service requests, and manage commercial leases. The service level agreements with each tenant will be prepared to reflect the level of service and various pricing of each service that have been agreed upon by the parties.

Financial & Budget Policies

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| <p>Best Use or Disposition of Surplus Property Policy</p> | <p>As part of the CIP presented to the Board, the Capital Improvement Financial Plan Committee shall annually recommend the best use or disposition of surplus property held by the County. The recommendation will detail the financial and service impact of each recommendation. The Board will make the final determination on the best use or disposition of the property identified.</p> <p>When deciding on the best use or disposition of surplus property, the Board will consider that the proceeds from the sale of unrestricted property may be:</p> <ol style="list-style-type: none"> 1. Credited to the Capital Improvement Fund to provide resources for future capital projects, deferred maintenance, or capital acquisition/construction. 2. Credited to the Asset Preservation Fund to provide reserves to meet future capital needs in Tier I facilities. 3. Used to increase General Fund reserves. 4. Used to retire outstanding debt. <p>In addition:</p> <ol style="list-style-type: none"> 1. Property may be traded for other properties that are needed to provide services or carry out the mission of the County. 2. Property may be leased to other agencies. |
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Status

The five year CIP Plan was updated in Fiscal Year 2005. The following graph depicts the goal and actual since 1999.



Financial & Budget Policies

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| <p>Long-Term Liabilities</p> <p>Background</p> <p><i>To avoid huge unfunded liabilities, beginning in the mid 1980's the County began funding many of its unfunded liabilities.</i></p> | <p>The Financial Accounting Standards Board has issued statements which require private sector organizations to record long-term liabilities in their financial records. The Governmental Accounting Standards Board has been moving towards private sector accounting standards, and is requiring governmental organizations to either record long-term liabilities in the financial records of the organization or disclose the liabilities in the notes to the financial statements. To avoid having the Board or future Boards face huge unfunded liabilities, beginning in the mid 1980's, the County began funding many of its unfunded liabilities. By funding these liabilities over time the County will avoid being faced with liabilities without the resources to fund them. The practice of funding long-term liabilities has a favorable impact on our bond rating. The following is from our most recent credit report: "The County's historically strong financial management is underscored by its response to revenue limitations imposed by Measure 5 beginning in Fiscal Year 1992. In addition to making dramatic program cuts and organizational changes, the County nevertheless continued its policy on funding long-term liabilities. The County's high credit rating is supported by the strong economy, sound financial management, high level of cooperation with underlying jurisdictions and moderate debt position."</p> |
| <p>Policy Statement</p> | <p>It is the goal of the Board to fund 100% of all long-term liabilities, except PERS, that are required by the Governmental Accounting Standards Board (GASB) to be disclosed or accounted for in the County's comprehensive annual financial report. GASB 34 states that vacation liabilities do not need to be reported in the governmental fund types until they are paid. Vacation liabilities in the proprietary funds will be recognized on the full accrual basis of accounting. These liabilities include, but are not limited to; medical & dental incurred but not reported (IBNR) claims, workers compensation IBNR claims, liability IBNR claims, post-retirement benefits, and Library Retirement Plan benefits. The Finance Director is responsible for ensuring that these liabilities are funded according to the actual liability or the actuarially determined liability.</p> |
| <p>Status</p> | <p>The following is the June 30, 2003 funding level of each liability (\$ in thousands):</p> |

| Type of Liability | Total Liability | Amount Funded | Percent Funded |
|------------------------|-----------------|---------------|----------------|
| Self Insurance (1) | \$ 10,006 | \$ 10,006 | 100.0% |
| Post Retirement (2) | 11,000 | 6,908 | 56.7% |
| Library Retirement (3) | 13,014 | 14,739 | 113.3% |

(1) GASB requires self-insurance claims be recorded as a liability in the financial statements.

(2) GASB requires employer paid benefits extended to retirees be disclosed in the financial statements.

(3) The Library Retirement Funds are required to be disclosed. Funds are dedicated to former employees of the Library Association of Portland.

Financial & Budget Policies

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| Accounting & Audits Background | Under ORS 294 the County is required to have the County's financial records audited by an independent accounting firm annually. |
| Policy Statement | <p>The Board understands that the County's accounting system and financial records are required by State law to be maintained according to Generally Accepted Accounting Principles (GAAP), standards of the Government Finance Officers Association (GFOA), and the principles established by the Governmental Accounting Standards Board (GASB), including all effective pronouncements.</p> <p>Multnomah County's Ordinance No. 660 as amended, which established an Audit Committee, audit procedures, and audit rules, will apply to all financial audits. The basic duties of the Audit Committee are to:</p> <ol style="list-style-type: none"> 1. Review the scope and extent of the external auditor's planned examination. 2. Review with management and the external auditor the financial results of the audit. 3. Review with the external auditor the performance of the County's financial and accounting personnel. 4. Review written responses of management letter comments and single audit comments. 5. Present the Audit, Single Audit, and Report to Management to the Board. 6. Select the external auditor. <p>The Comprehensive Annual Financial Report (CAFR) shall be sent to grantor agencies and rating agencies on a regular basis and at such other times as may be deemed appropriate in order to maintain effective relations.</p> <p>It is the goal of the Board to maintain a fully integrated automated financial system that meets the needs of the County. This financial system is to include general ledger, accounts payable, accounts receivable, purchasing, payroll, and cost accounting for all applicable operations. The financial system will be maintained on a monthly basis to monitor expenditures and revenues, budget and actual.</p> |
| Status | In compliance. |

Financial & Budget Policies

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| <p>Fund Accounting Structure</p> <p>Policy Statement</p> <p><i>The County will follow generally accepted accounting principles number three and number four when creating a fund and determining if the fund is to be a dedicated fund.</i></p> | <p>According to local budget law and GAAP, the County is required to establish and maintain various funds. Each year, the Finance Director is responsible for preparing and presenting a resolution to the Board defining the various County funds. The County will follow generally accepted accounting principles three and four when creating a fund and determining if it is to be a dedicated fund.</p> <p>PRINCIPLE 3 - TYPES OF FUNDS: The following types of funds should be used by state and local governments:</p> <p>GOVERNMENTAL FUNDS</p> <p>General Fund - to account for all financial resources except those required to be accounted for in another fund.</p> <p>Special Revenue Funds - to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.</p> <p>Capital Projects Funds - to account for financial resources to be used for the acquisition or construction of major facilities (other than those financed by proprietary funds and trust funds).</p> <p>Debt Service Funds - to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.</p> <p>PROPRIETARY FUNDS</p> <p>Enterprise Funds - to account for operations (a) that are financed and operated in a manner similar to private businesses, where the intent of the governing body is that the costs of providing goods or services to the public on a continuing basis be financed or recovered through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.</p> <p>Internal Service Funds - to account for the financing of goods or services provided by one department or agency to other sections of the governmental unit, or to other governmental units, on a cost-reimbursement basis.</p> <p>FIDUCIARY FUNDS</p> <p>Trust and Agency Funds - to account for assets held in a trustee capacity or as an agent for individuals, private organizations, governmental units, and/or other funds. These include (a) Expendable Trust Funds, (b) Nonexpendable Trust Funds, (c) Pension Trust Funds, and (d) Agency Funds.</p> <p>PRINCIPLE 4 - NUMBER OF FUNDS: Governmental units should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, however, since unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.</p> |
| <p>Status</p> | <p>In compliance.</p> |

Financial & Budget Policies

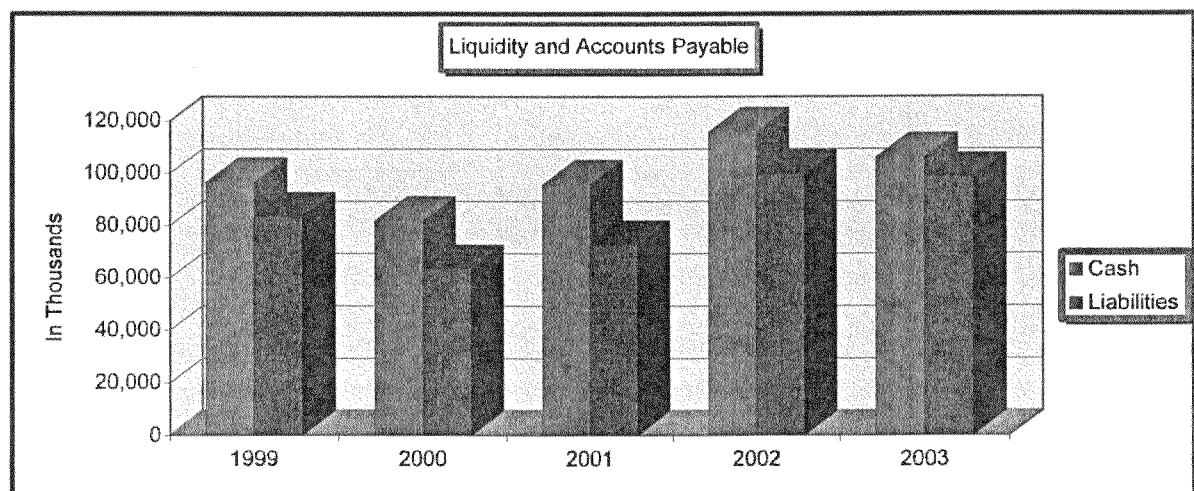
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| Internal Service Funds | <p>It is often advantageous to centralize the provision of certain goods and services within the County by establishing internal service funds. These funds provide a useful means of accounting for such centralized intra-governmental activities.</p> <p>The Governmental Accounting Standards Board's (GASB) Codification of Governmental Accounting and Financial Reporting Standards (Codification) states that internal service funds may be used "to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost-reimbursement basis." The purpose of the funds is that they use the flow of economic resources measurement and the full accrual basis of accounting, thus allowing them to measure and recover the full cost of providing goods and services to departments and agencies (including depreciation on fixed assets). Other governmental funds do not provide cost data, but instead focus on flows of financial resources.</p> <p>GASB directs governments to use either the general fund or an internal service fund if they wish to use a single fund to account for all risk-financing activities of a given type. If a government chooses to use an internal service fund to account for its risk-financing activities, inter-fund premiums are treated as quasi-external transactions (similar to insurance premiums), rather than as reimbursements. Because inter-fund premiums paid to internal funds are treated as quasi-external transactions, their amount is not limited by the amount recognized as expense in the internal service fund, provided that the excess represents a reasonable provision for anticipated catastrophe losses or is the result of a systematic funding method designed to match revenues and expenses over a reasonable period of time.</p> <p>GASB indicates that internal service funds may be used for services provided on a cost-reimbursement basis to other governments, nonprofits, and quasi-governmental entities. Most transactions take the form of quasi-external transactions; the funds receiving goods or services report an expense, while the internal service fund reports revenue. The practical consequence of this is that expenditures are duplicated within the reporting entity. This duplication is preferable to that which occurs when internal service funds are not used. Under current GAAP, quasi-external transactions may occur between departments within the same fund: (e.g., "general fund") or between funds within the same fund type (e.g., "special revenue funds"). Consequently, if an internal service fund is used, duplication could occur within the same fund or fund type. The internal service fund has the advantage of isolating such duplicate transactions within a separate fund type, where their special character is clearer to users.</p> <p>Internal service funds are used to account for services provided on a cost-reimbursement basis without profit or loss. Surpluses and deficits in internal service funds may be an indication that other funds were not charged properly for goods or services received. The principle that internal service funds should operate on a cost-reimbursement basis applies to the operations of these funds over time; it is only when internal service funds consistently report significant</p> |
| <i>It is often advantageous to centralize the provision of certain goods and services within the County by establishing internal service funds.</i> | |
| <i>The main purpose of establishing separate internal service funds is to identify and allocate costs related to the provision of specific goods and services within Multnomah County</i> | |
| <i>Internal service funds are used to account for services provided on a</i> | |

Financial & Budget Policies

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| <p><i>cost reimbursement basis without profit or loss.</i></p> | <p>deficits or surpluses that charges must be reassessed. If charges to other funds are determined to be more or less than necessary to recover cost over a reasonable period, the excess or deficiency should be charged back to the participating individual funds. In particular, it is not appropriate to report a material deficit in an internal service fund without the demonstrable intent and ability to recover that amount through charges to other funds over a reasonable period.</p> <p>Often internal service funds charge for asset use in excess of historical cost depreciation, to ensure that adequate funds will be available to purchase replacement assets (the cost of which is likely to be higher because of inflation). The systematic recovery of the replacement cost of fixed assets is not a violation of the cost allocation principle because the surpluses are temporary (i.e., they will disappear when the higher priced assets are, in fact, acquired). In recent years, federal grantors have become increasingly sensitive to the potential for overcharges connected with internal service funds. Accordingly, high levels of retained earnings in internal service funds (as defined by federal cost-allocation principles) may lead to the disallowance of some costs charged out to other funds.</p> <p>The main purpose of establishing internal service funds is to identify and allocate costs related to the provision of specific goods and services within the County.</p> |
| <p>Policy Statement</p> <p><i>Services provided by internal service funds will be defined and put in writing.</i></p> | <p>The County will establish internal service funds for the following services:</p> <ol style="list-style-type: none"> 1. Risk Management 2. Facilities and Property Management 3. Motor pool and electronics 4. Mail distribution 5. Telephone 6. Data processing. 7. Finance & Human Resources <p>Services provided by internal service funds will be defined and put in writing. The internal service funds will be used to account for business operations and charge for goods or services provided to other departments or agencies on a cost-reimbursement basis. Periodically the rates charged will be compared to other public or private sector operations to ensure that pricing is competitive. The internal service fund charges will include asset replacement charges (depreciation) to ensure that adequate funds will be available to purchase replacement assets.</p> <p>The charges will include a contingency or reserve requirement no greater than 5% to ensure that service reimbursements charged to other departments are maintained at a relatively constant level. Excess reserves or retained earnings will be used to reduce future rates or will be returned to the originating fund.</p> <p>The internal service reserves and amounts billed to other departments or agencies will be reviewed annually by budget and finance to ensure they are meeting this policy.</p> |

Financial & Budget Policies

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| <h3>Liquidity and Accounts Payable</h3> <p>Background</p> | <p>Liquidity is the ratio of cash and short-term investments to current liabilities, including amounts held in trust. The County's liquidity reflects its ability to pay its short-term debts and accounts payable. Cash and investments in the capital projects funds and debt retirement funds are long-term cash and investments. The credit rating industry considers a liquidity ratio of \$1 of cash to \$1 of debt as an acceptable liquidity ratio. Generally the County has maintained about \$2 of available cash to every \$1 of current liabilities.</p> |
| <p>Policy Statement</p> | <p>The County will strive to maintain a liquidity ratio of at least 1 dollar of cash and short-term investments to each dollar of current liabilities.</p> |
| <p>Status</p> | <p>The following graph depicts the comparison of cash and investments to current liabilities and accounts payable to revenues for fiscal years 1999 to 2003.</p> |



Financial & Budget Policies

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| Banking, Cash Management, and Investments Background | <p>Multnomah County maintains an active investment program. An investment policy was first formalized in 1982 and has been revised several times since. This policy incorporates various Oregon Revised Statute Codes which specify the types of investments and maturity restrictions that local governments may purchase. The County's Investment Policy also contains self-imposed constraints in order to effectively safeguard the public funds involved.</p> |
| Policy Statement <i>In accordance with ORS 294.135, Multnomah County's investment transactions shall be governed by a written investment policy, which will be reviewed and adopted annually by the Board of County Commissioners.</i> | <p>Banking services shall be solicited at least every five years on a competitive basis. The Finance Director is authorized to act as "Custodial Officer" of the County and is responsible for performing the treasury functions of the County under ORS 208, 287, 294, and 295 and the County's Home Rule Charter. In carrying out these functions, the Finance Director is authorized to establish Finance Program Area policy that meets generally accepted auditing standards relating to cash management.</p> <p>In accordance with ORS 294.135, investment transactions shall be governed by a written investment policy, which will be reviewed and adopted annually by the Board of County Commissioners. The policy will specify investment objectives, diversification goals, limitations, and reporting requirements. In accordance with MCC 2.60.305-2.60.315 the County will utilize an independent Investment Advisory Board to review the County's plan and investment performance. Unrecognized gains or losses will be recorded in the County financial report.</p> |

Status

The County is in compliance with this policy. The following is the County's June 30, 2003 investment portfolio summary (\$ in thousands):

| Description | Market Value |
|----------------------------|-------------------|
| U.S. Government Agencies | \$40,431 |
| U.S Government Treasuries | 9,963 |
| Municipal Bonds | 0 |
| Repurchase Agreements | 0 |
| Commercial Paper/Corp Debt | 24,914 |
| Bankers' Acceptances | 2,582 |
| LGIP | 43,090 |
| Library Pension | 14,666 |
| Cash Deposits | 24,576 |
| Total | \$ 160,222 |

Financial & Budget Policies

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| <h2>Short-term and Long-term Debt Financings</h2> | <p>Prior to 1988, the County maintained a <i>pay-as-you-go</i> philosophy for financing capital projects. <i>Pay-as-you-go</i> can be costly in some ways due to cost acceleration in inflationary periods. Over-utilized facilities generate higher maintenance costs and citizens are not served well by over-utilized or nonexistent facilities. An alternative is to issue debt, sometimes referred to as <i>pay-as-you-use</i>. The philosophy of issuing debt for public projects is to have the citizens benefiting from the project pay for the debt retirement costs.</p> |
| <p>Policy Statement</p> <p><i>The County will attempt to meet its capital maintenance, replacement, or acquisition requirements on a pay-as-you-go basis. If the amount of the capital requirement cannot be met on a pay-as-you-go basis, if it is financially beneficial to issue bonds or COPs, and if the project has been determined to benefit future citizens, the County will evaluate the feasibility of issuing a long-term debt financing instrument.</i></p> | <p>All financings are to be issued in accordance with the County's Home Rule Charter and applicable State and Federal Laws.</p> <ol style="list-style-type: none"> 1. Short-Term Debt. If it is determined by the Finance, Budget, & Tax Office that the General Fund cash flow requirements will be in a deficit position prior to receiving property tax revenues, the County will issue short-term debt to meet anticipated cash requirements. When financing a capital project, Bond Anticipation Notes or a Line of Credit may be issued if such financings will result in a financial benefit. Before issuing short-term debt the Board must authorize the financing with a resolution. 2. Bonds and Other Long-Term Obligations. It is the policy of the Board that the County will attempt to meet its capital maintenance, replacement, or acquisition requirements on a pay-as-you-go basis. If the dollar amount of the capital requirement cannot be met on a pay-as-you-go basis, if it is financially beneficial to issue bonds or COPs, and if the project has been determined to benefit future citizens, the County will evaluate the feasibility of issuing a long-term debt financing instrument. 3. Uses. All long-term financings must provide the County with an economic gain or be mandated by the Federal or State Government or court. Under no circumstances will current operations be funded from the proceeds of long-term borrowing. 4. Purchase/Leasing Facilities. It is the policy of the Board to purchase or lease/purchase facilities, instead of renting, when the programs or agencies being housed are performing essential governmental functions. 5. Debt. When issuing debt, the County will follow the Government Finance Officers Association recommended practice of selecting and managing the method of sale of State and Local Government Bonds. 6. Capital Expenditures. If capital expenditures are anticipated to be incurred prior to the issuance of the debt, the Board authorizes the Finance Director to execute a declaration of official intent (or DOI) with regard to such expenditure. The DOI must express the County's reasonable expectations that it will issue debt to reimburse the described expenditures. It must contain a general description of the project and state the estimated principal amount of obligations expected to be issued to finance the project. A copy of the DOI shall be sent to the Board. 7. Financing Mechanisms. The different types of financings the County may use to fund its major capital acquisitions or improvements are: <ol style="list-style-type: none"> a) Revenue Bonds may be used whenever possible to finance public improvements which can be shown to be self-supported by dedicated |

Financial & Budget Policies

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| | <p>revenue sources, needed for infrastructure or economic development, or approved by the Board for specific purposes.</p> <ul style="list-style-type: none"> i) Revenue-supported bonds are to be used to limit the dependency on property taxes for those projects with available revenue sources, whether self-generated or dedicated from other sources. ii) Adequate feasibility studies are to be performed for each project to determine the adequacy of the dedicated revenue source. <p>b) General Obligation Bonds (GO bonds) will be used to finance <i>essential</i> capital projects.</p> <ul style="list-style-type: none"> i) Capital improvement projects will be analyzed, prioritized and designated as <i>essential</i> or not through a CIP committee process. ii) GO bonds will only be considered after exploring funding sources such as Federal and State grants and project revenues. <p>c) Full Faith and Credit or Limited Tax Bonds will be considered if Revenue bonding or GO bonding is not feasible.</p> <p>d) Lease-Purchases or Certificate of Participation (COP) will be considered if Revenue bonding or GO bonding is not feasible.</p> <p>e) Leases and limited tax bonds as reported in the County's comprehensive annual financial report will be limited as follows:</p> <ul style="list-style-type: none"> i) Annual lease-purchase payments or limited tax bond payments recorded in the respective Funds, except proprietary funds, will be limited to 5% of the total revenues of the supporting fund. ii) Acquisitions will be limited to the economic life of the acquisition or improvement and shall not exceed 20 years. iii) All acquisitions must fit within the County's mission or role. iv) All annual lease-purchase or bond payments must be included in the originating Departments' adopted budget or in the facilities management's building service reimbursement. <p>f) Refundings or Advance Refundings will be done if there is a present value savings of 3% or more or if the restructuring of the financing will benefit the County.</p> <p>g) Intergovernmental Agreements with the State of Oregon for Energy Loans.</p> <p>h) Local Improvement Districts. Except as required by State law, it is the policy of the Board not to form Local Improvement Districts (LIDs) for purposes of issuing debt to finance LID improvements unless specifically required by Oregon Revised Statutes, due to the added costs of administering the LIDs, the small number of citizens served, and the risk that in the event of default by property owners, the General Fund will have to retire any outstanding obligations.</p> <p>i) Conduit Financings. It is the policy of the Board to act as an "Issuer" of conduit financing for any private college, university, hospital, or for-profit or non-profit organization that is located in Multnomah County and is eligible to use this type of financing. The County will charge a fee of \$1.00 per \$1,000 of bonds issued or \$10,000, whichever is greater, to act as an issuer for the organization. The maximum fee will not exceed \$50,000. This fee</p> |
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Financial & Budget Policies

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| | <p>offsets administrative costs that may be incurred. The County will retain bond counsel to represent it on legal issues including any risks associated with the conduit financing. The university or college will be assessed an additional fee to cover any bond counsel expenses. In addition to the fees established above, the organization must have a Moody's rating of Baa or better or a BBB rating from Standard and Poor's. It must not condone discriminatory practices or policies. The Board must approve each conduit financing issue.</p> <p>j) External financial advisors, underwriters and bond counsel will be selected in accordance with the County's Administrative Procedures.</p> |
| <p>Revenue Bonds in Partnership with Non-Profit Agencies</p> <p><i>The County enjoys a very good credit rating, and wishes to maintain it.</i></p> | <p>8. Revenue Bonds in Partnership with Nonprofit Agencies.</p> <p>a) The County may issue tax exempt revenue bonds in partnership with a 501(c)(3) non-profit agency. The non-profit agency is responsible for 100% of the capital costs, all of the debt financing issue costs, and any debt reserve requirements; it will also be responsible for the ongoing annual debt payments and other related costs. The County will issue debt not to exceed 60% of the total costs of the project.</p> <p>b) The County enjoys a very good credit rating, and wishes to maintain it. Before it considers a proposal to assist a 501(c)(3) non-profit agency by issuing tax exempt revenue bonds to finance a project, the agency and the County must comply with the following. The conditions listed below are in addition to applicable requirements elsewhere in the County's Financial and Budget Policies.</p> |
| <p>Preconditions</p> <p><i>The agency must be an IRS 501(c)(3) organization and must demonstrate that it cannot obtain conventional financing at a reasonable cost.</i></p> | <p>c) Preconditions:</p> <p>i) The agency must be an IRS 501(c)(3) and must demonstrate that it cannot obtain conventional financing at a reasonable cost.</p> <p>ii) In general, it is intended that the County will assist small to medium-size agencies that have total annual revenues from all sources of at least \$1,000,000 but not greater than \$10,000,000</p> <p>iii) The planned use of the revenue bond proceeds must be consistent with County policy priorities or benchmarks.</p> <p>iv) The agency must provide the County with five years of historical financial information and operational trends.</p> <p>v) The agency must provide a capital and business expansion plan including a five-year revenue and expenditure forecast.</p> <p>vi) The agency must demonstrate its ability to conduct a capital fundraising campaign.</p> <p>vii) The agency must be non-discriminatory in access to its services and in its employment practices.</p> |
| <p>Cost Responsibilities</p> | <p>d) Cost Responsibilities:</p> <p>i) The agency is responsible for 100% of the capital project costs. The County will assist the agency by issuing tax-exempt revenue bonds to finance no more than 60% of the capital project and related allowable debt issuance costs. The agency is</p> |

Financial & Budget Policies

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| <p><i>The agency is responsible for 100% of the capital project costs.</i></p> | <p>responsible for raising the remaining project funds.</p> <ul style="list-style-type: none"> ii) The agency is responsible for all bond issuance costs. iii) Unless granted an exception by the Chair, County costs are to be reimbursed by the agency or capitalized as part of the debt. iv) The agency is responsible for all ongoing costs related to the financing. These include debt payments, paying agent costs, or other related costs. The agency is obligated for the term of the financing and may not have a "nonappropriation" clause. v) Before the County issues the debt, the agency must have raised 75% of the project funds for which it is responsible; with the County's agreement, a portion of those funds may be in the form of well-secured promissory notes from grantors or private contributors; the remaining agency contributions must be deposited before matching debt funds are released, on a schedule negotiated in the contract for each project. vi) It is expected that all private funds will be collected within one year of the County's approval of the bond financing partnership. If the private funds are not collected within two years of approval, the County shall no longer be considered as committed to the revenue bond financing partnership. |
| <p>Other Conditions</p> <p><i>The County will conduct a risk analysis and fully disclose this information to the Board prior to approval of the debt. The County reserves the right to have a third party credit analysis.</i></p> | <ul style="list-style-type: none"> e) Other Conditions: <ul style="list-style-type: none"> i) The County must have title (or first lien rights, if the escrow agent holds title on behalf of the lender) to the property while debt is outstanding. ii) The agency must provide the County an unencumbered cash reserve in the amount equal to at least six monthly payments, or make monthly payments equal to 1/12 of the annual debt service requirement. Any interest earned on these funds remains the property of the County and will be used to offset administration costs. Payments are to begin upon the issuance of the debt. This reserve is in addition to any reserves required by the financing. iii) The County will conduct a risk analysis and fully disclose this information to the Board prior to approval of the debt. The County reserves the right to have a 3rd party credit analysis. iv) The Board must approve of the financing by resolution v) Contractual language must be in place to protect the County in case of late payments or default by the agency. vi) The agency must provide an annual, independently audited financial report to the County. |
| <p>Non-Profit Revenue Bond Limits</p> | <ul style="list-style-type: none"> f) Non-Profit Revenue Bond Limits: <ul style="list-style-type: none"> i) In general, the County will not provide revenue bond financing for a non-profit agency for any project that has under \$1,000,000 or over \$4,000,000 in bonded indebtedness. ii) The issuance of these revenue bonds shall not be greater than \$8,500,000 of principal outstanding. iii) The maximum term of bonds issued is 15 years. |

Financial & Budget Policies

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| Administration of this Policy Section | <p>g) Administration of this Policy Section:</p> <p>i) The Finance, Budget, & Tax Office will coordinate the process of accepting and reviewing proposals by non-profits to enter into partnership with the County for revenue bond financing and for making recommendations to the Chair.</p> <p>ii) County departments with related programs are responsible for analyzing proposals for conformity with related program policy.</p> <p>iii) The Finance Program Area is responsible for analyzing proposals for conformity with financial policy guidelines and for implementing revenue bond financing partnerships, as approved.</p> |
| Hospital Authority | <p>9. Hospital Authority: It is the policy of the Board to issue revenue bonds for hospital facilities as authorized by Resolution 98-1 adopted by the Board, acting as Hospital Authority, on December 3, 1998.</p> |
| Status | <p>The following shows the County's outstanding obligations as of July 1, 2004: (\$ in thousands).</p> |

| Description | Moody's Rating | Dated | Maturity Date | Amount Issued | Principal Outstanding | 2004/2005 Prin & Int Payment |
|--|----------------|----------|---------------|-------------------|-----------------------|------------------------------|
| Short Term Notes "TRANS" Planned | MIG 1 | 7/01/03 | 6/30/05 | \$ 25,000 | \$ 25,000 | \$ 25,450 |
| General Obligation Bonds | Aa1 | 10/01/96 | 10/01/16 | \$ 79,700 | \$16,665 | \$ 3,754 |
| | Aa1 | 10/01/96 | 10/01/16 | 29,000 | 2,430 | 670 |
| | Aa1 | 3/01/94 | 10/01/13 | \$ 22,000 | 2,195 | 1,151 |
| | Aa1 | 9/01/94 | 10/01/14 | 9,000 | 410 | 421 |
| | Aa1 | 2/01/99 | 10/01/16 | 66,115 | 64,745 | 3,211 |
| | | | | <u>\$205,815</u> | <u>\$ 86,445</u> | <u>\$ 9,207</u> |
| Revenue Bonds | | | | | | |
| RCC Series 1998 | A3 | 10/01/98 | 10/01/14 | \$3,155 | \$2,490 | \$ 289 |
| Motor Vehicle Revenue Bonds 2000 | A3 | 11/01/00 | 11/01/15 | 5,500 | 4,935 | 538 |
| | | | | <u>\$8,655</u> | <u>\$7,425</u> | <u>\$827</u> |
| Pension Obligation Revenue bonds | Aa2 | 12/01/99 | 6/01/30 | <u>\$184,548</u> | <u>\$181,103</u> | <u>\$ 10,698</u> |
| Full Faith and Credit Obligations | | | | | | |
| Series 1999A Multnomah Building | Aa2 | 4/01/99 | 8/01/19 | \$ 36,125 | \$ 31,160 | \$ 2,743 |
| Series 2000A Full Faith | Aa2 | 4/01/00 | 4/01/20 | 61,215 | 48,325 | 6,145 |
| Series 2003 Full Faith | Aa2 | 7/01/00 | 7/01/13 | 9,615 | 9,615 | 1,128 |
| | | | | <u>\$ 106,955</u> | <u>\$ 89,100</u> | <u>\$ 10,016</u> |
| Certificates of Participation | | | | | | |
| 1998 JJC Refunding & New | Aa3 | 2/01/98 | 8/01/17 | 48,615 | \$ 27,511 | \$ 3,572 |
| Portland Building Contract | N/A | 1/22/81 | 1/22/08 | \$ 3,475 | \$ 1,085 | \$ 332 |
| Total Full Faith & Credit, COP's and Contract Payments | | | | | | \$13,920 |
| Less Non General Fund Supported | | | | | | |
| Road Fund | | | | | | (288) |
| Library Fund | | | | | | (166) |
| Total General Fund | | | | | | <u>\$13,466</u> |

REMAINING BORROWING CAPACITY

Debt Capacity (Supported by General Government Fund Types Only)

2004-2005 General Fund Revenues (not including ITAX)

5 % limitation

5% Limitation Dollar Amount

Lease/Debt Capacity Used

Annual Payment Available

Estimate Principal Value Available

\$ 285,602

0.05

\$ 14,280

\$ (13,466)

\$ 814

\$ 12,000

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-5

Est. Start Time: 10:20 AM

Date Submitted: 05/21/04

Requested Date: June 10, 2004

Time Requested: 5 minutes

Department: Business & Community Services

Division: Finance, Budget & Tax

Contact/s: Dave Boyer

Phone: 988-3903 **Ext.:** 83903

I/O Address: 503/531

Presenters: Dave Boyer

Agenda Title: Resolution Adopting and Defining the Various County Funds

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

-
1. **What action are you requesting from the Board? What is the department/agency recommendation?** Finance recommends approving the resolution defining the funds to be used in fiscal Year 2004-2005 (Replaces Resolution 03-091).
 2. **Please provide sufficient background information for the Board and the public to understand this issue.** Each year Finance, Budget and Tax requests the Board to ratify the fund structure by which the County does its accounting. The resolution lists all the funds in place as of July 1, segregates them by type of fund, and briefly describes the revenues and expenditures for which each fund accounts. Fund Structure follows generally accepted accounting principles and is consistent with the budget document.
 - No new funds were created for FY 2004/2005
 3. **Explain the fiscal impact (current year and ongoing).** None

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

- 4. Explain any legal and/or policy issues. The resolution follows generally accepted accounting principles.**
- 5. Explain any citizen and/or other government participation that has or will take place. None.**

Required Signatures:

Department/Agency Director:



Date: 05/10/04

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-

Adopting and Defining the Various County Funds

The Multnomah County Board of County Commissioners Finds:

- a. The Board has the responsibility to ensure that the County's financial records are maintained.
- b. The Chair of the Board is responsible under MCC 7.001 for the fiscal operations of the County.
- c. The Board has established various funds in the County's 2004-2005 Budget;

The Multnomah County Board of County Commissioners Resolves:

The following policies and fund structure are the guidelines for the financial accounting of County resources and expenditures.

GOVERNMENTAL FUNDS

Basis of Accounting

The County maintains all Governmental Fund Types including: the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded in the accounting period in which they become measurable and available, and expenditures are recorded at the time liabilities are incurred.

GENERAL FUND

General Fund (1000) - Accounts for the financial operations of the County which are not accounted for in any other fund. The principal sources of revenue are property taxes, business income taxes, personal income taxes, motor vehicle rental taxes, intergovernmental revenue, and interest income. Primary expenditures in the General Fund are made for general government, public safety, health services, aging services, and youth and family services.

The General Fund also accounts for the repayment of short-term debt interest expenses incurred through the sale of short-term promissory notes.

SPECIAL REVENUE FUNDS

Special Revenue Funds are authorized for a specific purpose and generally operate on a year-to-year basis until the Fund is discontinued or revised by proper legislative authority. In the event the Fund is discontinued, any excess funds would be returned to the originating jurisdiction or the County General Fund.

Strategic Investment Program Fund (1500) - Accounts for revenues from large corporations receiving property tax abatements and paying fees to the County for specific purposes as part of the agreement by which those taxes were reduced. Expenditures are partly restricted by contractual obligations, and partly are at the discretion of the County for Community Service Fees,

the statutorily required payment by the companies that equals one fourth of the annual tax savings enjoyed by the company.

Road Fund (1501) - In accordance with ORS 366.524 - 366.542 and ORS 368.705, accounts for revenues primarily received from the State of Oregon motor vehicle fee apportionment, County gasoline taxes, federal reserve yield, and interest income. Expenditures are restricted by Article IX, Section 3A of the Constitution of the State of Oregon and consist of construction, repair, maintenance, and operations of public highways and roads.

Emergency Communications Fund (1502) - Accounts for revenues received from the State Telephone Excise Tax. Expenditures are restricted for the Emergency Communication Network in conjunction with the City of Portland, pursuant to Multnomah County Code 5.90.060.

Bicycle Path Construction Fund (1503) - Accounts for one percent of State of Oregon Motor Vehicle fees collected pursuant to ORS 366.514. Expenditures are restricted by ORS for bicycle path construction and maintenance.

Recreation Fund (1504) - Accounts for State revenue paid to counties to supplement their parks programs. The revenues are County Marine Fuel Tax and RV License Fee Sharing. The General Fund contributes an amount to cover the cost of operating tours at the Bybee-Howell historical park. The expenditures of the fund are payments made to Metro under an Intergovernmental Agreement entered into in 1994.

Federal/State Program Fund (1505) - Accounts for the majority of dedicated revenues and expenditures related to federal and state financial assistance programs (grants). Also accounts for General Fund contributions (match) and operational revenues.

County School Fund (1506) - Accounts for Forest Reserve yield revenues received from the State pursuant to ORS 328.005 - 328.035. Funds are distributed to the County School districts.

Tax Title Land Sales Fund (1507) - Accounts for the receipt and sale of foreclosed properties. Under the provision of ORS 275.275, these revenues are distributed to the taxing districts in Multnomah County.

Animal Control Fund (1508) - Accounts for revenues from dog and cat licenses, control fees. Cash transfers are made to the General Fund for animal control activities.

Willamette River Bridge Fund (1509) - Accounts for State of Oregon Motor Vehicle fees and County gasoline taxes which are transferred from the Road Fund. Expenditures are made for inspections and maintenance of the Hawthorne, Morrison, Burnside, Sellwood, and Broadway bridges.

Library Fund (1510) - Accounts for the Multnomah County Public Library operations. Property taxes from a five-year special serial levy and transfers from the General Fund are the principal sources of revenue. The Multnomah County Public Library was established by Ordinance 649 pursuant to ORS 357.400 - 375.610.

Special Excise Tax Fund (1511) - Accounts for a portion of the County's transient lodging taxes collected from all hotels and motels in the County and motor vehicle rental tax collected from rental agencies. Expenditures are to be used for Convention Center, visitor development purposes, regional arts and culture purposes and other uses pursuant to Multnomah County Code 11.300 and 11.400.

Land Corner Preservation Fund (1512) - Accounts for the collection of recording fees on real property transactions and surveying activities. Expenditures are made for the establishment, re-establishment, and maintenance of public corners of government surveys pursuant to ORS 203.148.

Inmate Welfare Fund (1513) - Accounts for the proceeds from the sale of commissary items. Purchases are made for supplies for inmates in County jails. Excess funds are used on inmate amenities such as recreation equipment for the institutions.

Justice Services Special Operations Fund (1516) - This fund accounts for revenues and expenditures that are dedicated to Justice Services in the Community Corrections Department, the District Attorney's Office, and the Sheriff's Office. Revenues are primarily probation fees, criminal processing assessment fees, conciliation court fees and marriage license fees for the Community Corrections Department. This fund also accounts for revenues received from forfeitures and video lottery for the District Attorney's Office. In addition to the above, this fund accounts for the Sheriff's Office revenues received from forfeitures, alarm permits, concealed weapon permits, gun ordinance fees and liquor license fees collected for civil processing inspection.

General Reserve Fund (1517) - Accounts for a reserve maintained separate from the General Fund. This fund is to be maintained at approximately 5% of the total budgeted revenues of the General Fund. The General Reserve Fund balance is maintained by cash transfers from the General Fund. This reserve fund is to be used for extreme emergencies. Extreme Emergencies is defined as uses for disaster relief, essential services or expenditures that are related to public life and safety issues.

DEBT SERVICE FUNDS

Debt Service Funds exist until all long-term debt is repaid. Once the debt is repaid, any receipts remaining in the fund are returned to the originating jurisdiction or County General Fund.

Revenue Bond Fund (2001) - Accounts for the principal and interest payments on bonds issued to acquire and construct non-profit facilities that are being financed in partnership with the County. The revenues are derived from lease of the facilities constructed with bond proceeds and from the pledge of the Motor Vehicle Rental Tax, a General Fund Revenue.

Capital Debt Retirement Fund (2002) - Accounts for lease/purchase and full faith and credit obligation principal and interest payments for buildings and major pieces of equipment acquired by the issuance of Certificates of Participation or other financing arrangements. Revenues consist of service reimbursements and cash transfers from other County funds.

General Obligation Bond Fund - (2003) - This fund accounts for the retirement of General Obligation Bonds approved by the voters in May 1993 and May 1996 for Library and Public Safety facilities and equipment. Proceeds are derived from property taxes and interest earned on the cash balances.

PERS Pension Bond Fund (2004) - Accounts for the principal and interest payments on pension obligation revenue bonds issued to retire the County's PERS unfunded actuarial accrued liability. The revenues are derived from charge backs to departments based on their departmental personnel cost.

CAPITAL PROJECTS FUNDS

Capital Projects Funds operate until the capital project is completed. Upon completion, any remaining cash is transferred to the Debt Service Fund to retire debt associated with the construction or acquisition of designated fixed assets or to the originating source of the funds.

Justice Bond Project Fund (2500) - This fund accounts for projects to expand Inverness Jail, construct new jail facilities, upgrade other jail facilities, and pay for major data processing linkages in the Corrections system. Proceeds are derived from the sale of General Obligation Bonds approved by the voters May 21, 1996 and interest earned on these proceeds.

Building Project Fund (2504) - Accounts for expenditures for acquiring property, remodeling, and construction of County facilities. Resources are derived from certificates of participation or other financing proceeds and General Fund service reimbursements.

Library Construction Fund (2506) - This fund accounts for the renovation of branch libraries, and upgrades to Library computer systems and linkages. Proceeds are derived from the sale of General Obligation Bonds approved by the voters May 21, 1996 and interest earned on these proceeds.

Capital Improvement Fund (2507) - Accounts for the proceeds derived from the sale of unrestricted property, interest income, and any service reimbursement or operating revenue from leased facilities. Expenditures are made for capital acquisitions or for the retirement of lease/purchases. Authorized by Resolution 99-144.

Capital Acquisition Fund (2508) - Accounts for capital purchases with economic payoffs of less than five years and acquisition of computer equipment. Expenditures will be reimbursed over time by service reimbursements charged to the budgets of programs for which equipment is purchased and by service reimbursement charges for the computers funded by the flat fee program.

Asset Preservation Fund (2509) - Accounts for expenditures for building scheduled maintenance projects such as boiler replacement, carpet replacement, roof replacement etc. This fund was established and being maintained to provide prospective maintenance and not deferred maintenance. Resources are derived from an asset preservation fee that is part of the facilities charges assessed to building tenants.

Library Property Fund (2510) - This fund accounts for the proceeds from the sale of surplus Library facilities. Expenditures are made for improvements to the Library system.

PROPRIETARY FUNDS

Basis of Accounting

The County maintains all Proprietary Fund Types including: Enterprise Funds using the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded at the time they are earned, and expenses are recorded at the time liabilities are incurred.

Internal Service Funds are entirely or predominantly self-supporting by user charges, operating earnings, or transfers from other funds. These funds, authorized under ORS 294.470, are considered to have indefinite life. In the event the fund is discontinued, any excess funds would be returned to the originating jurisdictions or County Fund.

ENTERPRISE FUNDS

Dunthorpe-Riverdale Service District No. 1 General Fund (3000) - Accounts for the operations of the sanitary sewer system in southwest unincorporated Multnomah County. (Also included as a component unit)

Mid County Service District No. 14 Fund (3001) - Accounts for the operations of street lights throughout unincorporated Multnomah County. (Also included as a component unit)

Behavioral Health Managed Care Fund (3002) - Accounts for all financial activity associated with the State required Children's Capitated Mental Health program. This includes payments to providers with whom the County contracts for services. Revenues are capitation payments from the State to the County.

INTERNAL SERVICE FUNDS

Risk Management Fund (3500) - Accounts for all internal service reimbursements, revenues, and expenses associated with the County's insurance requirements and administration of workers' compensation, general liability, tort, auto, property, employee medical, dental, vision, life and long-term disability claims and insurance, employee benefits, health promotion, post-retirement benefits, and unemployment insured and self-insured programs pursuant to Multnomah County Code 7.101.

Fleet Management Fund (3501) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's motor vehicle fleet and electronics.

Data Processing Fund (3503) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's data processing and telephone services operations. This fund includes replacement and upgrade of personal computers, standard software suite common to all County users and telephone equipment.

Mail Distribution Fund (3504) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's U.S. Mail, internal distribution and delivery.

Facilities Management Fund (3505) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's property management, custodial, maintenance and leasing of all County-owned and leased property.

Business Services Fund (3506) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's human resource operations, financial operations and SAP system.

COMPONENT UNITS

These funds account for legally separate sanitary sewer district, legally separate street lighting district and hospital authority, for which the County operates.

Dunthorpe-Riverdale Service District No. 1 General Fund (3000) - Accounts for the operations of the sanitary sewer system in southwest unincorporated Multnomah County. (Also included as an Enterprise Fund)

Mid County Service District No. 14 Fund (3001) - Accounts for the operations of street lights throughout unincorporated Multnomah County. (Also included as an Enterprise Fund)

Hospital Facilities Authority - Accounts for the receipt of lease receipts and debt payments related to revenue bond issues used to finance capital acquisitions and improvements health care facilities. A Separate Financial Report and audit is prepared for this component unit.

FIDUCIARY (AGENCY) FUNDS

These agency funds accounts for resources received and held by the County in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund. The agency funds are as follows:

Public Guardian Fund (4000) - Accounts for receipts and disbursements for individuals who are not capable of handling their own financial affairs.

Library Retirement Fund (4001) - Accounts for the receipt and disbursement of funds for the Library Retirement Plan. The fund was established in Fiscal Year 1990-91 as a result of the Library merging with the County.

Property Tax Funds (Series 4500 to Series 5502) - Accounts for the collection and disbursement of various property tax accounts for governmental entities located in Multnomah County.

Department Trust Funds (Series 6000 to 6527) - Accounts for the collection and disbursement of various receipts held. Multnomah County maintains several sub-funds which are used to account for the receipt of resources held by the County in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund:

MCSO Forfeitures (7000 to 7002) - Accounts for cash transactions subject to forfeiture under 1989 Oregon Law, Chapter 791.

Law enforcement and ROCN (Series 7501 to 8001) - Accounts for various law enforcement trust funds.

ADOPTED this 10th day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Agnes Sowle, County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-079

Adopting and Defining the Various County Funds

The Multnomah County Board of County Commissioners Finds:

- a. The Board has the responsibility to ensure that the County's financial records are maintained.
- b. The Chair of the Board is responsible under MCC 7.001 for the fiscal operations of the County.
- c. The Board has established various funds in the County's 2004-2005 Budget;

The Multnomah County Board of County Commissioners Resolves:

The following policies and fund structure are the guidelines for the financial accounting of County resources and expenditures.

GOVERNMENTAL FUNDS

Basis of Accounting

The County maintains all Governmental Fund Types including: the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded in the accounting period in which they become measurable and available, and expenditures are recorded at the time liabilities are incurred.

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The General Fund also accounts for the repayment of short-term debt interest expenses incurred through the sale of short-term promissory notes.

SPECIAL REVENUE FUNDS

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the statutorily required payment by the companies that equals one fourth of the annual tax savings enjoyed by the company.

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Mid County Service District No. 14 Fund (3001) - Accounts for the operations of street lights throughout unincorporated Multnomah County. (Also included as a component unit)

Behavioral Health Managed Care Fund (3002) - Accounts for all financial activity associated with the State required Children's Capitated Mental Health program. This includes payments to providers with whom the County contracts for services. Revenues are capitation payments from the State to the County.

INTERNAL SERVICE FUNDS

Risk Management Fund (3500) - Accounts for all internal service reimbursements, revenues, and expenses associated with the County's insurance requirements and administration of workers' compensation, general liability, tort, auto, property, employee medical, dental, vision, life and long-term disability claims and insurance, employee benefits, health promotion, post-retirement benefits, and unemployment insured and self-insured programs pursuant to Multnomah County Code 7.101.

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Law enforcement and ROCN (Series 7501 to 8001) - Accounts for various law enforcement trust funds.

ADOPTED this 10th day of June, 2004.

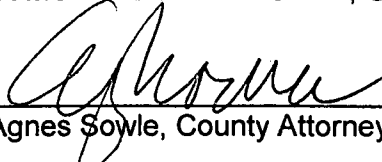


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Agnes Sowle, County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-6

Est. Start Time: 10:25 AM

Date Submitted: 05/21/04

Requested Date: June 10, 2004

Time Requested: 5 - 10 minutes

Department: Business & Community Services

Division: Finance, Budget & Tax

Contact/s: Dave Boyer

Phone: 988-3903 **Ext.:** 83903

I/O Address: 503/531

Presenters: Dave Boyer

Agenda Title: RESOLUTION Authorizing the County to Make an Internal Loan from the Risk Management Fund to the Building Project Fund in the Amount of \$1,375,000 and to the Public Safety Bond Fund in the Amount of \$6,585,000 to pay for the Technology costs to Upgrade the SAP System and to Migrate the Public Safety Computer Programs off the IBM Mainframe

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

-
- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Finance and Budget recommends approving the resolution to authorize the Internal Loan
 - 2. Please provide sufficient background information for the Board and the public to understand this issue.** During the last two decades, the County's large technology systems have been housed on IBM Mainframe enterprise servers. The computer industry has been moving to "client server" and "web-based" systems allowing for easier access by users, lower operating costs, and more flexibility in reporting data. When departments identified the need to replace their mainframe-based systems to get required functionality, the County developed an Information Technology Plan to migrate all systems off the IBM mainframe. These systems included the Accounting System, Payroll System, Facilities Management System, Fixed Asset System, Health Practice Management System, Assessment and Taxation System, Regional Justice Data Warehouse, District Attorney's Case Tracking System and Sheriff's Warrants and Inmate System (SWIS). Migration of all

of these systems has been completed on time and on budget with the exception the Sheriff's system. Additional funding is needed to complete migration of the Sheriff's system before the IBM mainframe can be decommissioned and the \$1.2 million a year operational cost savings realized.

The 2003/2004 Budget adopted by the Board included a \$5,265,000 internal loan from the Risk Management Fund to finance the migration off the County's IBM Mainframe and to upgrade SAP to the latest version.

The upgrade was completed in fiscal year 2003/2004 at a total cost of \$1,375,000.

With the exception of moving the Sheriff's Office SWIS system from the mainframe, the IBM Mainframe migration project team has completed work on most of the Public Safety projects. Through fiscal year 2003/2004 approximately \$5.2 million has been expended on the IBM Mainframe Public Safety projects and approximately \$3.2 million in additional funds are needed to complete the project. It is estimated that the completion of the mainframe migration will be done by September 2005. To complete this system the Board is being asked to approve an additional \$2,320,000 in loan financing and allocate \$930,000 of the general fund resources that were set aside during FY 2005 constraint calculations for repaying the original loan approved by the Board in FY 2003/2004.

This additional funding request would bring the total loan amount to \$7,585,000. (\$5,265,000 approved previously by the Board and \$2,320,000 in new authorization.)

During the 1999 legislative session, Local Budget Law was changed to allow for internal loans between funds as long as the proceeds of the loan were being used for capital acquisitions, the loan was repaid within a 5 year time frame and the Governing body approves the loan.

3. **Explain the fiscal impact (current year and ongoing).** The total cost of migrating all computer systems off the IBM Mainframe is about \$2.3 million over the original estimated budget of \$19.6 million. Once the IBM Mainframe project is completed and the loan repaid the County will save over \$1,200,000 per year in license fees for the IBM Mainframe.

In developing the Fiscal Year 2004/2005 budget estimates, the Budget Office included \$1.2 million for the first year debt payment on the \$5.3 million loan approved in the 2003/2004 but will only need \$240,000. By delaying the Public Safety loan transaction until FY 2004/2005 the General Fund will have \$930,000 available to help complete the Public Safety Computer programs.

The Finance and Budget Office has reviewed the loan request and recommends that the Board authorize a loan in the amount of \$1,375,000 from the Risk Fund to the Building Project Fund in fiscal year 2003/2004 for the SAP upgrade and authorize a loan in the amount of \$6,585,000 from the Risk Management Fund to the Public Safety Bond Fund in fiscal year 2004/2005, each for a five year period at an annual interest rate of 1.30%. The Risk Management Fund has approximately \$20 million in cash available that is required to cover medical, workers compensation and insurance liabilities but the actual cash will not be needed within this 5 year time frame. We are recommending an internal loan because if the County borrowed funds from an external financial institution we would pay about 3.5% in interest costs. In contrast the County's investment portfolio is earning about 1.3% and it is

financially prudent to use the internal loan provisions included in local budget law to save 2.3% in interest costs.

The annual loan repayment amount from the General Fund will be \$240,000 in fiscal year 2004/2005, \$1,655,000 in fiscal years 2005/2006, 2006/2007, 2007/2008, 2008/2009 and \$1,375,000 in fiscal year 2009/2010.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

4. **Explain any legal and/or policy issues.** The County Attorney has approved the Resolution and this follows the Board policy to migrate of the IBM Mainframe.
5. **Explain any citizen and/or other government participation that has or will take place.** None

Required Signatures:

Department/Agency Director:



Date: 05/10/04

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Authorizing the County to Make an Internal Loan from the Risk Management Fund to the Building Project Fund in the Amount of \$1,375,000 and to the Public Safety Bond Fund in the amount of \$6,585,000 to pay for the Technology costs to upgrade the SAP system and to migrate the Public Safety computer programs off the IBM Mainframe.

The Multnomah County Board of Commissioners Finds:

- a. During the last two decades, the County's large technology systems have been housed on IBM Mainframe enterprise servers.
- b. The County developed an Information Technology Plan to migrate all systems off the IBM mainframe. These systems included the Accounting System, Payroll System, Facilities Management System, Fixed Asset System, Health Practice Management System, Assessment and Taxation System, Regional Justice Data Warehouse, District Attorney's Case Tracking System and Sheriff's Warrants and Inmate System (SWIS).
- c. The 2003/2004 Adopted Budget included a \$5,265,000 internal loan from the Risk Management Fund to finance the migration of the final systems off the County's IBM Mainframe and to upgrade SAP to the latest version.
- d. The upgrade has been completed in fiscal year 2003/2004 at a total cost of \$1,375,000.
- e. The IBM Mainframe migration project team has completed work on several of the Public Safety projects but one system, the Sheriff's Office SWIS system, still needs to be moved from the mainframe.
- f. It is estimated that through fiscal year 2003/2004 approximately \$5.2 million has been expended or committed on the IBM Mainframe Public Safety projects and approximately \$3.2 million in additional funds are needed to complete the SWIS system project. The total original estimated cost of migrating all computer systems off the IBM Mainframe was \$19.6 million.
- g. It is estimated that the mainframe migration will be completed by September 2005.
- h. Once the IBM Mainframe project is completed and the loan repaid over the next six fiscal years, the County will save over \$1,200,000 per year in license fees for the IBM Mainframe that will no longer be needed.
- i. In developing the Fiscal Year 2004/2005 budget estimates, the Budget Office included \$1.2 million for the first year debt payment on the \$5.3 million loan approved in the 2003/2004 but will only need \$240,000.
- j. By delaying the Public Safety loan transaction until FY 2004/2005 the General Fund will have \$930,000 available to help complete the Public Safety Computer programs.
- k. During the 1999 legislative session, Local Budget Law was changed to allow for internal loans between funds as long as the proceeds of the loan were being used for capital

acquisitions, the loan was repaid within a 5 year time frame and the Governing body approves the loan.

- l. The Risk Management Fund has approximately \$20 million in cash available that is required to cover medical, workers compensation and insurance liabilities but the actual cash will not be needed within this 5 year time frame.
- m. The Finance and Budget Office has reviewed the loan request and recommends that the Board authorize a loan in the amount of \$1,375,000 from the Risk Fund to the Building Project Fund in fiscal year 2003/2004 for the SAP upgrade and authorize a loan in the amount of \$6,585,000 from the Risk Management Fund to the Public Safety Bond Fund in fiscal year 2004/2005, each for a five year period at an annual interest rate of 1.30%. The annual loan repayment amount from the General Fund will be \$240,000 in fiscal year 2004/2005, \$1,655,000 in fiscal years 2005/2006, 2006/2007, 2007/2008, 2008/2009 and \$1,375,000 in fiscal year 2009/2010.

The Multnomah County Board of Commissioners Resolves:

1. The County authorizes the Chief Financial Officer to make the necessary accounting transactions in fiscal year 2003/2004 to loan \$1,375,000 from the Risk Management Fund to the Building Projects Fund for the SAP upgrade.
2. The County authorizes the Chief Financial Officer to make the necessary accounting transactions in fiscal year 2004/2005 to loan \$6,585,000 from the Risk Management Fund to the Public Safety Bond Fund for the Public Safety computer programs that are migrating of the IBM Mainframe.
3. The FY 2004/2005 Budget includes a cash transfer from the General Fund to the Public Safety Bond Fund in the amount of \$930,000 to complete the Public Safety computer systems that are migrating off the Mainframe.
4. The General Fund will reimburse the Risk Management Fund, including interest at 1.30% per annum, in the amount of \$240,000 in fiscal year 2004/2005, \$1,655,000 in fiscal years 2005/2006, 2006/2007, 2007/2008, 2008/2009 and \$1,375,000 in fiscal year 2009/2010.
5. The Chief Financial Officer will include appropriate service reimbursements in future budgets to ensure the Risk Management Fund is repaid.

ADOPTED this 10th day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
John S. Thomas, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-080

Authorizing the County to Make an Internal Loan from the Risk Management Fund to the Building Project Fund in the Amount of \$1,375,000 and to the Public Safety Bond Fund in the Amount of \$6,585,000 to pay for the Technology costs to Upgrade the SAP System and to Migrate the Public Safety Computer Programs off the IBM Mainframe

The Multnomah County Board of Commissioners Finds:

- a. During the last two decades, the County's large technology systems have been housed on IBM Mainframe enterprise servers.
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- c. The 2003/2004 Adopted Budget included a \$5,265,000 internal loan from the Risk Management Fund to finance the migration of the final systems off the County's IBM Mainframe and to upgrade SAP to the latest version.
- d. The upgrade has been completed in fiscal year 2003/2004 at a total cost of \$1,375,000.
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- j. By delaying the Public Safety loan transaction until FY 2004/2005 the General Fund will have \$930,000 available to help complete the Public Safety Computer programs.
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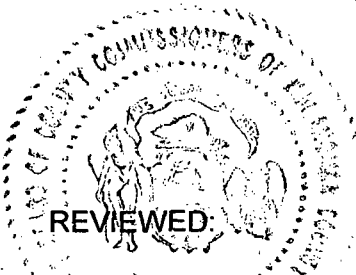
acquisitions, the loan was repaid within a 5 year time frame and the Governing body approves the loan.

- I. The Risk Management Fund has approximately \$20 million in cash available that is required to cover medical, workers compensation and insurance liabilities but the actual cash will not be needed within this 5 year time frame.
- m. The Finance and Budget Office has reviewed the loan request and recommends that the Board authorize a loan in the amount of \$1,375,000 from the Risk Fund to the Building Project Fund in fiscal year 2003/2004 for the SAP upgrade and authorize a loan in the amount of \$6,585,000 from the Risk Management Fund to the Public Safety Bond Fund in fiscal year 2004/2005, each for a five year period at an annual interest rate of 1.30%. The annual loan repayment amount from the General Fund will be \$240,000 in fiscal year 2004/2005, \$1,655,000 in fiscal years 2005/2006, 2006/2007, 2007/2008, 2008/2009 and \$1,375,000 in fiscal year 2009/2010.

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5. The Chief Financial Officer will include appropriate service reimbursements in future budgets to ensure the Risk Management Fund is repaid.

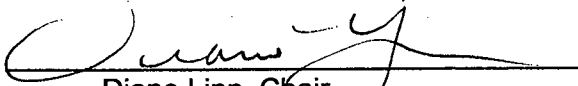
ADOPTED this 10th day of June, 2004.



AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Agnes Sowle, County Attorney

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane Linn, Chair

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-7

Est. Start Time: 10:30 AM

Date Submitted: 05/21/04

Requested Date: June 10, 2004

Time Requested: 10 minutes

Department: Business and Community Services

Division: Finance, Budget & Tax

Contact/s: Dave Boyer

Phone: (503) 988-3903

Ext.: 83903

I/O Address: 501/531

Presenters: Dave Boyer

Agenda Title: Resolution Authorizing Issuance of Revenue Bonds, Series 2004 (Providence Health System) by the Hospital Facilities Authority of Multnomah County, Oregon in the Amount of \$100,000,000

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

-
- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Approve resolution authorizing issuance of bonds by Hospital Authority of Multnomah County. Need to convene as Multnomah County Hospital Facilities Authority to approve Hospital Facilities Authority Resolution.
 - 2. Please provide sufficient background information for the Board and the public to understand this issue.** The Hospital Facilities Authority of Multnomah County, Oregon has received a request from Providence Health Systems, a private nonprofit corporation, to issue Revenue Bonds, in an aggregate principal amount not to exceed \$100,000,000.

The Providence Health System anticipates the Series 2004 bonds to be issued in an amount not to exceed \$100,000,000 to finance the construction, remodeling, and equipping costs for the North Tower and Cancer Center at Providence Portland Medical Center. The Medical Center is requesting assistance to complete Phase II of its master Site Plan. During this phase, an eleven story, 450,000 square foot Tower will be constructed to house

93 acute care beds (37 replacement beds and 56 new beds) and to shell in the top three floors of the Tower to accommodate 144 acute care beds anticipated to be needed to meet future growth. The estimated cost of phase I is about \$52 million and the estimated cost of and Phase II is \$145.4 million for a total capital cost of \$197.4 million. It is expected the sources of funding will include \$40 million from foundation contributions, \$57.4 million from hospital equity, and \$100 million from this bond issue.

The provisions of the bond issuance are as follows:

- a. Providence will or has furnished the County the following documents:
 1. Combined Financial Statements for Providence.
 2. Proposed schedule of financing;
 3. Distribution list of financing participants;
 4. Sources and uses of funds.
 - b. The bonds will pay all of the costs of issuance and provide an additional \$50,000 in revenue to the County General Fund.
 - c. The Authority approves of the execution and delivery of a Letter of Intent, substantially in the form attached hereto as Exhibit A, which sets forth the obligations of the Authority and Providence regarding the Bonds.
 - d. The Authority has determined that the Project constitutes a hospital facility within the meaning of Oregon Revised Statutes Sections 441.515 to 441.595 to provide the people of Oregon and Multnomah County with access to adequate medical care and adult congregate living facilities.
 - e. The principal of and interest on the Bonds will not constitute a debt of Multnomah County nor shall the Bonds be payable from a tax of any nature levied upon any property within Multnomah County, Oregon nor any other political subdivision of the State of Oregon. The Bonds will be payable only from the revenues and resources provided by Providence.
 - f. The Internal Revenue Code of 1986, as amended, (the "Code") authorizes the issuance of revenue bonds for a "qualified 501(c)(3) entity," such as Providence.
 - g. The Authority will be represented by Mersereau & Shannon LLP, bond counsel and special counsel to the Authority.
 - f. The Chief Financial Officer, as a designated hearings officer for Multnomah County, Oregon, will conduct a public hearing to provide a reasonable opportunity for members of the public to express their views, orally or in writing, regarding the issuance of the Bonds.
 - g. Notice of the public hearing will be published in *The Oregonian*.
3. **Explain the fiscal impact (current year and ongoing).** The County will receive about \$50,000 in General Fund revenues. No expenditures will be incurred by the County. The financial and legal liability for the bonds is Providence Health System's responsibility.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

4. **Explain any legal and/or policy issues.** Multnomah County has established a Hospital Facilities Authority and has issued bonds for hospital or health facilities located in Multnomah County.
5. **Explain any citizen and/or other government participation that has or will take place.** A Tax Exempt Financing Reform Act hearing will be held and the report will be provided to the Board. Notice will be published in the Oregonian. This hearing is in addition to this Public Hearing.

Required Signatures:

Department/Agency Director:



Date: 05/21/04



506 Second Avenue
Suite 1200
Seattle, Washington
98104-2329

Tel: 206.464.3355
Fax: 206.464.3038

April 30, 2004

Mr. David Boyer
Chief Financial Officer
Multnomah County
501 SE Hawthorne Boulevard
Suite 531
Portland, OR 97214

**RE: PROVIDENCE HEALTH SYSTEM – OREGON PUBLIC OFFERING
DEBT REQUEST FOR PROVIDENCE PORTLAND MEDICAL CENTER**

Dear Mr. Boyer:

Providence Health System – Oregon (“PHS-Oregon”), an Oregon nonprofit, tax-exempt organization owns and operates Providence Portland Medical Center located in Multnomah County. PHS-Oregon respectfully requests the Hospital Facilities Authority of Multnomah County, Oregon’s assistance in financing projects at Providence Portland Medical Center.

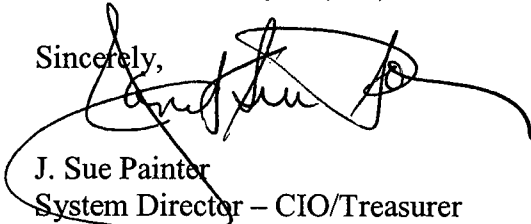
The System presently anticipates the Series 2004 bonds to be issued in an amount not to exceed \$100 million to finance construction, remodeling, and equipping costs for the North Tower and Cancer Center at Providence Portland Medical Center. The Medical Center is seeking assistance to complete Phase II of its Master Site Plan. During this phase, an eleven story, 450,000 gross square feet Tower will be constructed to house 96 acute care beds (37 replacement beds, 56 new acute care beds – no CON required) and to shell-in the top three floors of the Tower to accommodate 144 acute care beds anticipated to be needed to meet future growth. The estimated cost of Phase I is approximately \$52 million, Phase II approximately \$145.4 million for a total project cost of approximately \$197.4 million. It is expected the sources of funding will include: \$40 million from foundation contributions, \$57.4 million from hospital equity, and \$100 million from external debt financing.

The System respectfully request this application be considered by the Authority at its meeting June 3, 2004.

David Boyer
April 30, 2004
Page Two

Should you have questions or require additional documentation, please do not hesitate to contact me directly at (206) 464-2863.

Sincerely,



J. Sue Painter
System Director – CIO/Treasurer

cc: Dan Gottlieb, Esq.
Jim Shannon, Esq.

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II. Business Purpose and Description

A. Background

The Sisters of Providence established Providence Portland Medical Center in 1941 as a satellite surgical hospital of St. Vincent Hospital located west of the Willamette River. In 1947, Providence Hall was added providing needed space for training of nurses to support the hospital's burgeoning patient population. The 1960s saw substantial expansion of each of the four wings of the hospital, as well as addition of the Annex floors. During the 1970's, the hospital proposed one of the first institutional master plans in the city. The Ambulatory Services Building was the first component of a long-range, phased replacement program for the site. The first large parking structure was also added. The 1980's saw the addition of Providence Professional Plaza, the Surgery Tower and the MRI wing.

Most of PPMC's primary service area lies in highly urban areas where growth is naturally limited due to lack of space for new development. However, PPMC's service area increased 16% from 1990 to 2000. Population projections show continued growth in excess of 1% annually (see *External Market Analysis*).

A utilization rate was calculated from actual total discharges for the population in the 5 county metro area (Columbia, Yamhill, Multnomah, Clackamas, Washington). Over the last 4 years, utilization has remained steady largely due to the limited population growth. An exception, however, was identified in Obstetrics.

5 County Utilization Rate Trend
Discharges/1000

| | 1999 | 2000 | 2001 | 2002 | 2003 | '99-'03 Avg Ann % Inc |
|-----------|------|------|------|------|------|--------------------------|
| >= 65 | 260 | 263 | 264 | 269 | 265 | 0.4% |
| <65 | 64 | 63 | 62 | 66 | 65 | 0.3% |
| Total Pop | 85 | 84 | 83 | 87 | 85 | 0.0% |
| OB | 64 | 65 | 64 | 63 | 63 | -0.8% |

Source: CompData. Data submitted by OR hospitals. *Yr 2001 annualized from 1st 9 mos.

A utilization rate was also calculated on the number of actual patient days for the population of the 5 County areas. Utilization among people 65 and older declined slightly. However, that is likely to change as baby boomers age.

5 County Utilization Rate Trend Patient Days/1000

| | 1999 | 2000 | 2001 | 2002 | 2003 | '97-'03 Avg Ann % Inc |
|-----------|-------|-------|-------|-------|-------|--------------------------|
| >= 65 | 1,241 | 1,189 | 1,119 | 1,217 | 1,198 | -0.9% |
| <65 | 247 | 241 | 228 | 257 | 254 | 0.7% |
| Total Pop | 353 | 341 | 321 | 356 | 349 | -0.3% |
| OB | 157 | 167 | 165 | 167 | 165 | 1.3% |

Source: CompData. Data submitted by OR hospitals. *Yr 2003 annualized from 1st 9 mos.

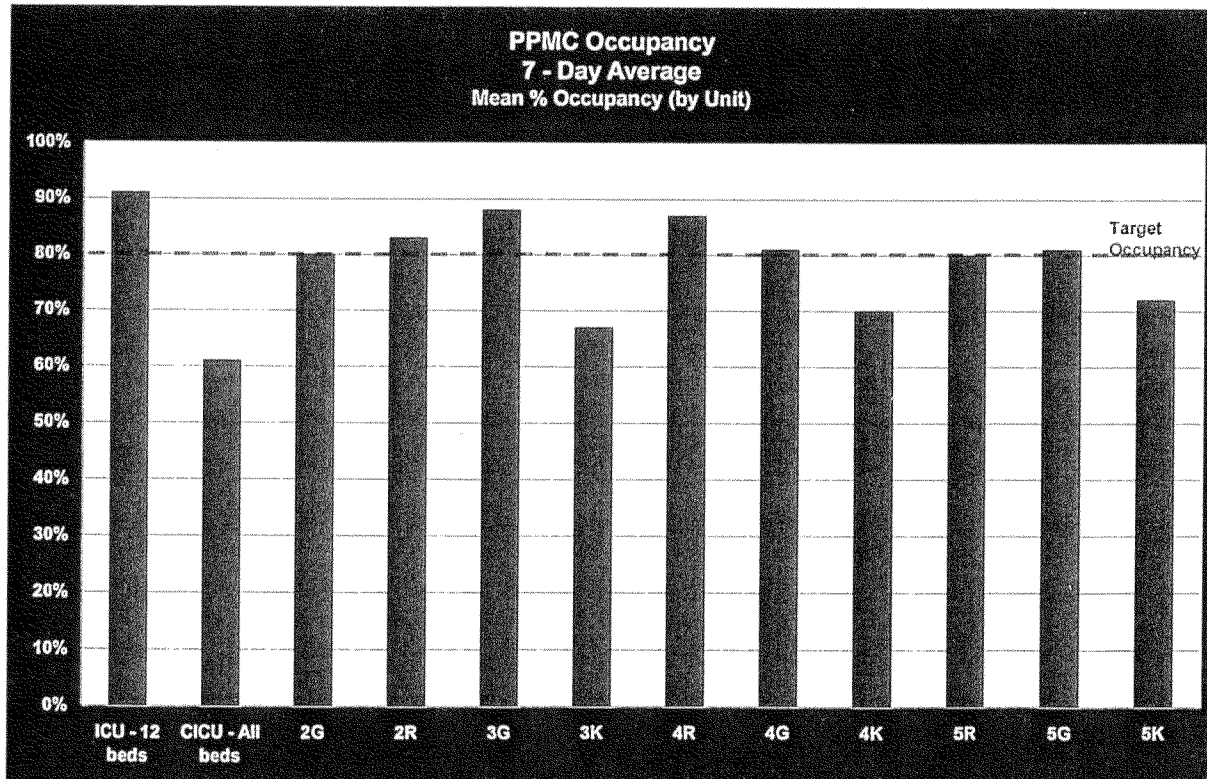
Shown below are actual patient days and average daily census at PPMC. Occupancy was also estimated based on actual counts on all units across the hospital during a three-month study last year. PPMC patient units exceeded 80% occupancy routinely. A summary by patient unit is also shown below.

Historical PPMC Occupancy

| | 1999 | 2000 | 2001 | 2002 | 2003 | Avg. Ann % Change |
|----------------------|--------|--------|--------|--------|--------|----------------------|
| Patient Days | 86,390 | 87,137 | 91,950 | 96,579 | 95,701 | 2.7% |
| Average Daily Census | 237 | 239 | 252 | 265 | 262 | 2.7% |

Available Beds

383

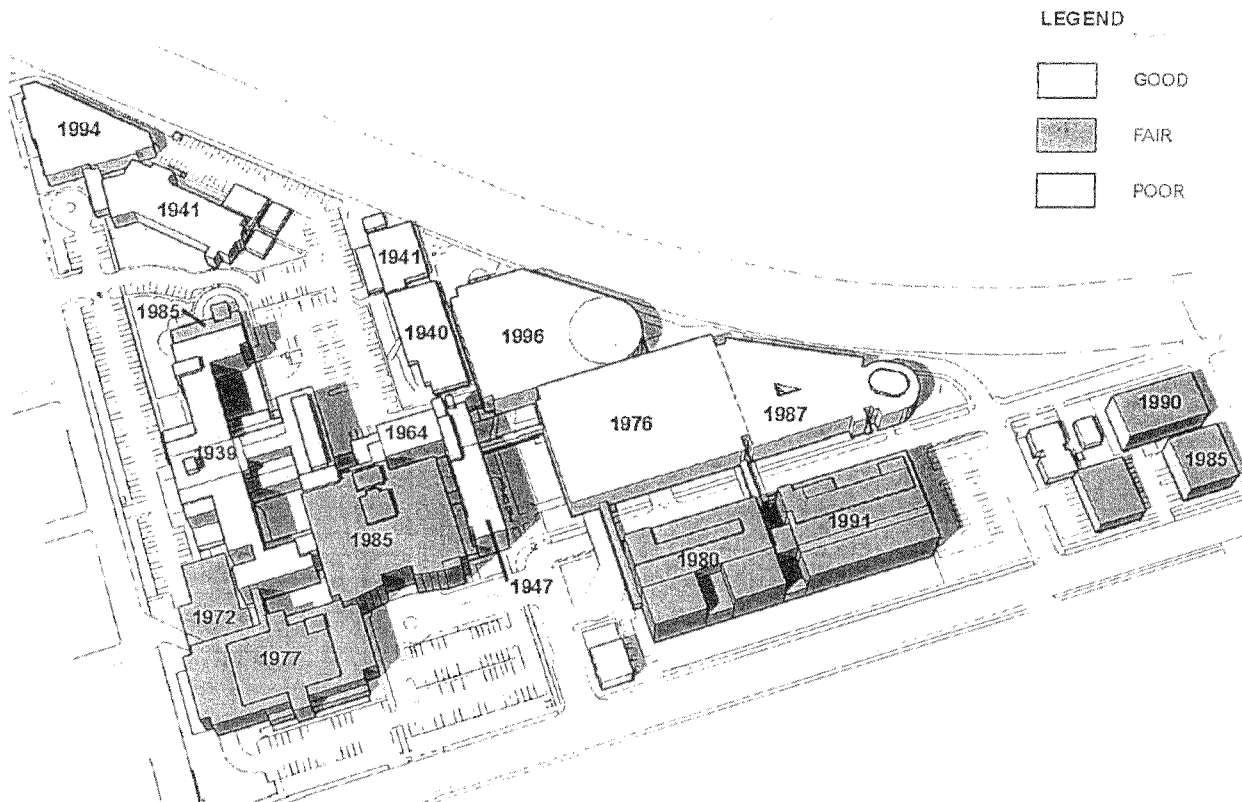


- A new Child Center Addition built adjacent to PCC to accommodate their programs
- A new parking garage, the NW Parking Structure
 - 1058 spaces
- A new hospital tower, the North Pavilion
 - 96 new acute care beds including a 24 bed Oncology Unit
 - 144 beds in 3 shelled floors for future growth
 - Comprehensive, Integrated Cancer Center
 - Surgical Services
 - Central Utility Plant improvements to accommodate the new facilities

Of the 96 new acute care beds, 59 represent new volume projected through 2012. The remainder begins a replacement strategy for PPMC. This bed need was validated three different ways:

- A population and utilization demand forecast projected 4,446 incremental new admissions through 2012.
- Volume projections based on clinical program projections and physician recruitment plans and current physician admitting patterns yielded an estimate of 4,313 new admissions.
- Long Range Financial Plan forecasted 4,867 new admits in 2012.

Our architects completed the following assessment of campus facilities during campus development planning. Several buildings on campus are antiquated and will require replacement. The original main hospital, built in 1939, houses acute and critical care beds. Also in need of replacement due to age is the Child Center building (built in 1941), Providence Hall, and the Annex (1964). The Central Utility Plant (built in 1940) will also need to be replaced or upgraded to modernize and support future expansion.



Recognizing that capacity and site improvements are needed, PPMC began a comprehensive planning process in 2001. That process clarified the following priorities on the campus:

- Acute care beds
- Cancer Center
- Parking
- Medical office space
- Surgical Services

PPMC engaged the services of architectural and planning consultants to update its campus Master Plan. Multiple options for campus expansion and improvement were studied and developed. Based on the priorities identified and outlined above, a Master Plan was completed and received city approval in 2003. This plan is intended to span approximately 20 years and provide for PPMC's needs over the next 50 years. It is divided into multiple phases and projects.

B. Conditional Use Master Plan / Neighborhood Agreement

Based on the priorities identified, a Conditional Use Master Plan was completed and received city approval in 2003. The Providence Portland Medical Center Master Plan anticipates logical development around an efficient infrastructure system that promotes the delivery of healthcare services. It is a snapshot in time of a ten-year period that is adopted through the conditional use master plan process with the City of Portland. It is a flexible plan that includes:

1. Campus development goals and guidelines.
2. Provision for an evolving framework of clinical and patient relationships.
3. Square footage and uses associated with planned projects.
4. Open space systems.
5. Pedestrian and vehicular circulation.
6. Conceptual planning for storm water, utilities and wastewater.

Taken together, these components describe an idea for the campus. It is recognized that elements of the plan can be modified as long as it does not create greater impacts than envisioned and adopted in the Providence Portland Medical Center Conditional Use Master Plan. In this regard, the key constraints to this plan are related to parking, community livability and traffic capacity on surrounding streets.

The Providence Portland Medical Center Conditional Use Master Plan adopts the planned improvements on the site and provides flexibility to build on the campus through:

1. Limits on the density of uses on campus that would affect transportation or livability concerns by the surrounding neighborhood.
2. Adjustments to the zoning that allows the campus to develop at this site.
3. Conditions on the operation of the campus.
4. Development thresholds that are correlated to traffic capacity on surrounding streets.

The approved Providence Portland Medical Center Conditional Use Master Plan is a framework of project goals, conditions to development, and adjusted City Zoning Code Standards. Each project identified in the plan must comply with relevant requirements in the Providence Portland Medical Center Conditional Use Master Plan, the City Code, and the amendments that are approved by the Hearings Officer and City Council. Projects that are not identified in the Providence Portland Medical Center Conditional Use Master Plan and don't change the envelop of existing or proposed buildings or their use can be permitted without an amendment to the Master Plan.

A change to the Providence Portland Medical Center Conditional Use Master Plan will require a Conditional Use Master Plan Amendment. This requires a Type III review

process through the City of Portland and the broader community consensus building with the Laurelhurst and Center Neighborhood Associations.

The following documents guide development on the Providence Portland Medical Center Campus:

| | |
|---|-------------------|
| Providence Portland Medical Center Master Plan Conformed, | August 2003 |
| Providence Portland Traffic Impact Analysis | August 2002 |
| Providence Portland Transportation Management Plan | August 2002 |
| Providence Portland Parking Efficiency Plan | November 18, 2002 |
| Findings of the Hearings Office | January 24, 2003 |
| Adjustments | |
| Conditions of Approval | |
| Good Neighbor Agreement | May 8, 2003 |
| Portland City Council Decision | May 29, 2003 |

Of these documents, the findings of the Hearing Officer contain all of the adjustments to the zoning code and conditions to development on campus. The Portland City Council Decision adopted the Hearing Officer's decision and added the Good Neighbor Agreement as a condition.

The Good Neighbor Agreement is an on-going communication plan between Providence Portland Medical Center, the Center Neighborhood, and the Laurelhurst Neighborhood. It addresses the shared goals between the PPMC and the surrounding Neighborhood Associations to promote neighborhood livability and sustainable practices. As a part of this, there is a requirement that PPMC share significant projects and development plans before applying for permitting. This information is to be shared with the Good Neighbor Agreement Standing Committee, providing reasonable time for the community to consider the proposed development.

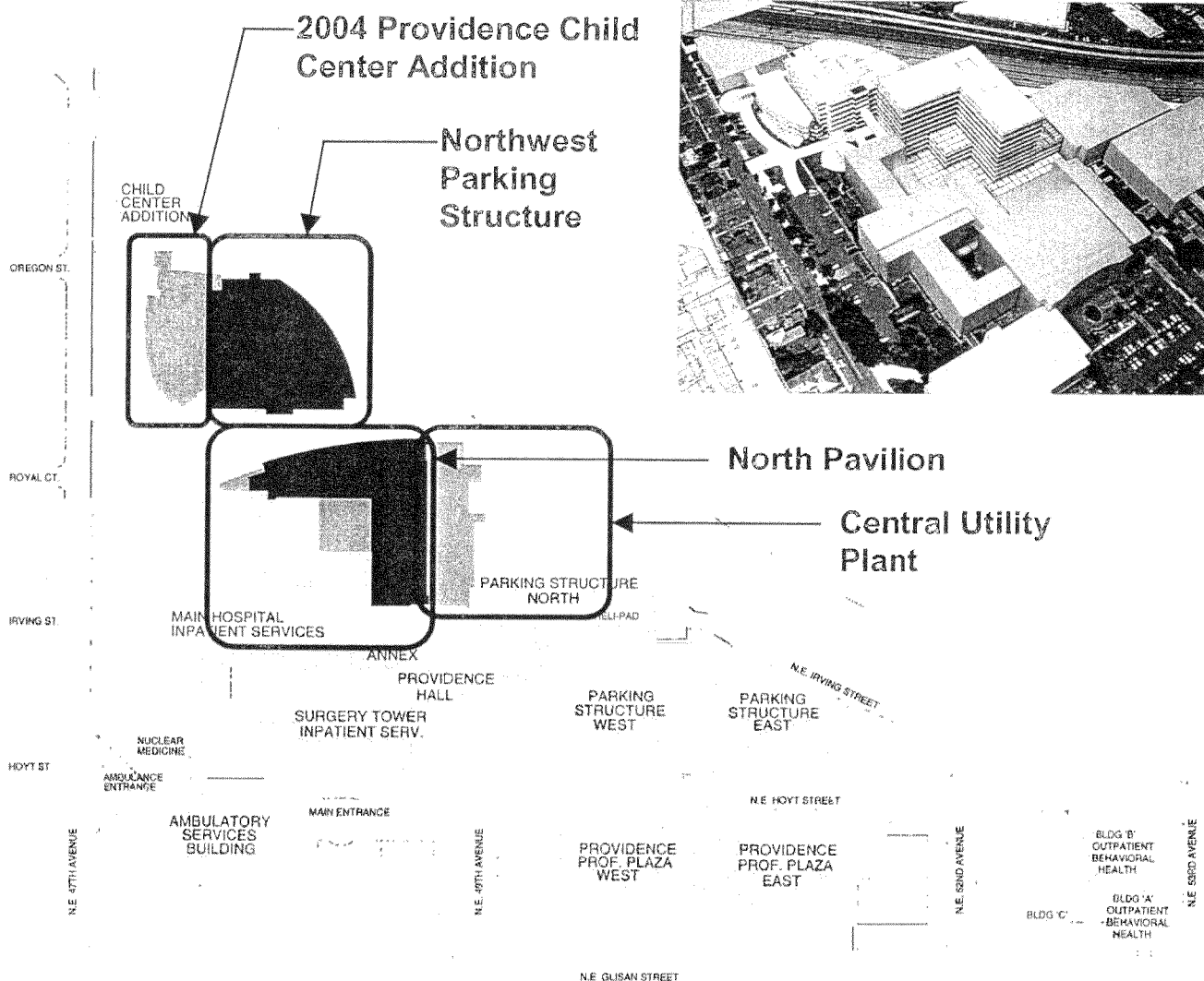
C. Description of Project

The Child Center Addition and the Northwest Parking Structure were presented to PHS senior leadership and to the Board in a separate Business Plan in November of 2002. Those projects were approved as the first phases of the overall campus master plan.

This business plan requests capital approval for:

- Additional funds for the Child Center Addition
and Northwest Parking Structure \$ 8.0 M
- The North Pavilion, including \$153.0 M
 - Central Utility Plant improvements
 - Additional shelled floors \$ 16.4 M

The following map shows all the components of the campus master plan and their orientation to the existing facility:



D. Child Center Addition

In the fall of 2002, Providence Child Center (PCC) leadership embarked on a master planning process, assisted by a local architecture firm, and in conjunction with the master planning work that was occurring for the Providence Portland Medical Center campus. The Master Plan identified programmatic needs of the Child Center as they grow to meet the unique needs of a vulnerable population.

PCC clinical programs include the following:

- **Center for Medically Fragile Children** – meets the needs of children who require 24-hour, long-term nursing care because of their complex medical conditions and severe disabilities. At present, the Nursing Center cares for 58 children with a long waiting list.
- **Jean Baton Swindells Resource Center** – provides information and resources for families, caregivers, and friends of children with disabilities or special needs
- **Providence Neurodevelopmental Center for Children (PNCC)** – an outpatient clinic providing multi-disciplinary evaluation, diagnosis and treatment to children from the Nursing Center and the community
- **Montessori School** – provides elementary education following the Montessori method to children of employees and from the community
- **Wee Care Child Development Program** – provides a high-quality, on-site, developmentally-appropriate program for children of Providence Health System employees

PCC leadership identified several strategic goals in conjunction with the Master Plan.

- Preserve and strengthen core services
- Fulfill the endowment
(The PCC Foundation has assumed responsibility for raising the remainder of the funds required to ensure that the Center for Medically Fragile Children continues operations)
- Expand community outreach
- Expand the regional focus of services offered
- Expand specialty clinics to serve the health needs of fragile children and their families
- Learning and professional development programs for caregivers

In addition to strategic planning, the master plan also addressed opportunities for reconfiguration and relocation. The long-term vision of the PCC is to develop an intergenerational community serving children and elders in a fully integrated setting that is a national model for the provision of care to children with special needs. The current location of the PCC on a medical campus co-located with PPMC inherently limits their

ability to expand and develop this community of services. In response to this limitation, the master plan process also considered alternative locations for the PCC.

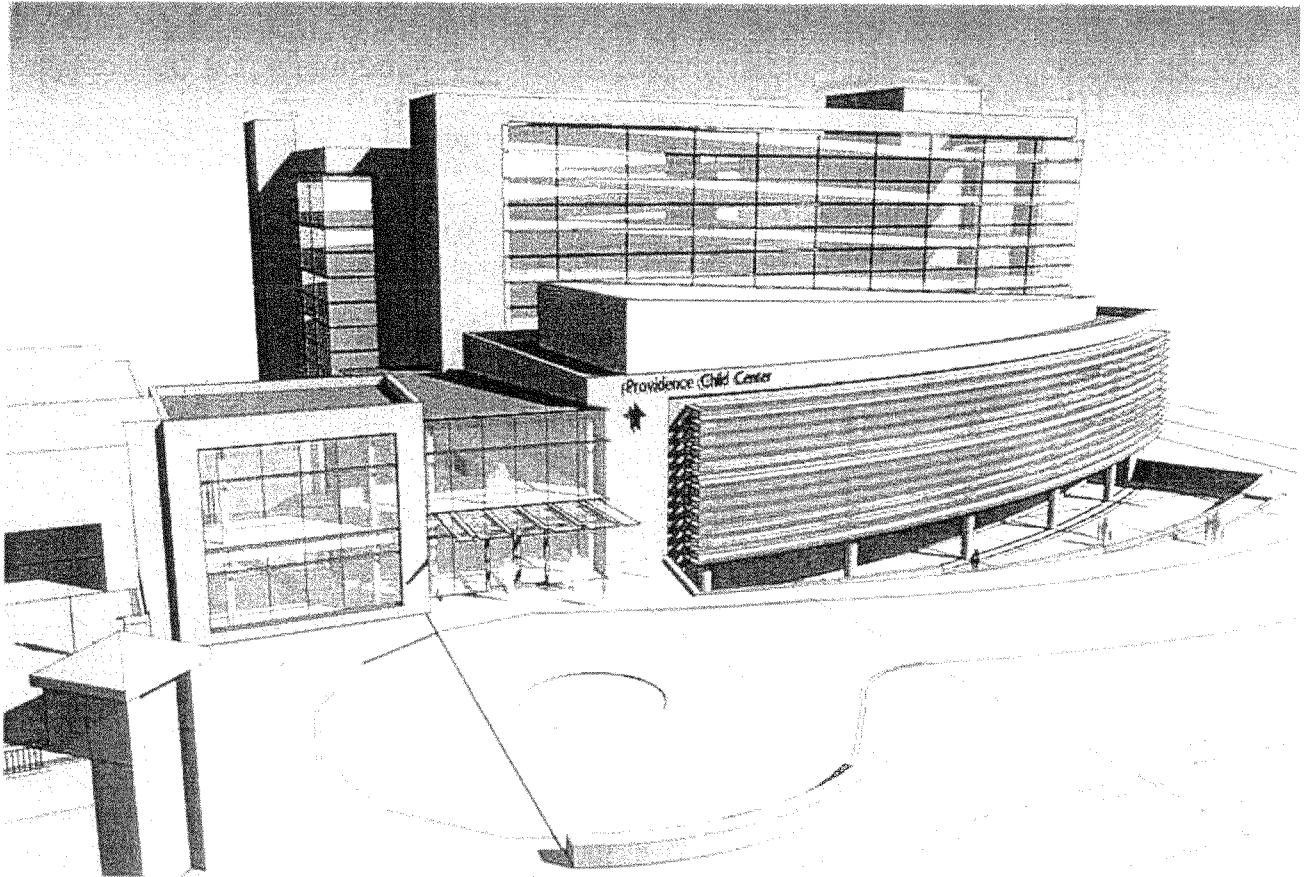
Several locations within the Portland metro area were considered which would allow relative proximity to acute care services needed for this population of children. A detailed feasibility study was completed and found that the cost of such a move would be significantly more than the PCC Foundation or operations of the nursing center could support.

In the fall of 2003, focus shifted back to supporting the clinical program needs of the PCC in their existing location, but in a replacement facility. In the first phase, the existing south Child Center building built in 1941 will be demolished. This section of the facility was of such an age as to prohibit future use. The south Child Center building included Child Center and delivery system departments, all of which have now been relocated in anticipation of the construction.

The Child Center Addition will be built after demolition. A proposed sketch of the new facility is shown on the following page. The new facility will accommodate:

- Lower level - Wee Care Center
- Ground level - Swindells Library, Pediatric Neuro-developmental Child Center (PNCC), Chapel
- Second level - Child Center administrative space, future specialty clinic areas

Child Center Addition and Northwest Parking Structure



The Child Center Addition was part of the first phase of the campus development plan, the capital for which was approved by senior leadership and the Board in November 2002. The following table shows a reconciliation of the original cost estimates as approved and the current project costs.

| <u>Project</u> | <u>Project Cost (in 000's)</u> | | |
|-------------------------------------|--------------------------------|----------------|-------------------|
| | <u>Original Estimate</u> | <u>Current</u> | <u>Difference</u> |
| Northwest Parking Structure | \$10,500 | \$19,000 | (\$8,500) |
| Child Center Programmatic Needs* | \$7,500 | \$9,000 | (\$1,500) |
| Subtotal | \$18,000 | \$28,000 | (\$10,000) |
| Rehab Relocation (<i>Remodel</i>) | \$3,145 | \$1,145 | \$2,000 |
| Total | | | (\$8,000) |

Reasons for Differences:

PARKING

- The parking garage was originally estimated at 800 parking stalls based on size of proposed North Pavilion and our projection of city requirements (*the Conceptual Use Master Plan (CUMP) had not yet been submitted to the city*)
- The square footage of the North Pavilion has increased by approximately 100,000 ft².
- City requirements were also higher than projected (added 200 spaces to support city's estimate of current on-street parking)
- Current plans include 1,058 parking stalls
- There was a strong desire to make the garage as minimally intrusive for the adjacent Child Center as possible. Some costs will be associated with softening the impact of the structure and with putting two floors of the garage below ground.

CHILD CENTER ADDITION

- Original estimates of space required to replace Child Center programs did not include growth of clinical programs identified by Child Center leadership in their master planning process.
- The Child Center team had not completed their master planning work when the first estimates were made and the request was submitted to the Board.

REHAB SERVICES

- Original plans included space to relocate Rehabilitative Services from their current location to this new structure. Given current cost estimates, we will remodel and expand their current space at considerably less expense

Providence Health System has also agreed to relieve the Child Center Foundation Board of the obligation to raise funds to support operating expenses each year (~\$1.5M/year), in exchange for their work to fund raise at least the same amount to endow beds. The Portland Service Area will sponsor the operations of the Child Center in this manner for 3 years.

E. Northwest Parking Structure

A new parking structure will be built on this end of the campus to accommodate increased parking needs associated with greater volume and more square footage. The parking structure will also support the Child Center and drop-off traffic for Wee Care directly adjacent to the entrance. Nine levels of parking, 2 below grade and 7 above will provide approximately 1058 spaces. It will also include entrances front and back to enhance distribution of traffic flow in, out and through the campus.

The parking structure is a critical component of the Providence Portland Medical Center Conditional Use Master Plan (CUMP). The City of Portland has a very specific formula to determine the number of spaces required based on hospital and medical office gross floor area. The parking requirement must be met prior to the development of any other new additions.

F. Central Utility Plant

Once the Child Center Addition and Northwest Parking structure are completed, construction will begin on the Central Utility Plant and North Pavilion. There is significant utility work that must be either re-routed or built to continue to support existing facilities and allow for construction of the new North Pavilion.

The PPMC Central Utility Plant project will be designed to support the hospital campus growth over the next 30+ years. This project will upgrade deficiencies of the power systems; replace the central chilled water and generator back-up systems, along with other major mechanical systems upgrades. The completed plant will be more energy efficient and environmentally friendly. Extensive work will be performed on the existing Engineering Services Building (ESB), as it will need to be seismically upgraded to meet the requirements of an essential facility. A large portion of the work on the ESB will be demolition and rebuilding, which provides the opportunity to organize the central plant equipment more efficiently for staff. Sewers, running between the ESB and the North Parking structure, will be consolidated into a single line. New tunnels will be constructed parallel to the ESB and Annex to run the new and future building services to the main hospital, surgery tower and North Pavilion.

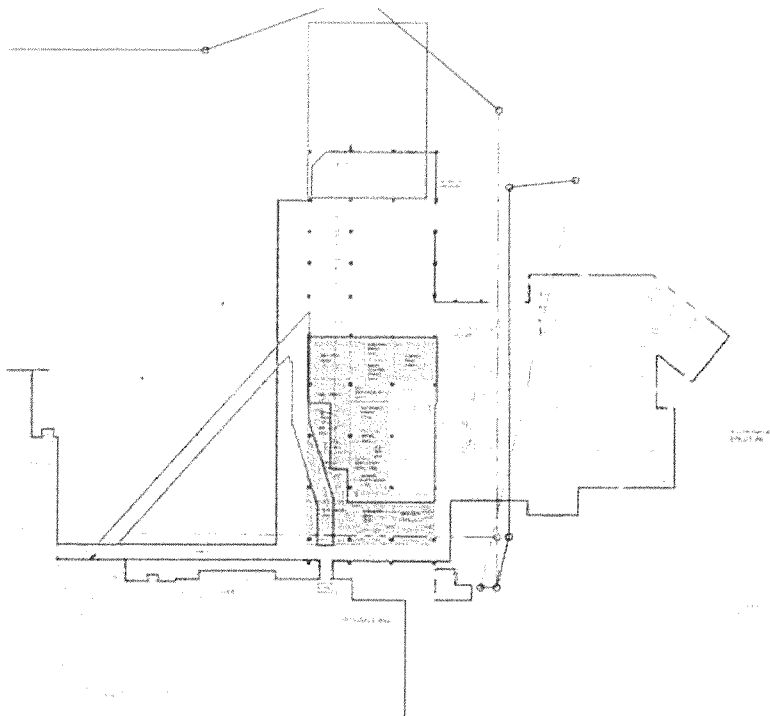
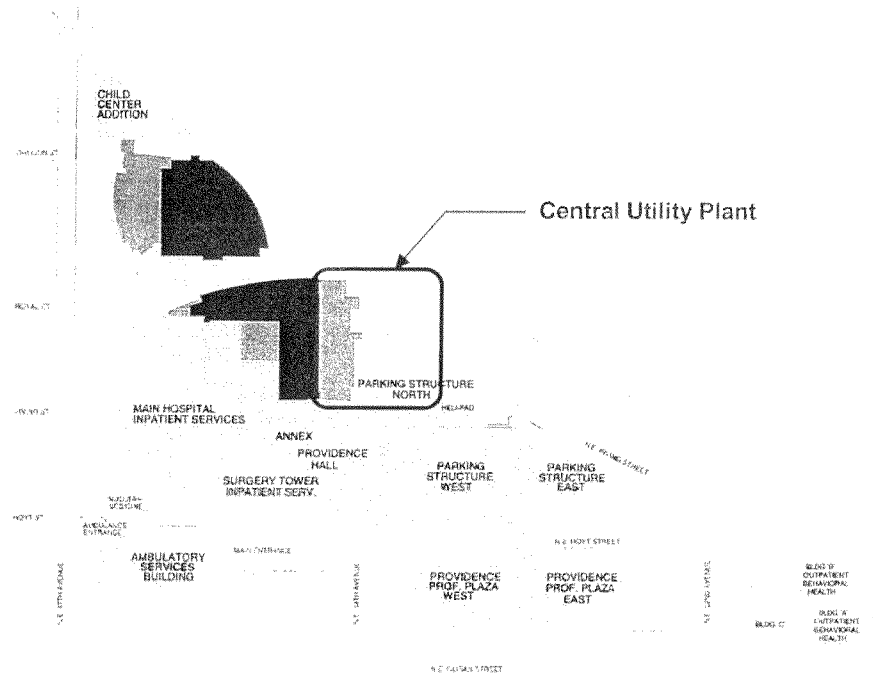
The northern portion of the building, which houses the chiller plant, will be demolished to allow for development of the North Pavilion loading dock and roadway. The displaced chiller plant will be expanded and relocated to the roadway area between the existing north parking structure and ESB.

The ESB central area, which houses the boiler units, will remain in place and operation during construction. The southern portion of the ESB, which houses electrical gear and the emergency generator sets, will be demolished and reconstructed to accommodate vacuum requirements, tanks, and chiller pumps.

The existing north parking structure will receive seismic upgrading and a fire suppression sprinkler system to meet state codes for an essential facility. Electrical switchgear and new generator sets will be placed in the first level parking area consuming 60% of the floor area. Existing cooling towers located at the northwest corner of the parking structure will be relocated to the top floor of the parking structure. Structural supports will be added to the 6th level of the parking structure to accommodate the weight of six new cooling towers.

The following images reflect changes related to the Central Utility Plant changes.

Central Utility Plant Changes



TUNNEL LEVEL FLOOR PLAN

CENTRAL UTILITY PLANT

2004 10 10 10:00 AM
 Project: PPMC Campus Development Plan
 Drawing: Central Utility Plant
 Author: [Name]
 Checker: [Name]
 Approver: [Name]

G. North Pavilion

The primary initiative for this whole project is the need for additional beds. PPMC continues to face significant capacity issues which will only increase with time. The second initiative is to design a comprehensive cancer center with all the associated services for cancer patients located together in one building. In addition, the desire to grow surgical services and recruit new surgeons will require either replacement of the existing department or major re-modeling.

As a result of these drivers the North Pavilion will house the following:

- 96 new patient beds designed to allow for variable acuity levels
- 3 shelled floors to accommodate 144 additional patient beds in future
- Comprehensive Cancer Center to include:
 - Cancer Research Labs and Administration
 - Radiation Oncology
 - Gamma Knife
 - MRI
 - Integrative Medicine
 - Breast Center/Mammography
 - Outpatient Infusion
 - Cancer Support Services
 - Tumor Registry
 - Resource Center/Library
 - Spa, Meditation Room
 - Retail, Café/Deli
 - Conference/Education rooms
 - Medical Oncology Offices
 - Medical Oncology Patient Unit
- Surgical Services to include:
 - 21 State of the art operating rooms
 - 27 Post Anesthesia Care beds
 - Sterile Processing
 - 53 Pre/Post rooms in remodeled surgical space in existing tower
- Receiving Dock/ General Stores/Distribution

The Garden level (lower level), which will be on the same grade as the current tunnel level will accommodate the new loading dock. This will be tucked under the level above to help shield the upper floors from noise and sight. This dock will be accessible from 47th or Glisan along the back roadway that parallels I-84. A portion of general stores, distribution and linen will be adjacent to the loading dock to provide efficiency in the storage and transport of supplies to both the existing and new facilities. This level will

also provide space for Sterile Processing to support the new Surgery suite on the 3rd floor.

Radiation Oncology and the Gamma Knife programs will move from their current location in the Providence Plaza to this level. The design will allow for easy access to vaults and provide natural light into many patient areas.

MRI is currently located in a building adjacent to the main hospital. They will also move to the North Pavilion on the lower level. The existing building will be demolished to allow for the new cancer entrance of the North Pavilion off 47th Street.

The ground level (main level) of the North Pavilion will provide space for many of the integral pieces of the cancer program. The Breast Center/Mammography, resource center and library, Integrative Medicine, Conference/Education, Spa and Meditation areas will be woven into lobby and waiting space that greets patients, family and visitors as they enter this new building. The ability to group all the services a cancer patient might need before, during and after a cancer event will significantly enhance the experience for both the patient and their family. This level will also provide a direct connection to the Northwest Parking Structure.

The 2nd floor will house the Robert W. Franz cancer research labs and administration space.

A new surgical suite with 21 state of the art operating rooms and a 27 bay post anesthesia care unit will reside on the 3rd floor. This new suite will provide the opportunity to increase the operational efficiency that the current location does not have with its divided layout. The OR's will be larger and more flexible to accommodate new technology and equipment in an ever-changing environment. The Short Stay Unit (SSU) where patients are admitted prior to and discharged after surgery will remain in the existing Surgery Tower building. However, an area where some of the existing OR's are located will be re-modeled into a new SSU and Surgery Waiting Room when the new OR's are completed. This will allow the department to increase the space needed to support the OR's. Even though they are not directly adjacent to the new OR's they will be on the same floor and have a communicating corridor dedicated to the movement of surgical patients.

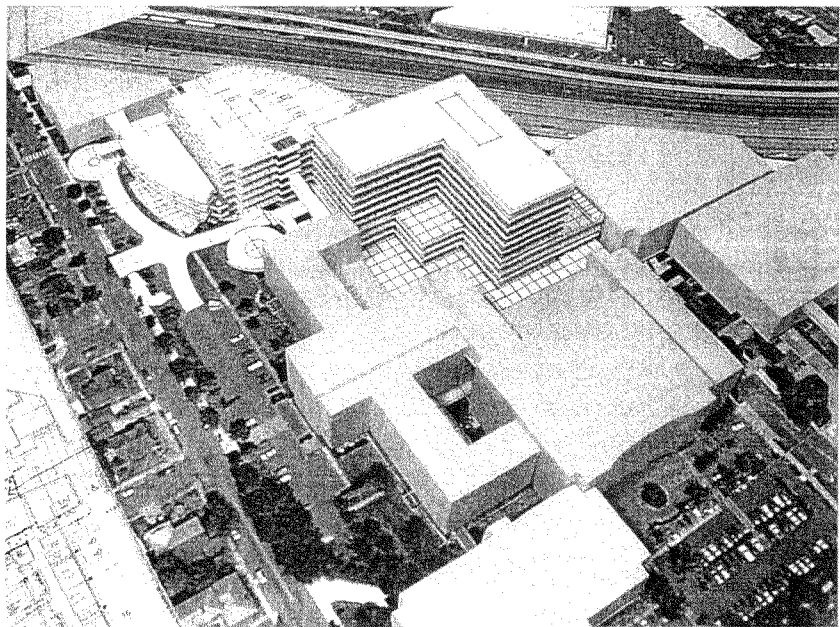
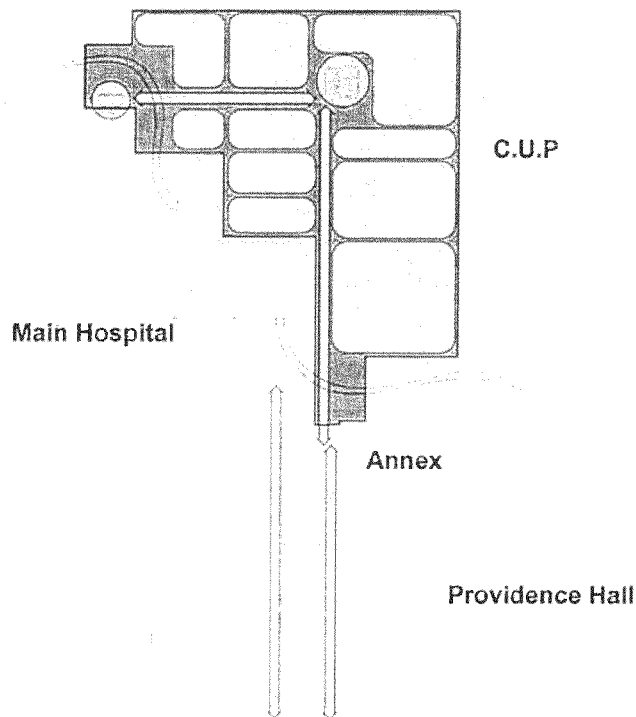
The 5th floor will be the home for 3 Oncology physician practices along with the Outpatient Infusion suite. Once again, patients will be able to come to see their physician and receive any necessary treatments or cancer related services in the same location without having to travel from building to building.

The 6th and 7th floors will be patient care units. Each floor will have two patient units with 24 beds in each. The patient rooms are designed with patient, staff and family zones and are large enough to accommodate the infrastructure and equipment needs for variable acuity levels of care. If the condition of the patient changes staff will be assigned based on the patient's needs rather than moving the patient from area to area.

The units will be designed with less emphasis on a centralized nursing station and provide enhanced ability for the caregivers to remain at the bedside and work areas located adjacent to the patients for which they are caring.

Floors 8, 9, and 10 will be shelled for future patient units that will increase the bed capacity by 144 additional beds. These floors and beds were not included in the budget presented to the Board and Committees in October 2002.

North Pavilion



If this project is not completed, PPMC will face the following critical challenges:

- Continued physician discontent; loss of critical physician loyalty and patient volumes
- Employee retention (new Legacy facility in Southwest Washington)
- Competitors enter market for profitable procedural services
- Market share declines
- Operating margin reduced; unable to support future capital improvements
- Inability to meet demand; key role in supporting Mission to poor and vulnerable at this facility
- Future seismic issues; portions of facility will likely have to be significantly upgraded in the future

Physician Recruitment

A physician recruitment plan was developed based on projected growth in population and utilization. For each clinical service line, we forecasted admissions, the number of new physicians necessary based on the growth in admissions, and the number of physicians that need to be recruited to replace natural turnover. The chart below details the recruitment schedule by program. A total of 93.5 physicians will be recruited through 2012.

| Program | Current Physicians 2002 | New Physicians 2007 | New Admissions 2007 | New Physicians 2012 | New Admissions 2012 |
|--------------------|-------------------------|---------------------|---------------------|---------------------|---------------------|
| Cancer | 8.5 | 8 | 179 | 8 | 432 |
| NMS | 40 | 8 | 365 | 8 | 1130 |
| Medicine | 49.5 | 30 | 698 | 32 | 1694 |
| Surgery | 53 | 11 | 548 | 14 | 1088 |
| Heart | 18 | 5 | 65 | 9 | 142 |
| Women & Children | 43 | 3 | 215 | 5 | 429 |
| BH | 9 | 0 | 0 | 0 | 0 |
| Hospital-Based: | | | | | |
| Pathology | 7 | 5.5 | n/a | 5.5 | n/a |
| Diagnostic Imaging | 15 | 9 | n/a | 12 | n/a |
| Grand Total | 243 | 78.5 | 2070 | 93.5 | 4915 |

Project Costs And Timeline

Shown below are a high level project schedule and a cost summary. The PCC Addition/NW Parking Structure is scheduled for completion in 3rd quarter 2005. Construction for the North Pavilion is scheduled to begin in the same quarter. See Appendix 1 for the detailed timeline.

| PPMC Estimated Project Schedule | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------|---|---|---|------|---|---|---|------|---|---|---|------|---|---|---|------|---|---|---|------|--|--|--|
| | 2003 | | | | 2004 | | | | 2005 | | | | 2006 | | | | 2007 | | | | 2008 | | | |
| | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | | |
| Phase 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| PCC Addition/NW Parking Structure | | | | | | | | | | | | | | | | | | | | | | | | |
| Design | | | | | | | | | | | | | | | | | | | | | | | | |
| Permit | | | | | | | | | | | | | | | | | | | | | | | | |
| Demolition - Old Child Center | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | | | | | | | | | | | | | |
| Central Utility Plant | | | | | | | | | | | | | | | | | | | | | | | | |
| Design - CUP | | | | | | | | | | | | | | | | | | | | | | | | |
| Permit - CUP | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction - CUP | | | | | | | | | | | | | | | | | | | | | | | | |
| Phase 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| North Pavilion | | | | | | | | | | | | | | | | | | | | | | | | |
| Schematic Design/Design Development | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction Docs/Permit | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | | | | | | | | | | | | | |
| Move-in | | | | | | | | | | | | | | | | | | | | | | | | |

PPMC Cost Summary

| | Project Cost (1,000s) | Current Approval Requested |
|---|--------------------------|----------------------------------|
| Child Center Addition/NW Parking Structure | | |
| Child Center Addition | 9,000 | |
| NW Parking Structure | 19,000 | |
| PCC/NW Parking Total | 28,000 | 8,000 |
| *Reduction in Rehab Remodel | (2,000) | |
| N. Pavilion/Central Utility Plant | | |
| North Pavilion | 129,000 | |
| Central Utility Plant | 24,000 | |
| Subtotal | 153,000 | 153,000 |
| 3 shelled floors | 16,400 | |
| Subtotal | 16,400 | 16,400 |
| N.Pavilion/CUP Total | 169,400 | 169,400 |
| Campus Master Plan Total | 197,400 | 177,400 |

H. Major Objectives and Success Indicators

| Major Objective | Success Indicator(s) | | | | | |
|---|---|---------|------|---------|---------|-----|
| 1. Recruit physicians and add to PHP panel | Recruitment Schedule (new and replacement). | | | | | |
| | Year | '04 | '05 | '06 | '07 | '08 |
| | # | 25 | 28.5 | 30 | 13.5 | 19 |
| 2. Providence Medical Group recruitment targets (Family Practice, Internal Medicine and OB) | Recruitment Schedule | | | | | |
| | Year | '04 | '05 | '06 | '07 | '08 |
| | # | 7 | 7 | 6 | 7 | 6 |
| 3. Identify Interim Medical Office Space | 4 th quarter 2004. Will re-evaluate as physician recruitment continues. | | | | | |
| 4. Complete project within budget <ul style="list-style-type: none">• PCC/NW Parking Structure• North Pavilion<ul style="list-style-type: none">○ CUP○ Shelled Floors | <ul style="list-style-type: none">• \$ 28.0 M• \$129.0 M• \$ 24.0 M• \$ 16.4 M | | | | | |
| 5. Maintain operating margin during project | 6% | | | | | |
| 6. Meet PSA Fundraising Goals* | \$40 M by project completion | | | | | |
| 7. Increase Health Plan membership (statewide) | 2004 | 2005 | | 2006 | 2007 | |
| | 207,134 | 237,352 | | 255,050 | 275,726 | |
| *Portland Service Area growth targets are being developed. These will be added upon completion. | | | | | | |

I. Key Project Risks and Mitigation Strategies

Completed. See Appendix 5.

J. Exit Strategy

As noted, the project will proceed with detailed design work through 2nd quarter 2005. There will be multiple opportunities to address risks and concerns during this time, at the direction of multi-disciplinary Oversight and Steering Committees. Signing of a formal construction agreement with a general contractor will follow review and approval of the final design documents. PPMC will continue to meet its financial targets before approval is given to sign the agreement. We will also review physician recruitment and clinical program projections at that point to assure current market realities have not impacted our projections.

After construction begins, the new space will be flexible enough to accommodate multiple uses given possible shifts in demands or reimbursement realities. Also, the proposed new acute care tower will be flexible in its design such that nursing floors can be included or excluded based on current review of demand and clinical program needs.

K. Collaboration/Divestiture Considerations

- Not applicable

**BEFORE THE HOSPITAL FACILITIES AUTHORITY
OF MULTNOMAH COUNTY, OREGON**

RESOLUTION NO. _____

Authorizing the issuance of The Hospital Facilities Authority of Multnomah County, Oregon Revenue Bonds, Series 2004 (Providence Health System) (the "Bonds"), in an aggregate principal amount not to exceed \$100,000,000; authorizing the execution of a Letter of Intent with Providence Health System - Oregon (the "Borrower"); designating an Authorized Representative; authorizing a public hearing; and related matters.

The Board of Directors of The Hospital Facilities Authority of Multnomah County, Oregon finds:

a. The Board of Directors of The Hospital Facilities Authority of Multnomah County, Oregon (the "Authority") has received a request from the Borrower, for the issuance by the Authority of its revenue bonds to finance the following projects (collectively, the "Project"):

- (1) construction, remodeling and equipping projects at Providence Portland Medical Center Campus estimated to cost in excess of \$100,000,000;
- (2) certain capitalized interest in connection with the Project; and
- (3) certain expenses incurred in connection with the issuance of the Bonds.

b. The Authority has determined that the Project constitutes a hospital facility within the meaning of Oregon Revised Statutes 441.525 to 441.595 (the "Act") to provide the people of the State of Oregon and Multnomah County with access to adequate medical care and hospital facilities; and

c. It is also advisable to execute and deliver a letter of intent, substantially in the form attached hereto as Exhibit A (the "Letter of Intent"), which sets forth the obligations of the Authority and the Borrower regarding the Bonds; and

d. The Board of Directors of the Authority have considered the terms and provisions of a draft Bond Trust Indenture (the "Indenture") between the Authority and U.S. Bank National Association in Portland, Oregon (the "Trustee") and a draft Loan and Security Agreement (the "Loan Agreement") between the Authority and the Borrower and a draft Preliminary Official Statement for the Bonds (the "Preliminary Official Statement"). The Authority determines that it is in the best interest for the Authority to provide adequate hospital services for the people of the State of Oregon and to proceed with the issuance of the Bonds. The Indenture and the Loan Agreement are incorporated herein by this reference.

BOGSTAD Deborah L

From: NAITO Lisa H
Sent: Wednesday, June 09, 2004 12:34 PM
To: LINN Diane M; CRUZ Serena M; ROBERTS Lonnie J; ROJO DE STEFFEY Maria
Cc: BOGSTAD Deborah L; SOWLE Agnes
Subject: R7

Greetings!

I will not vote on this measure. My fiancé is affiliated with Providence. While there is no actual conflict of interest according to Jenny Morf, I wish to avoid the appearance of impropriety. Lisa

6/9/2004

**BEFORE THE HOSPITAL FACILITIES AUTHORITY
OF MULTNOMAH COUNTY, OREGON**

RESOLUTION NO. 04-081

Authorizing the issuance of The Hospital Facilities Authority of Multnomah County, Oregon Revenue Bonds, Series 2004 (Providence Health System) (the "Bonds"), in an aggregate principal amount not to exceed \$100,000,000; authorizing the execution of a Letter of Intent with Providence Health System - Oregon (the "Borrower"); designating an Authorized Representative; authorizing a public hearing; and related matters.

The Board of Directors of The Hospital Facilities Authority of Multnomah County, Oregon finds:

a. The Board of Directors of The Hospital Facilities Authority of Multnomah County, Oregon (the "Authority") has received a request from the Borrower, for the issuance by the Authority of its revenue bonds to finance the following projects (collectively, the "Project"):

- (1) construction, remodeling and equipping projects at Providence Portland Medical Center Campus estimated to cost in excess of \$100,000,000;
- (2) certain capitalized interest in connection with the Project; and
- (3) certain expenses incurred in connection with the issuance of the Bonds.

b. The Authority has determined that the Project constitutes a hospital facility within the meaning of Oregon Revised Statutes 441.525 to 441.595 (the "Act") to provide the people of the State of Oregon and Multnomah County with access to adequate medical care and hospital facilities; and

c. It is also advisable to execute and deliver a letter of intent, substantially in the form attached hereto as Exhibit A (the "Letter of Intent"), which sets forth the obligations of the Authority and the Borrower regarding the Bonds; and

d. The Board of Directors of the Authority have considered the terms and provisions of a draft Bond Trust Indenture (the "Indenture") between the Authority and U.S. Bank National Association in Portland, Oregon (the "Trustee") and a draft Loan and Security Agreement (the "Loan Agreement") between the Authority and the Borrower and a draft Preliminary Official Statement for the Bonds (the "Preliminary Official Statement"). The Authority determines that it is in the best interest for the Authority to provide adequate hospital services for the people of the State of Oregon and to proceed with the issuance of the Bonds. The Indenture and the Loan Agreement are incorporated herein by this reference.

The Authority Resolves:

Section 1. The Authority does authorize and approve of the provisions of and directs the execution, delivery and issuance by the Authority of the Bonds in an aggregate amount not exceeding \$100,000,000. Proceeds of the Bonds will be used to finance the Project.

The Bonds shall be issued in substantially the form as set forth in the Indenture.

Section 2. The Authority designates each of the Chair, Vice-Chair, Secretary of the Authority, or the Chief Financial Officer of the County or the Assistant Secretary of the Authority, or their designee as an "Authorized Representative" to act on behalf of the County and determine the remaining terms of the Bonds as specified in Section 14 herein.

Section 3. The Authority does provide for the establishment of the Bond Fund and Project Fund as set forth in the Indenture to be held in trust with or under the control of the Trustee for the purposes and uses as set forth in the Indenture. The Authority is obligated to deposit proceeds of the Bonds to the funds as set forth in the Indenture. In addition, the Authority shall provide for the deposit of all of the Loan Payments payable to the Authority from the Loan Agreement.

Section 4. The Authority's pledge for the payment of the Bonds shall be valid and binding from the date of the adoption of this Bond Resolution against any parties having subsequent claims of any kind in tort, contract or otherwise against the Authority, irrespective of whether such parties have actual notice of this pledge. Pursuant to Oregon Revised Statutes Section 441.555(5) this pledge is noted in the Authority's minute book which shall contain this Bond Resolution and which shall be constructive notice thereof to all parties and neither this Bond Resolution nor other instrument by which a pledge is created need be otherwise recorded, nor shall the filing of any financing statement under the Oregon Uniform Commercial Code be required to perfect such pledge. Any moneys or obligations so pledged and later received by the Authority shall immediately be subject to the lien of the pledge without any physical delivery or further act.

Section 5. The Authority authorizes the sale of the Bonds to Merrill Lynch, Pierce, Fenner & Smith Incorporated, as underwriter (the "Underwriter") pursuant to the terms and conditions of a bond purchase agreement relating to the Bonds (the "Bond Purchase Agreement") to be prepared by the Underwriter and approved by the Authorized Representative. The Bonds shall be executed by the manual or facsimile signature of the Chair or Vice-Chair and shall be attested by the manual or facsimile signature of the Secretary or Assistant Secretary of the Authority.

Section 6. The Authority authorizes and directs the execution and delivery of and the performance by the Authority of the obligations and duties on its part as contained in the Indenture, the Loan Agreement and the Tax Agreement (as such term is defined in the Indenture), and the Bond Purchase Agreement. Any one or more of the Authorized Representatives shall approve, execute and deliver each of the above-described

documents and such other documents as are necessary to consummate the closing of the Bonds.

Section 7. U.S. Bank National Association is designated and approved as the initial "Trustee" pursuant to the Indenture.

Section 8. During any time that the Bonds are held in a book-entry only system (the "Book-Entry System"), the registered owner of all of the Bonds shall be The Depository Trust Company, New York, New York ("DTC"), and the Bonds shall be registered in the name of Cede & Co., as nominee for DTC. The Authority has entered into a Blanket Issuer Letter of Representations (the "Letter") wherein the Authority represents that it will comply with the requirements stated in DTC's Operational Arrangements as they may be amended from time to time.

Section 9. The Trustee is appointed and designated as the Paying Agent and Bond Registrar of the Bonds. The Authority does request and authorize the Bond Registrar to execute the Certificate of Authentication as of the date of delivery of the Bonds. The Paying Agent and Bond Registrar shall maintain a record of the names and addresses of the registered owners of the Bonds. The records of the registered bond ownership are not public records within the meaning of Oregon Revised Statute Section 192.210(4).

Section 10. The Bonds may be transferred or subject to exchange, for fully registered Bonds in denominations of \$5,000 or integral multiples thereof, as more fully provided in the Indenture.

Section 11. The Authority may defease the Bonds as provided in the Indenture.

Section 12. For purposes of compliance by the Underwriter with Rule 15c2-12(b)(1) of the federal Securities and Exchange Commission, the Authority authorizes the Authorized Representative to assist in the preparation, review, and ratify the distribution of the Preliminary Official Statement by the Underwriter and deem as near "final" the Preliminary Official Statement, in substantially the form presented to the Authorized Representative.

Section 13. In consideration of the purchase and acceptance of any or all of the Bonds by those who shall own the same from time to time (the "Bondowners"), the provisions of this Resolution shall be part of the contract of the Authority with the Bondowners and shall be deemed to be a shall constitute a contract between the Authority and the Bondowners. The covenants, pledges, representations and warranties contained in this Resolution or in the closing documents executed in connection with the Bonds, including without limitation the Authority's covenants and pledges contained herein, and the other covenants and agreements herein set forth to be performed by or on behalf of the Authority shall be contracts for the equal benefit, protection and security of the Bondowners, all of which shall be of equal rank without preference, priority or distinction of any of such Bonds over any other thereof, except as expressly provided in or pursuant to this Resolution.

Section 14. The Authorized Representative is hereby authorized pursuant to ORS 288.520(4) to:

- a. Establish the principal and interest payment dates, principal amounts, optional and mandatory redemption provisions, if any, interest rates, and denominations and all other terms for the Bonds;
- b. Negotiate the terms with Merrill Lynch, Pierce, Fenner & Smith Incorporated under which the Bonds shall be sold; assist in the preparation of the Bond Purchase Agreement for the sale of the Bonds which incorporates those terms; if desired, select an expert advisor to evaluate the negotiated terms of the Bond; and execute and deliver the Bond Purchase Agreement;
- c. Assist, approve and authorize the preparation and distribution of the Preliminary Official Statement and a final Official Statement for the Bonds;
- d. Obtain municipal bond insurance on the Bonds if determined by the Authorized Representative to be in the best interest of the Authority and the Borrower, and expend Bond proceeds to pay any bond insurance premium;
- e. Obtain one or more ratings on the Bonds if determined by the Authorized Representative to be in the best interest of the Authority and the Borrower, and expend Bond proceeds to pay the costs of obtaining such rating;
- f. Take such actions as are necessary to qualify the Bonds for the Book-Entry System of DTC;
- g. Approve, execute and deliver the Bond closing documents and certificates;
- h. Enter into covenants regarding the use of the proceeds of the Bonds and the projects financed with the proceeds of the Bonds, to maintain the tax-exempt status of the Bonds; and
- i. Execute and deliver a certificate specifying the action taken pursuant to this Section 14, and any other certificates, documents or agreements that the Authorized Representative determines are desirable to issue, sell and deliver the Bonds in accordance with this Resolution.

Section 15. The Authorized Representative of the Authority is hereby authorized to execute and deliver on behalf of the Authority the Letter of Intent in substantially the form presented to this meeting with any changes to be approved by the Chief Financial Officer of the County with the Borrower, whereby, (1) the Authority agrees to use its best

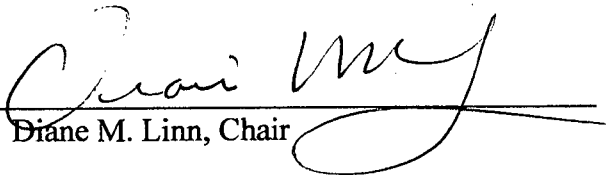
efforts to provide for the issuance of the Bonds, subject to the provisions of the Act; (2) the Borrower agrees to pay all expenses of the Bond issuance and to save the Authority and the County harmless from any liability.

Section 16. The Authority designates Gottlieb, Fisher & Andrews, PLLC, of Seattle, Washington as Bond Counsel, Mersereau and Shannon, LLP as Special Authority Counsel, and Merrill Lynch, Pierce, Fenner & Smith Incorporated, Chicago, Illinois as Underwriter with respect to this financing.


Section 17. The Chief Financial Officer of the County is authorized to hold a public hearing (the "TEFRA Hearing") with respect to the Bonds pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, and to forward a report of such hearing to the Chair of the Board of Commissioners of Multnomah County.

ADOPTED this 10th day of June, 2004.

**THE HOSPITAL FACILITIES AUTHORITY
OF MULTNOMAH COUNTY, OREGON**

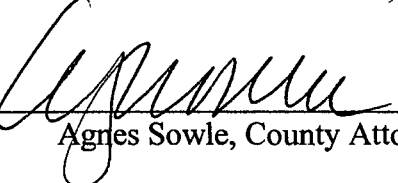
By 
Diane M. Linn, Chair

ATTEST:

By 
Dave A. Boyer, Assistant Secretary

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Agnes Sowle, County Attorney

LETTER OF INTENT

between

**THE HOSPITAL FACILITIES AUTHORITY OF
MULTNOMAH COUNTY, OREGON**

and

PROVIDENCE HEALTH SYSTEM - OREGON

THIS LETTER OF INTENT is between THE HOSPITAL FACILITIES AUTHORITY OF MULTNOMAH COUNTY, OREGON, a municipal corporation of the State of Oregon (the "Authority"), and PROVIDENCE HEALTH SYSTEM - OREGON, an Oregon nonprofit corporation (the "Borrower").

1. Preliminary Statement. Among the matters of mutual inducement, which have resulted in the execution of this Letter of Intent are the following:

a. The Authority is a municipal corporation, authorized and empowered by ORS 441.525 TO 441.595 (the "Act") to issue revenue bonds for the purposes specified therein, including providing funds to nonprofit corporations sufficient for constructing, furnishing and equipping "hospital facilities" under the Act, upon such terms and conditions as the Authority may deem advisable.

b. The Authority proposes to issue revenue bonds pursuant to the Act to provide funds (1) to finance the costs of construction, remodeling and equipping projects at Providence Portland Medical Center Campus; (2) fund certain capitalized interest in connection with the Project; and (3) to fund certain expenses incurred in connection with the issuance of the Bonds (collectively, the "Project") and to loan the proceeds of such revenue bonds (the "Revenue Bonds") to the Borrower for such purposes.

c. The Authority deems it necessary and advisable that it take such action as may be required under the Act to authorize and issue Revenue Bonds to finance the cost of the Project in a total amount not to exceed \$100,000,000.

d. The Authority finds that the issuance of Revenue Bonds to finance the cost of the Project, and the loaning of the proceeds thereof to the Borrower constitutes a valid public purpose.

e. The Borrower wishes to proceed with the preparation of necessary plans and specifications, and to incur expenses in connection with the Project. The Borrower does not wish to incur the costs and expenses and proceeds with its plans for the Project without assurances from the Authority, satisfactory to the Borrower, that proceeds of the sale of Revenue Bonds of the Authority will be made available to finance the Project. The parties consider it appropriate that the action contemplated hereunder be the subject of this Letter of Intent.

f. All references in this Letter of Intent to the Authority shall be deemed to include where appropriate its elected and appointed officials, employees and agents.

2. Undertakings on the Part of the Authority. Subject to the conditions stated herein, the preparation and approval of the various financing documents and review and approval by Bond Counsel and Special Counsel, the Authority agrees and represents as follows:

a. The Authority will, upon satisfaction by the Borrower of all conditions stated herein and all other conditions imposed on the Borrower by the Authority prior to issuance of the Revenue Bonds, authorize and cause the issuance of its Revenue Bonds to be payable solely from revenues of the Borrower to the Authority pursuant to a loan agreement or other financing agreement between the Borrower and the Authority, which Revenue Bonds will be in an aggregate principal amount not to exceed \$100,000,000.

b. The Authority will adopt such proceedings and authorize the execution of such documents as may be necessary and advisable for the authorization, issuance, sale and delivery of the Revenue Bonds, and loan the proceeds of the Revenue Bonds to the Borrower to finance the Project, all as authorized by law and as mutually satisfactory to the Borrower and the Authority.

c. The amounts payable to the Authority under the loan agreement or other financing agreement will be sufficient to pay the principal of and the interest on, and redemption premium, if any, of the Revenue Bonds as and when the same become due and payable.

d. The Authority has appointed Gottlieb, Fisher & Andrews, PLLC as bond counsel (the "Bond Counsel") and Mersereau & Shannon, LLP as Special Authority Counsel (the "Special Counsel") to supervise the proceedings and to approve the legality of the actions of the Authority, the Revenue Bonds, the tax-exempt status of the Revenue Bonds and to conduct due diligence with respect to the Borrower and to assist in the review of the preliminary and final official statements for the Revenue Bonds.

e. Neither the Revenue Bonds nor the interest thereon shall be an obligation of Multnomah County, Oregon (the "County"), or the State of Oregon, or the personal obligations of the elected or appointed officials, employees or agents of the Authority, the County or the State of Oregon within the meaning of any constitutional or statutory provisions whatsoever, but shall be payable solely from revenues of the Borrower and any bond insurance obtained by the Borrower. The Revenue Bonds shall not be a general obligation of the Authority or its elected or appointed officials, employees or agents nor a pledge of the faith and credit of the Authority or its elected or appointed officials, employees or agents nor a debt or pledge of the faith and credit of the County or the State of Oregon.

f. No presently existing assets of the Authority or the County shall be given to secure the Revenue Bonds and the Revenue Bonds shall be repayable out of and, only out of, revenues of the Borrower.

3. Undertakings on the Part of the Borrower. Subject to the conditions above stated, the Borrower agrees as follows:

a. If the Revenue Bond financing herein contemplated is available, it is the intent of the Borrower to cause the Project to be constructed, furnished and equipped within the territorial limits of the Authority.

b. The Borrower will cooperate with the Authority for the approval of all of the terms and conditions of the issuance of the Revenue Bonds, and in the sale of the Revenue Bonds in an aggregate principal amount not to exceed \$100,000,000, to be used to finance the Project.

c. At the time of closing of the revenue bond sale, the Borrower will pay to the Authority, from revenue bond proceeds or other available Borrower funds, an issuers fee equal to one dollar (\$1.00) per one thousand dollars (\$1,000) of the principal amount of the revenue bonds, but not less than \$10,000 nor more than \$50,000 and the Borrower will pay, from revenue bond proceeds or other available Borrower funds, to Gottlieb, Fisher & Andrews, PLLC, as Bond Counsel and Mersereau & Shannon, LLP, as Special Counsel, fees negotiated between such parties and the Borrower.

d. At the time of closing of the Revenue Bond sale, the Borrower will deliver an executed loan agreement or other financing agreement with the Authority, under which terms the Borrower will agree to pay the Authority payments sufficient in the aggregate to pay the principal of and interest on, and redemption premium, if any, of the Revenue Bonds as and when

the same shall become due and payable. The Authority, at its option, may require the Revenue Bonds to be secured by a reserve fund or a bond insurance acceptable in form and substance to the Authority. The manner of the Sale of the Revenue Bonds shall be subject to the provisions of Article IV, Section 2 of the Authority's Bylaws.

e. The loan agreement or other financing agreement shall contain a provision that the Borrower shall indemnify and hold the Authority and the County and their elected or appointed officials, employees and agents harmless from all liabilities incurred in connection with the Project.

f. The Borrower will cause Borrower's counsel to provide the Authority with a legal opinion substantially the same in form and substance as the legal opinion provided by Borrower's counsel to the underwriter with respect to the Revenue Bonds.

g. The loan agreement or other financing agreement shall also contain such other provisions as may be required or permitted by law and as are mutually acceptable to the parties.

h. In accordance with the provisions of Rule 15c2-12 promulgated by the Securities and Exchange Commission, the Borrower, as an "Obligated Person" within the meaning of the Rule, agrees to execute and deliver a Continuing Disclosure Agreement, in a form satisfactory to the Authority, Bond Counsel and Special Counsel and agrees to provide information as specified in the Continuing Disclosure Agreement on an annual basis and will undertake to provide in a timely manner notices of a material event, as defined in the Continuing Disclosure Agreement, with respect to the Revenue Bonds.

i. The Borrower will take such further action and adopt such further proceedings as may be required to implement these understandings.

4. General Provisions.

a. Except as provided in Section 4(b) and Section 5(a) hereof or as otherwise provided herein, all obligations arising under this Letter of Intent are conditioned upon the parties agreeing to mutually acceptable terms for the sale of the Revenue Bonds and mutually acceptable terms and conditions for the contracts and agreements contemplated herein; provided, however, that the Authority shall not participate in or be responsible for the marketing of the Revenue Bonds.

b. The Borrower will pay, or cause to be paid, to the Authority, whether the Revenue Bonds are actually issued or not, any fees and expenses incurred in connection with the issuance, sale and on-going administration of the Revenue Bonds, including without limitation, the reasonable fees and expenses of the County, Bond Counsel, Special Counsel, the Authority's financial advisor, if any, the Bond Trustee, registrar, and paying agent. The Borrower will also pay the cost of County staff time incurred in connection with the issuance, sale or on-going administration of the Revenue Bonds. In addition, the Borrower shall pay the out-of-pocket costs of Bond Counsel, Special Counsel, the Authority's financial advisor, if any, and County staff. The Borrower will also pay the cost and fees of its counsel, bond insurance, if any, underwriter's fees and any other costs incurred in connection with the Project or the Revenue Bonds.

c. The Borrower shall obtain, at its expense, all necessary governmental approvals and opinions of Bond Counsel to ensure the legality and tax-exempt status of the Revenue Bonds. In addition, the Borrower shall make no use of the Revenue Bond proceeds so as to cause the Revenue Bonds to be classified as arbitrage bonds as that term is defined in the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder (the

“Code”) or cease to be “qualified 501(c)(3) bonds” as that term is defined in Section 145 of the Code.

d. The Borrower agrees to pay to the Authority a proportional share of the fees incurred for the annual audit of the Authority as required by state law. The amount of the annual fee will be equal to the actual cost of the audit divided by the total number of non-profit corporations included in the Authority’s audit.

e. The Borrower agrees to execute and deliver the Continuing Disclosure Certificate as required by Section 3h. hereof.

5. Miscellaneous Provisions.

a. The Borrower shall and hereby agrees to indemnify and save the Authority and the County, their appointed or elected officials, employees or agents harmless against and from all claims by or on behalf of any person, firm, corporation or other legal entity arising from the execution of this Letter of Intent and the adoption of the Authority’s Resolution on June 10, 2004, and any other actions to be taken by the Authority or the County relating to the Project or the issuance of the Revenue Bonds for so long as the Revenue Bonds remain outstanding, including, without limitation, the conduct or management of, or from any work or thing done related to the Project, including without limitation, (i) any condition related to the Project, (ii) any breach or default on the part of the Borrower in the performance of any of its obligations under this Letter of Intent, (iii) any act or negligence of the Borrower or of any of its agents, contractors, servants, employees or licensees or (iv) any act or negligence of any assignee or lessee of the Borrower, or of any agents, contractors, servants, employees or licensees of any assignee or lessee of the Borrower. The Borrower shall indemnify and save the Authority and the County and their elected or appointed officials, employees or agents harmless from any such

claim arising as aforesaid, or in connection with any action or proceeding or costs or fees incurred in any action or proceedings brought thereon whether at trial, on appeal, in bankruptcy proceedings or otherwise, and upon notice from the Authority or its elected or appointed officials, employees or agents, the Borrower shall defend them or either of them in any such action or proceeding at the Borrower's expense.

Notwithstanding the fact that is the intention of the parties hereto that the Authority and the County and their elected or appointed officials, employees or agents shall not incur any pecuniary liability by reason of the terms of this Letter of Intent or the undertakings required of the Authority or the County or their elected or appointed officials, employees or agents hereunder, by reason of the issuance of the Revenue Bonds or by reason of the execution of any financing documents relating thereto, or by reason of the performance of any act requested by the Authority or the County, its elected or appointed officials, employees or agents or by the Borrower, including all claims, liabilities or losses arising in connection with the violation of any statutes or regulation pertaining to the foregoing; nevertheless, if the Authority or the County or its elected officials, employees or agents should incur any such pecuniary liability, then in such event the Borrower shall indemnify and hold the Authority and the County and their elected or appointed officials, employees or agents harmless against all claims, demands or causes of action whatsoever, by or on behalf of any person, firm or corporation or other legal entity arising out of the same or out of any Offering Statement or lack of Offering Statement in connection with the sale or resale of the Revenue Bonds and all costs, fees and expenses, including without limitation, legal fees and expenses whether incurred at trial on appeal, in bankruptcy proceedings or otherwise incurred in connection with any such claim or in connection with any action or proceeding brought thereon, and upon notice from the Authority or

its elected or appointed officials, employees or agents, the borrower shall defend the Authority and its elected or appointed officials, employees or agents in any such action or proceeding.

Notwithstanding anything to the contrary contained herein, the Borrower shall have no liability to indemnify the Authority or the County, or its elected officials, employees or agents, against claims or damages resulting from the Authority's or the County or their elected officials, employees or agents own gross negligence or willful misconduct.

In the event any claim is made against the Authority or the County, their elected or appointed officials, employees or agents (collectively, the "Indemnified Parties") for which indemnification may be sought from the Borrower under the foregoing provisions, the Indemnified Parties shall promptly give written notice thereof to the Borrower; *provided that* any failure to give or delay in giving such written notice shall not relieve the Borrower's indemnification obligations as set forth above except to the extent such failure or delay prejudices the Borrower's ability to defend or settle such claim. Upon receipt of such notice, the Borrower shall assume the defense thereof in all respects and may settle such claim in such manner as it deem appropriate so long as there is no liability, cost or expense to the Indemnified Party. The Borrower shall select legal counsel to represent each Indemnified Party and shall not be responsible for the legal fees and expenses of any legal counsel retained by any Indemnified Party without the written consent of the Borrower, unless the Authority or the County shall have reasonably concluded that there may be a conflict of interest between the Authority or the County and the Borrower in the conduct of the defense of such action (in which case the Borrower shall not have the right to direct the defense of such action on behalf of the Authority or the County but shall be responsible for the legal fees and expenses of the counsel retained by

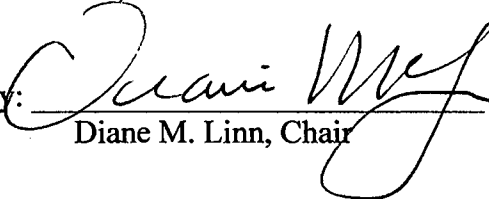
the Indemnified Party whether incurred at trial, on appeal, in bankruptcy proceedings or otherwise).

b. If the Revenue Bond proceeds are not sufficient to complete the Bond Project, the Borrower agrees to pay, or cause to be paid, the deficiency.

c. Prior to the issuance of the Revenue Bonds, the Borrower shall provide to the Authority evidence of general liability insurance or other acceptable alternatives providing such protection and in such amounts as may be reasonably required by the Authority. The Authority and the Borrower have caused this Letter of Intent to be authorized by their respective governing body or board of directors, and executed by their duly authorized officers as of this 10th day of June, 2004.

**THE HOSPITAL FACILITIES
AUTHORITY OF MULTNOMAH
COUNTY, OREGON**

PROVIDENCE HEALTH SYSTEM - OREGON

By: 
Diane M. Linn, Chair

By: _____
Title: _____

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-8

Est. Start Time: 10:40 AM

Date Submitted: 05/25/04

Requested Date: June 10, 2004

Time Requested: 5 minutes

Department: DBCS

Division: LUT

Contact/s: Tom Hansell

Phone: 988-5050

Ext.: 29833

I/O Address: 425/LUT

Presenters: Tom Hansell

Agenda Title: Public Hearing and resolution adopting the FY 2004-05 budget for the Dunthorpe-Riverdale Sanitary Service District No. 1 and making appropriations,

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

-
1. **What action are you requesting from the Board? What is the department/agency recommendation?** Convene as the governing body of the Dunthorpe-Riverdale Service District to: Open Public Hearing to hear and consider any testimony from persons present and respond to questions about the approved budget and fiscal policy decisions.

Adopt FY 2004-05 Budget for the Dunthorpe-Riverdale Sanitary Service District No. 1 and make appropriations.

2. **Please provide sufficient background information for the Board and the public to understand this issue.** The Dunthorpe-Riverdale Sanitary Service District No. 1 was formed in the middle 1960's and by 1970 had removed a significant source of pollution from the Willamette River. Its 560 clients are mainly located in unincorporated Multnomah County with a few customers in northern Clackamas County.

The Dunthorpe-Riverdale Service District contracts with the City of Portland for all operations of the sewage system. The City of Portland provides design and engineering services for construction, reconstruction and/or improvement of the district's facilities. Multnomah County's Department of Business and Community Services provides

administrative and financial services, respectively, to the District. The FY 2004-05 budget is designed to sustain a current service level for maintenance and operations of the program. The district's capital program for FY 2004-05 is programmed to address scheduled capital maintenance to the district's Tryon pump station.

The Dunthorpe-Riverdale FY 2004-05 budget has decreased operating expenditures \$72,585 which will meet the district's operational and capital requirements. The approved budget authorized a \$12.00 per month user fee increase to match the district's expenditures to resources. The district plans to discuss a capital funding strategy with the County Finance Manager to ensure the district can complete the last capital phase of pump station maintenance ending with Riverview in FY 2005-06.

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

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

If a budget modification, explain:

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

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**

- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**

- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

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

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

4. **Explain any legal and/or policy issues involved.** The district is a separate legal entity. Because of its size, it requires a budget committee. On May 13, 2003 in the Board Room of the Multnomah Building, the Budget Committee was convened to hear the budget. A budget committee was formed, with Commissioner Lisa Naito as Chair and Commissioner Maria Rojo as Secretary. Tom Hansell from the Department of Business and Community Services serves as the District Budget Officer.

The budget committee then discussed and approved the budget as submitted. However, the committee also has the authority to amend the budget if deemed so. After the May 13, 2004 approval, the Budget Officer filed the budget with the Tax Supervising Conservation Commission (TSCC) as required by ORS.

Because the district covers a population of less than 100,000, it is not legally necessary to request a TSCC hearing for the budget. The approved budget for the district has been submitted to TSCC and they have certified the budget.

Today's public hearing fulfills the requirement of Oregon's Budget Law. The district's financial summary was published in the Oregonian showing changes between the current adopted and approved FY 2005 budget.

The Board of County Commissioners can adopt the budget only after the budget hearing.

5. **Explain any citizen and/or other government participation that has or will take place.** At the May 13th budget committee meeting a public hearing was opened, to hear and consider any testimony by the public about the budget. No testimony was received. At today's meeting a second public hearing will be held to hear and consider any testimony from persons present and respond to questions about the budget and fiscal policy decisions reflected in the approved budget.

Required Signatures:

Department/Agency Director: Robert A Maestre

Date: 05/17/04

Budget Analyst

By: 

Date: 05/25/04

Dept/Countywide HR

By: _____

Date: _____



**Tax Supervising
& Conservation
Commission**

PO Box 8428
Portland, Oregon
97207-8428

Telephone (503) 988-3054

Fax: (503) 988-3053

E-Mail:
TSCC@co.multnomah.or.us

Web Site:
[www.co.multnomah.or.us/
orgs/tsc/](http://www.co.multnomah.or.us/orgs/tsc/)

May 17, 2004

Board of Commissioners
Dunthorpe-Riverdale Sewer Service District
501 SE Hawthorne Blvd
Portland, Oregon 97214

Dear Commissioners:

The Tax Supervising and Conservation Commission has completed review and consideration of the 2004-05 budget for Dunthorpe-Riverdale Sewer Service District. This review was undertaken pursuant to ORS 294.605-705 to confirm compliance with applicable laws and to determine the adequacy of estimates necessary to support efficient and economical administration of the district.

The 2004-05 budget, filed May 14, 2004, is hereby certified with the following recommendation, which will require a written response.

Recommendation - Expenditures Exceeding Appropriation Authority

The audit for the year ending June 30, 2003 notes the following expenditures in excess of appropriations:

| | |
|----------------------------------|----------|
| Department of Community Services | \$53,161 |
|----------------------------------|----------|

Local Budget Law does not allow the expenditure of monies beyond the legal authority. All funds need to be closely monitored throughout the year to ensure appropriations are in place prior to expending the monies.

Aside from the above exception, estimates were judged to be reasonable for the purpose shown and the document was found to be in substantial compliance with the Local Budget Law. The budget estimates and levy amounts, as shown in the approved budget, were as follows:

| | |
|--------------------|-----------|
| General Fund | \$591,500 |
| Permanent Tax Rate | \$0 |

Please file a complete copy of the adopted budget with the Commission within 15 days of adoption. The response to the Commission recommendation should be included either in the adopting resolution or within a letter that accompanies the adopted budget. If extra time is needed for filing the adopted budget let us know.

Yours truly,

TAX SUPERVISING & CONSERVATION COMMISSION

Linda Burtlehaus
Director

Commissioners
Julie Van Noy
Lynn McNamara
Richard Anderson
Carol Samuels
Kirk Hall



Multnomah County

Service Districts' Budgets

Fiscal Year 2004-2005

Mid-County Street Lighting District No. 14 - Approved
Dunthorpe-Riverdale Service District No. 1 – Approved

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| General Fund Resources And Requirements — Mid-County Service District No. 14 | 10 |
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MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

Introduction

Multnomah County's Service Districts have been created under the provisions of the Oregon Revised Statutes, Chapter 451, to provide construction and operation of sanitary sewer systems and to provide street lighting in particular areas of the County.

The Multnomah County Board of Commissioners serves as the governing body of each district. The budget committee for each district consists of the members of the Board and residents of the district appointed by the Board for terms of three years.

The annual budget for each district is prepared under the direction of a budget officer designated by the Board. The budget committee reviews the annual budget and approves it, either as submitted by the budget officer or with revisions requested by the committee.

These procedures fulfill the requirements of Oregon's Local Budget Law (ORS 294), which provides specific methods for obtaining public review and comment on the financial and administrative policies of the districts.

Explanation of the Budget Document

This document consists of a detailed schedule of the resources and requirements of each of the two districts in Multnomah County.

Preceding the financial information for each district is a brief budget message, which discusses special items pertaining to the individual district, including any major changes in either resources or requirements.

Service Districts' Financial Policies

Multnomah County's Department of Business and Community Services provides administrative and financial services, respectively, to the two districts. Each district is, however, a separate and independent financial entity. Expenses incurred, such as administration and engineering provided by the Land Use and Transportation Program, are met with revenue from sewer user charges, connection fees and/or assessments to real property within the street lighting or sanitary sewer service district.

For the purposes of countywide financial reporting, each district is treated as an Enterprise Fund and accounted for on the accrual basis of accounting. This practice conforms to generally accepted accounting principles (GAAP). Under the accrual basis of accounting, all revenues are recorded at the time they are earned and expenditures are recorded at the time they are incurred. Budgets and comparative historical cost summaries are prepared using these bases. This practice conforms to Oregon's Local Budget Law.

Summary of Service Districts' Requirements

| SERVICE DISTRICT | ACTUAL 01-02 | ACTUAL 02-03 | BUDGET 03-04 | APPROVED 04-05 |
|--|--------------------|------------------|------------------|-------------------|
| Dunthorpe-Riverdale Service District No. 1 | \$759,739 | 711,196 | 685,440 | 591,500 |
| Mid-County Service District No. 14 | \$1,089,363 | 1,084,240 | 920,000 | 718,000 |
| TOTAL | \$1,849,102 | 1,795,436 | 1,605,440 | 1,3095,500 |

Summary of Administrative Reimbursements (Charges by Multnomah County to Service Districts)

| SERVICE DISTRICT | ACTUAL 01-02 | ACTUAL 02-03 | BUDGET 03-04 | APPROVED 04-05 |
|--|---------------|---------------|---------------|----------------|
| Dunthorpe-Riverdale Service District No. 1 | 21,782 | 30,340 | 18,285 | 30,500 |
| Mid-County Service District No. 14 | 20,015 | 32,723 | 37,833 | 38,000 |
| TOTAL | 41,797 | 63,063 | 56,118 | 68,500 |

MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

| DUNTHORPE-RIVERDALE SEWER DISTRICT NO. 1 Budget Committee Approval | |
|---|----------------------|
| The following members of the budget committee for the Dunthorpe-Riverdale Sewer District met on May 13, 2004 and approved the proposed budget for Fiscal Year 2004-2005: | |
| Diane Linn | Marilyn Dodge |
| Serena Cruz | |
| Lisa Naito | |
| Lonnie Roberts | |
| Maria Rojo de Steffey | |

MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

Budget Message — Dunthorpe-Riverdale Service District No. 1

This District was formed in the middle 1960's and by 1970 had removed a significant source of pollution from the Willamette River. Its 560 clients are mainly located in unincorporated Multnomah County with a few customers in northern Clackamas County. District growth has stabilized due to substantial completion of municipal annexations.

The City of Portland's Bureau of Environmental Services maintains the District's lines and treats the sewage flow at Portland's Tryon Creek Treatment Plant. It also provides design and engineering services for construction, reconstruction, and/or improvement of the district's facilities. The District continues to coordinate planned capital maintenance projects with the City of Portland Water Bureau's capital program. The FY 2005 capital program is estimated at \$200,000. The capital work will focus improvements at the Tryon pump station to ensure the District continues to provide reliable service to its users.

The current service charge is \$50.00 per month for line connections to the District system. To sustain the current operations, maintenance and planned capital for FY 2005 the District rate will move to \$62.00 per month. Due to a limited customer base, the cost fluctuations between maintenance and capital, prompts consideration of this action.

The District's approved FY 2005 budget provides the necessary resources to meet the FY 2005 capital program. Looking toward the FY 2006 capital program, the District will need to identify short term funding to start the planned capital work at the Riverview Pump Station, the District's last site requiring improvements. To plan for the FY 2006 capital funding shortfall, the District will begin to identify a lending source to regulate future rate increases to customers.



**FORM
LB-20**

RESOURCES

GENERAL

DUNTHORPE-RIVERDALE DISTRICT No. 1

Fund

(Name of Municipal Corporation)

| | Historical Data | | | RESOURCE DESCRIPTION | Budget for Next Year 2004-2005 | | | |
|----|------------------------------------|-----------------------------------|--|---|--------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2003-2004 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2001-2002 | First Preceding Year 2002-2003 | | | | | | |
| | | | | Beginning Fund Balance: | | | | |
| 1 | | | | 1. Available cash on hand* (cash basis), or | | | | 1 |
| 2 | \$482,786 | \$441,644 | \$350,000 | 2. Net working capital* (accrual basis) | \$182,500 | \$182,500 | | 2 |
| 3 | | | | 3. Previously levied taxes estimated to be received | | | | 3 |
| 4 | \$25,082 | \$12,236 | \$13,000 | 4. Interest | \$5,500 | \$5,500 | | 4 |
| 5 | | | | 5. OTHER RESOURCES | | | | 5 |
| 6 | \$2,500 | \$7,500 | \$5,000 | 6. Connection fee contributions | \$2,500 | \$2,500 | | 6 |
| 7 | \$249,160 | \$249,728 | \$317,440 | 7. Sewer user assessments | \$401,000 | \$401,000 | | 7 |
| 8 | \$211 | \$88 | | 8. Other | | | | 8 |
| 9 | | | | 9. | | | | 9 |
| 10 | | | | 10. | | | | 10 |
| 11 | | | | 11. | | | | 11 |
| 12 | | | | 12. | | | | 12 |
| 13 | | | | 13. | | | | 13 |
| 14 | | | | 14. | | | | 14 |
| 15 | | | | 15. | | | | 15 |
| 16 | | | | 16. | | | | 16 |
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| 24 | | | | 24. | | | | 24 |
| 25 | | | | 25. | | | | 25 |
| 26 | | | | 26. | | | | 26 |
| 27 | | | | 27. | | | | 27 |
| 28 | | | | 28. | | | | 28 |
| 29 | \$759,739 | \$711,196 | \$685,440 | 29. Total resources, except taxes to be levied | \$591,500 | \$591,500 | | 29 |
| 30 | | | | 30. Taxes necessary to balance | | | | 30 |
| 31 | | | | 31. Taxes collected in year levied | | | | 31 |
| 32 | \$759,739 | \$711,196 | \$685,440 | 32. TOTAL RESOURCES | \$591,500 | \$591,500 | | 32 |



**FORM
LB-30**

**EXPENDITURE SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**

GENERAL

DUNTHORPE-RIVERDALE DISTRICT No.1

Name of Organizational Unit—Fund

Name of Municipal Corporation

| | HISTORICAL DATA | | | EXPENDITURE DESCRIPTION | Budget For Next Year 2004-2005 | | | |
|----|------------------------------------|-----------------------------------|--|--|--------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2003-2004 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2001-2002 | First Preceding Year 2002-2003 | | | | | | |
| | | | | PERSONAL SERVICES | | | | |
| 1 | | | | 1. | | | | 1 |
| 2 | | | | 2 | | | | 2 |
| 3 | | | | 3. | | | | 3 |
| 4 | | | | 4. | | | | 4 |
| 5 | | | | 5. | | | | 5 |
| 6 | | | | 6. | | | | 6 |
| 7 | | | | 7. TOTAL PERSONAL SERVICES | | | | 7 |
| | | | | MATERIALS AND SERVICES | | | | |
| 8 | \$246,352 | \$269,535 | \$260,000 | 8. System maintenance and disposal | \$330,000 | \$330,000 | | 8 |
| 9 | \$21,782 | \$30,340 | \$18,285 | 9. Administrative cost | \$30,500 | \$30,500 | | 9 |
| 10 | \$378 | \$167 | \$3,000 | 10. Other District Expenses | \$6,000 | \$6,000 | | 10 |
| 11 | | | | 11. | | | | 11 |
| 12 | | | | 12. | | | | 12 |
| 13 | | | | 13. | | | | 13 |
| 14 | \$268,512 | \$300,042 | \$301,285 | 14. TOTAL MATERIALS AND SERVICES | \$366,500 | \$366,500 | | 14 |
| | | | | CAPITAL OUTLAY | | | | |
| 15 | \$49,583 | \$73,119 | \$322,800 | 15. Pump Station Maintenance | \$200,000 | \$200,000 | | 15 |
| 16 | | | | 16. | | | | 16 |
| 17 | | | | 17. | | | | 17 |
| 18 | | | | 18. | | | | 18 |
| 19 | | | | 19. | | | | 19 |
| 20 | | | | 20. | | | | 20 |
| 21 | \$49,583 | \$73,119 | \$322,800 | 21. TOTAL CAPITAL OUTLAY | \$200,000 | \$200,000 | | 21 |
| | | | | TRANSFERRED TO OTHER FUNDS | | | | |
| 22 | | | | 22. | | | | 22 |
| 23 | | | | 23. | | | | 23 |
| 24 | | | | 24. | | | | 24 |
| 25 | | | \$40,000 | 25. General Operating Contingency | \$25,000 | \$25,000 | | 25 |
| 26 | \$0 | | \$40,000 | 26. TOTAL TRANSFERS & CONTINGENCIES | \$25,000 | \$25,000 | | 26 |
| 27 | \$318,095 | \$373,161 | \$664,085 | 27. TOTAL EXPENDITURES | \$591,500 | \$591,500 | | 27 |
| 28 | \$441,644 | \$338,035 | \$21,355 | 28. UNAPPROPRIATED ENDING FUND BALANCE | \$0 | \$0 | | 28 |
| 29 | \$759,739 | \$711,196 | \$685,440 | 29. TOTAL | \$591,500 | \$591,500 | | 29 |

MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

| MID-COUNTY LIGHTING DISTRICT NO. 14 Budget Committee Approval | |
|---|-------------------------|
| The following members of the budget committee for the Mid-County Lighting District met on May 13, 2004 and approved the proposed budget for Fiscal Year 2004-2005: | |
| Diane Linn | Virginia Nielsen |
| Serena Cruz | |
| Lisa Naito | |
| Lonnie Roberts | |
| Maria Rojo de Steffey | |

MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

Budget Message — Mid-County Service District No. 14

This County Service District (originally known as Tulip Acres Lighting District when formed in 1967) now includes most of the unincorporated urban area of Multnomah County as well as the cities of Fairview, Maywood Park, and Troutdale. District growth has stabilized due to the substantial completion of municipal annexations. However, the District continues to experience mild increases in growth because of urban development.

Portland General Electric (PGE) provides energy and maintenance services for the District. The county's Department of Business and Community Service's Land Use and Transportation Program provides illumination, engineering, and design.

The District is set to complete a \$390,000 phase of ongoing light pole and fixture replacement program in the current program budget. In the FY 2005 budget, the District plans to continue with a \$200,000 capital program to address an accumulation of deteriorated lighting poles and equipment.

The current service charge is \$35.00 per property per year for District residents. To sustain the current operations, maintenance and planned capital for FY 2005 the District's annual rate was approved to move to \$42.00.



**FORM
LB-20**

RESOURCES

GENERAL

MID-COUNTY DISTRICT No. 14

Fund

(Name of Municipal Corporation)

| | Historical Data | | | RESOURCE DESCRIPTION | Budget for Next Year _____ 2004-2005 | | | |
|----|------------------------------------|-----------------------------------|--|---|--------------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2003-2004 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2001-2002 | First Preceding Year 2002-2003 | | | | | | |
| | | | | Beginning Fund Balance: | | | | |
| 1 | | | | 1. Available cash on hand* (cash basis), or | | | | 1 |
| 2 | \$823,065 | \$830,376 | \$695,000 | 2. Net working capital* (accrual basis) | \$435,925 | \$435,925 | | 2 |
| 3 | \$6,268 | \$5,075 | | 3. Previously levied taxes estimated to be received | | | | 3 |
| 4 | \$32,653 | \$20,596 | \$22,000 | 4. Interest | \$7,500 | \$7,500 | | 4 |
| 5 | | | | 5. OTHER RESOURCES | | | | 5 |
| 6 | \$227,192 | \$228,107 | \$203,000 | 6. Assessments | \$274,575 | \$274,575 | | 6 |
| 7 | \$185 | \$86 | | 7. Other | | | | 7 |
| 8 | | | | 8. | | | | 8 |
| 9 | | | | 9. | | | | 9 |
| 10 | | | | 10. | | | | 10 |
| 11 | | | | 11. | | | | 11 |
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| 20 | | | | 20. | | | | 20 |
| 21 | | | | 21. | | | | 21 |
| 22 | | | | 22. | | | | 22 |
| 23 | | | | 23. | | | | 23 |
| 24 | | | | 24. | | | | 24 |
| 25 | | | | 25. | | | | 25 |
| 26 | | | | 26. | | | | 26 |
| 27 | | | | 27. | | | | 27 |
| 28 | | | | 28. | | | | 28 |
| 29 | \$1,089,363 | \$1,084,240 | \$920,000 | 29. Total resources, except taxes to be levied | \$718,000 | \$718,000 | | 29 |
| 30 | | | | 30. Taxes necessary to balance | | | | 30 |
| 31 | | | | 31. Taxes collected in year levied | | | | 31 |
| 32 | \$1,089,363 | \$1,084,240 | \$920,000 | 32. TOTAL RESOURCES | \$718,000 | \$718,000 | | 32 |



**FORM
LB-30**

**EXPENDITURE SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**

GENERAL

MID-COUNTY DISTRICT No. 14

Name of Organizational Unit—Fund

Name of Municipal Corporation

| | HISTORICAL DATA | | | EXPENDITURE DESCRIPTION | Budget For Next Year 2004-2005 | | | |
|----|------------------------------------|-----------------------------------|--|--|--------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2003-2004 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2001-2002 | First Preceding Year 2002-2003 | | | | | | |
| | | | | PERSONAL SERVICES | | | | |
| 1 | | | | 1. | | | | 1 |
| 2 | | | | 2 | | | | 2 |
| 3 | | | | 3. | | | | 3 |
| 4 | | | | 4. | | | | 4 |
| 5 | | | | 5. | | | | 5 |
| 6 | | | | 6. | | | | 6 |
| 7 | | | | 7. TOTAL PERSONAL SERVICES | | | | 7 |
| | | | | MATERIALS AND SERVICES | | | | |
| 8 | \$231,217 | \$224,961 | \$260,000 | 8. Energy, maintenance and rental | \$220,000 | \$220,000 | | 8 |
| 9 | | | | 9. expenses (service provided by | | | | 9 |
| 10 | | | | 10. (Portland General Electric) | | | | 10 |
| 11 | \$20,015 | \$32,723 | \$37,833 | 11. Admin. costs (service reimbursement | \$38,000 | \$38,000 | | 11 |
| 12 | | | | 12. to county general fund and road fund | | | | 12 |
| 13 | \$2,259 | \$262 | \$25,000 | 13. Other expenses | \$25,000 | \$25,000 | | 13 |
| 14 | \$253,491 | \$257,946 | \$322,833 | 14. TOTAL MATERIALS AND SERVICES | \$283,000 | \$283,000 | | 14 |
| | | | | CAPITAL OUTLAY | | | | |
| 15 | \$5,496 | \$2,200 | \$390,000 | 15. Equipment Replacement | \$200,000 | \$200,000 | | 15 |
| 16 | | | | 16. | | | | 16 |
| 17 | | | | 17. | | | | 17 |
| 18 | | | | 18. | | | | 18 |
| 19 | | | | 19. | | | | 19 |
| 20 | | | | 20. | | | | 20 |
| 21 | \$5,496 | \$2,200 | \$390,000 | 21. TOTAL CAPITAL OUTLAY | \$200,000 | \$200,000 | | 21 |
| | | | | TRANSFERRED TO OTHER FUNDS | | | | |
| 22 | | | | 22. | | | | 22 |
| 23 | | | | 23. | | | | 23 |
| 24 | | | | 24. | | | | 24 |
| 25 | | | \$25,000 | 25. General Operating Contingency | \$25,000 | \$25,000 | | 25 |
| 26 | \$0 | \$0 | \$25,000 | 26. TOTAL TRANSFERS & CONTINGENCIES | \$25,000 | \$25,000 | | 26 |
| 27 | \$258,987 | \$260,146 | \$737,833 | 27. TOTAL EXPENDITURES | \$508,000 | \$508,000 | | 27 |
| 28 | \$830,376 | \$824,094 | \$182,167 | 28. UNAPPROPRIATED ENDING FUND BALANCE | \$210,000 | \$210,000 | | 28 |
| 29 | \$1,089,363 | \$1,084,240 | \$920,000 | 29. TOTAL | \$718,000 | \$718,000 | | 29 |

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
GOVERNING BODY FOR DUNTHORPE-RIVERDALE SANITARY SERVICE DISTRICT NO.1

RESOLUTION NO. _____

Adopting the 2004-05 Budget for the Dunthorpe-Riverdale Sanitary Service District No. 1 and Making Appropriations

The Multnomah County Board of Commissioners Finds:

- a. The Dunthorpe-Riverdale Sanitary Service District No. 1 Budget, as prepared by the Budget Officer, has been considered and approved by the budget committee and has been certified by the Tax Supervising and Conservation Commission with no objections.
- b. The Budget as certified is on file in the Budget and Quality Office of Multnomah County.

The Multnomah County Board of Commissioners Resolves:

1. The Budget, is adopted as the budget of Dunthorpe-Riverdale Sanitary Service District No. 1, Oregon.
2. The following appropriations are authorized for the fiscal year July 1, 2004 to June 30, 2005:

| Fund | Appropriation |
|----------------------|----------------------|
| General Fund | |
| Materials & Services | \$366,500 |
| Capital Outlay | \$200,000 |
| Contingency | \$ 25,000 |
| Total Requirements | \$591,500 |

ADOPTED this 10th day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
GOVERNING BODY FOR DUNTHORPE-
RIVERDALE SANITARY SERVICE DISTRICT
NO. 1

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Mathew O. Ryan, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
GOVERNING BODY FOR DUNTHORPE-RIVERDALE SANITARY SERVICE DISTRICT NO. 1

RESOLUTION NO. 04-082

Adopting the 2004-05 Budget for the Dunthorpe-Riverdale Sanitary Service District No. 1 and Making Appropriations

The Multnomah County Board of Commissioners Finds:

- a. The Dunthorpe-Riverdale Sanitary Service District No. 1 Budget, as prepared by the Budget Officer, has been considered and approved by the budget committee and has been certified by the Tax Supervising and Conservation Commission with no objections.
- b. The Budget as certified is on file in the Budget and Quality Office of Multnomah County.

The Multnomah County Board of Commissioners Resolves:

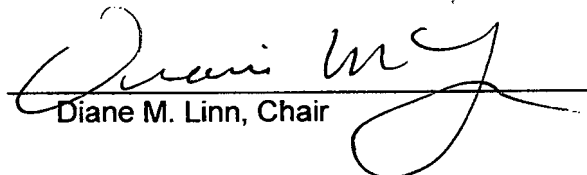
1. The Budget is adopted as the budget of Dunthorpe-Riverdale Sanitary Service District No. 1, Oregon.
2. The following appropriations are authorized for the fiscal year July 1, 2004 to June 30, 2005:

| Fund | Appropriation |
|----------------------|---------------|
| General Fund | |
| Materials & Services | \$366,500 |
| Capital Outlay | \$200,000 |
| Contingency | \$ 25,000 |
| Total Requirements | \$591,500 |

ADOPTED this 10th day of June, 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
GOVERNING BODY FOR DUNTHORPE-
RIVERDALE SANITARY SERVICE DISTRICT NO. 1


Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Mathew O. Ryan, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-9

Est. Start Time: 10:40 AM

Date Submitted: 05/25/04

Requested Date: June 10, 2004

Time Requested: 5 minutes

Department: DBCS

Division: LUT

Contact/s: Tom Hansell

Phone: 988-5050

Ext.: ext 29833

I/O Address: 425

Presenters: Tom Hansell

Agenda Title: Public Hearing and resolution adopting the FY 2004-05 budget for the Mid-County Street Lighting Service District No. 14 and making appropriations

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

-
1. **What action are you requesting from the Board? What is the department/agency recommendation?** Convene as the governing body of the Mid-County Street Lighting Service District to: Open Public Hearing to hear and consider any testimony from persons present and respond to questions about the approved budget and fiscal policy decisions.

Adopt FY 2004-05 Budget for the Mid-County Street Lighting Service District No. 14 and make appropriations
 2. **Please provide sufficient background information for the Board and the public to understand this issue.** The Mid County Street Lighting Service District arranges for street lights and pays the utilities for those lights in the unincorporated urban portions of Multnomah County and the cities of Fairview, Maywood Park, and Troutdale. District growth has stabilized due to the substantial completion of municipal annexations. However, the district continues to experience mild increases in growth as a result of urban development.

Portland General Electric (PGE) provides energy and maintenance services for the district. The County's Department of Business and Community Services, Land Use and Transportation Program provides the illumination engineering and design.

The district's FY 2004-05 operations and maintenance budget is sustained at a current service level with a nominal adjustments for energy, maintenance and rental expenses. The capital pole replacement program is planned at \$200,000 for FY 2004-05. The approved budget has authorized a \$7.00 per year user fee increase to match the district's expenditures to resources. The unappropriated ending fund balance is intended to support one more year of capital funding at \$200,000.

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

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

If a budget modification, explain:

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

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

4. **Explain any legal and/or policy issues involved.** The district is a separate legal entity. Because of its size, it requires a budget committee. On May 13, 2003, in the Board Room of the Multnomah Building, the Budget Committee was convened to hear the budget. A budget committee was formed with Commissioner Maria Rojo as Chair and Commissioner Serena Cruz as Secretary. Tom Hansell from the Department of Business and Community Services serves as the district Budget Officer.

The budget committee then discussed and approved the budget as submitted. However, the committee also has the authority to amend the budget if deemed necessary. After approval, the Budget Officer filed the budget with the Tax Supervising Conservation Commission (TSCC) as required by Oregon Revised Statutes.

Because the district covers a population of less than 100,000, it is not legally necessary to request a TSCC hearing for the budget. The approved budget for the district has been submitted to TSCC, and they have certified the budget.

Today's public hearing fulfills the requirement of Oregon's Budget Law. The district's financial summary was published in the Oregonian showing changes between the current adopted and approved FY 2005 budget.

The Board of County Commissioners can adopt the budget only after the budget hearing.


5. **Explain any citizen and/or other government participation that has or will take place.** At the May 13th budget committee meeting a public hearing was opened, to hear and consider any testimony by the public about the budget. No testimony was received. At today's meeting a second public hearing will be held to hear and consider any testimony from persons present and respond to questions about the budget and fiscal policy decisions reflected in the approved budget.

Required Signatures:

Department/Agency Director: Robert A Maestre

Date: 05/17/04

Budget Analyst

By: 

Date: 05/25/04

Dept/Countywide HR

By: _____

Date: _____



**Tax Supervising
& Conservation
Commission**

PO Box 8428
Portland, Oregon
97207-8428

Telephone (503) 988-3054

Fax: (503) 988-3053

E-Mail:
TSCC@co.multnomah.or.us

Web Site:
[www.co.multnomah.or.us/
orgs/tsc/](http://www.co.multnomah.or.us/orgs/tsc/)

May 17, 2004

Board of Commissioners
Mid-County Street Lighting Service District
501 SE Hawthorne Blvd
Portland, Oregon 97214

Dear Commissioners:

The Tax Supervising and Conservation Commission has completed review and consideration of the 2004-05 budget for Mid-County Street Lighting Service District. This review was undertaken pursuant to ORS 294.605-705 to confirm compliance with applicable laws and to determine the adequacy of estimates necessary to support efficient and economical administration of the district.

The 2004-05 budget, filed May 14, 2004, is hereby certified by a majority vote of members of the Commission with no objections or recommendations. Estimates were judged to be reasonable for the purpose shown and the document was found to be in substantial compliance with Local Budget Law. The budget estimates and levy amounts, as shown in the approved budget, were as follows:

| | |
|------------------------|-----------|
| General Fund | \$718,000 |
| Portion Unappropriated | 210,000 |
| Permanent Tax Rate | \$0 |

Please file a complete copy of the adopted budget with the Commission within 15 days of adoption. If extra time is needed for filing the adopted budget let us know.

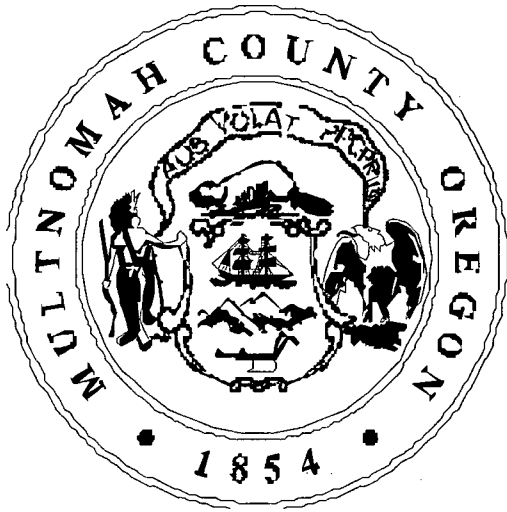
I would like to take this opportunity to remind you of the outstanding employee the County has in Tom Hansell. He represents you and your constituents well. The part of job that I will miss the most in retirement is working with such dedicated individuals. Please thank him on behalf of TSCC and myself.

Yours truly,

TAX SUPERVISING & CONSERVATION COMMISSION

Linda Burglehaus
Director

Commissioners
Julie Van Noy
Lynn McNamara
Richard Anderson
Carol Samuels
Kirk Hall



Multnomah County

Service Districts' Budgets

Fiscal Year 2004-2005

Mid-County Street Lighting District No. 14 - Approved
Dunthorpe-Riverdale Service District No. 1 – Approved

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MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

Introduction

Multnomah County's Service Districts have been created under the provisions of the Oregon Revised Statutes, Chapter 451, to provide construction and operation of sanitary sewer systems and to provide street lighting in particular areas of the County.

The Multnomah County Board of Commissioners serves as the governing body of each district. The budget committee for each district consists of the members of the Board and residents of the district appointed by the Board for terms of three years.

The annual budget for each district is prepared under the direction of a budget officer designated by the Board. The budget committee reviews the annual budget and approves it, either as submitted by the budget officer or with revisions requested by the committee.

These procedures fulfill the requirements of Oregon's Local Budget Law (ORS 294), which provides specific methods for obtaining public review and comment on the financial and administrative policies of the districts.

Explanation of the Budget Document

This document consists of a detailed schedule of the resources and requirements of each of the two districts in Multnomah County.

Preceding the financial information for each district is a brief budget message, which discusses special items pertaining to the individual district, including any major changes in either resources or requirements.

Service Districts' Financial Policies

Multnomah County's Department of Business and Community Services provides administrative and financial services, respectively, to the two districts. Each district is, however, a separate and independent financial entity. Expenses incurred, such as administration and engineering provided by the Land Use and Transportation Program, are met with revenue from sewer user charges, connection fees and/or assessments to real property within the street lighting or sanitary sewer service district.

For the purposes of countywide financial reporting, each district is treated as an Enterprise Fund and accounted for on the accrual basis of accounting. This practice conforms to generally accepted accounting principles (GAAP). Under the accrual basis of accounting, all revenues are recorded at the time they are earned and expenditures are recorded at the time they are incurred. Budgets and comparative historical cost summaries are prepared using these bases. This practice conforms to Oregon's Local Budget Law.

Summary of Service Districts' Requirements

| SERVICE DISTRICT | ACTUAL 01-02 | ACTUAL 02-03 | BUDGET 03-04 | APPROVED 04-05 |
|--|--------------------|------------------|------------------|-------------------|
| Dunthorpe-Riverdale Service District No. 1 | \$759,739 | 711,196 | 685,440 | 591,500 |
| Mid-County Service District No. 14 | \$1,089,363 | 1,084,240 | 920,000 | 718,000 |
| TOTAL | \$1,849,102 | 1,795,436 | 1,605,440 | 1,3095,500 |

Summary of Administrative Reimbursements (Charges by Multnomah County to Service Districts)

| SERVICE DISTRICT | ACTUAL 01-02 | ACTUAL 02-03 | BUDGET 03-04 | APPROVED 04-05 |
|--|---------------|---------------|---------------|----------------|
| Dunthorpe-Riverdale Service District No. 1 | 21,782 | 30,340 | 18,285 | 30,500 |
| Mid-County Service District No. 14 | 20,015 | 32,723 | 37,833 | 38,000 |
| TOTAL | 41,797 | 63,063 | 56,118 | 68,500 |

MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

| DUNTHORPE-RIVERDALE SEWER DISTRICT NO. 1 Budget Committee Approval | |
|---|----------------------|
| The following members of the budget committee for the Dunthorpe-Riverdale Sewer District met on May 13, 2004 and approved the proposed budget for Fiscal Year 2004-2005: | |
| Diane Linn | Marilyn Dodge |
| Serena Cruz | |
| Lisa Naito | |
| Lonnie Roberts | |
| Maria Rojo de Steffey | |

MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

Budget Message — Dunthorpe-Riverdale Service District No. 1

This District was formed in the middle 1960's and by 1970 had removed a significant source of pollution from the Willamette River. Its 560 clients are mainly located in unincorporated Multnomah County with a few customers in northern Clackamas County. District growth has stabilized due to substantial completion of municipal annexations.

The City of Portland's Bureau of Environmental Services maintains the District's lines and treats the sewage flow at Portland's Tryon Creek Treatment Plant. It also provides design and engineering services for construction, reconstruction, and/or improvement of the district's facilities. The District continues to coordinate planned capital maintenance projects with the City of Portland Water Bureau's capital program. The FY 2005 capital program is estimated at \$200,000. The capital work will focus improvements at the Tryon pump station to ensure the District continues to provide reliable service to its users.

The current service charge is \$50.00 per month for line connections to the District system. To sustain the current operations, maintenance and planned capital for FY 2005 the District rate will move to \$62.00 per month. Due to a limited customer base, the cost fluctuations between maintenance and capital, prompts consideration of this action.

The District's approved FY 2005 budget provides the necessary resources to meet the FY 2005 capital program. Looking toward the FY 2006 capital program, the District will need to identify short term funding to start the planned capital work at the Riverview Pump Station, the District's last site requiring improvements. To plan for the FY 2006 capital funding shortfall, the District will begin to identify a lending source to regulate future rate increases to customers.

**FORM
LB-20**

RESOURCES

GENERAL

DUNTHORPE-RIVERDALE DITRICT No. 1

Fund

(Name of Municipal Corporation)

| | Historical Data | | | RESOURCE DESCRIPTION | Budget for Next Year 2004-2005 | | | |
|----|------------------------------------|-----------------------------------|--|---|--------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2003-2004 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2001-2002 | First Preceding Year 2002-2003 | | | | | | |
| | | | | Beginning Fund Balance: | | | | |
| 1 | | | | 1. Available cash on hand* (cash basis), or | | | | 1 |
| 2 | \$482,786 | \$441,644 | \$350,000 | 2. Net working capital* (accrual basis) | \$182,500 | \$182,500 | | 2 |
| 3 | | | | 3. Previously levied taxes estimated to be received | | | | 3 |
| 4 | \$25,082 | \$12,236 | \$13,000 | 4. Interest | \$5,500 | \$5,500 | | 4 |
| 5 | | | | 5. OTHER RESOURCES | | | | 5 |
| 6 | \$2,500 | \$7,500 | \$5,000 | 6. Connection fee contributions | \$2,500 | \$2,500 | | 6 |
| 7 | \$249,160 | \$249,728 | \$317,440 | 7. Sewer user assessments | \$401,000 | \$401,000 | | 7 |
| 8 | \$211 | \$88 | | 8. Other | | | | 8 |
| 9 | | | | 9. | | | | 9 |
| 10 | | | | 10. | | | | 10 |
| 11 | | | | 11. | | | | 11 |
| 12 | | | | 12. | | | | 12 |
| 13 | | | | 13. | | | | 13 |
| 14 | | | | 14. | | | | 14 |
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| 24 | | | | 24. | | | | 24 |
| 25 | | | | 25. | | | | 25 |
| 26 | | | | 26. | | | | 26 |
| 27 | | | | 27. | | | | 27 |
| 28 | | | | 28. | | | | 28 |
| 29 | \$759,739 | \$711,196 | \$685,440 | 29. Total resources, except taxes to be levied | \$591,500 | \$591,500 | | 29 |
| 30 | | | | 30. Taxes necessary to balance | | | | 30 |
| 31 | | | | 31. Taxes collected in year levied | | | | 31 |
| 32 | \$759,739 | \$711,196 | \$685,440 | 32. TOTAL RESOURCES | \$591,500 | \$591,500 | | 32 |

**FORM
LB-30**

EXPENDITURE SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL

DUNTHORPE-RIVERDALE DISTRICT No.1

Name of Organizational Unit—Fund

Name of Municipal Corporation

| | HISTORICAL DATA | | | EXPENDITURE DESCRIPTION | Budget For Next Year 2004-2005 | | | |
|----|------------------------------------|-----------------------------------|--|--|--------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2003-2004 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2001-2002 | First Preceding Year 2002-2003 | | | | | | |
| | | | | PERSONAL SERVICES | | | | |
| 1 | | | | 1. | | | | 1 |
| 2 | | | | 2 | | | | 2 |
| 3 | | | | 3. | | | | 3 |
| 4 | | | | 4. | | | | 4 |
| 5 | | | | 5. | | | | 5 |
| 6 | | | | 6. | | | | 6 |
| 7 | | | | 7. TOTAL PERSONAL SERVICES | | | | 7 |
| | | | | MATERIALS AND SERVICES | | | | |
| 8 | \$246,352 | \$269,535 | \$260,000 | 8. System maintenance and disposal | \$330,000 | \$330,000 | | 8 |
| 9 | \$21,782 | \$30,340 | \$18,285 | 9. Administrative cost | \$30,500 | \$30,500 | | 9 |
| 10 | \$378 | \$167 | \$3,000 | 10. Other District Expenses | \$6,000 | \$6,000 | | 10 |
| 11 | | | | 11. | | | | 11 |
| 12 | | | | 12. | | | | 12 |
| 13 | | | | 13. | | | | 13 |
| 14 | \$268,512 | \$300,042 | \$301,285 | 14. TOTAL MATERIALS AND SERVICES | \$366,500 | \$366,500 | | 14 |
| | | | | CAPITAL OUTLAY | | | | |
| 15 | \$49,583 | \$73,119 | \$322,800 | 15. Pump Station Maintenance | \$200,000 | \$200,000 | | 15 |
| 16 | | | | 16. | | | | 16 |
| 17 | | | | 17. | | | | 17 |
| 18 | | | | 18. | | | | 18 |
| 19 | | | | 19. | | | | 19 |
| 20 | | | | 20. | | | | 20 |
| 21 | \$49,583 | \$73,119 | \$322,800 | 21. TOTAL CAPITAL OUTLAY. | \$200,000 | \$200,000 | | 21 |
| | | | | TRANSFERRED TO OTHER FUNDS | | | | |
| 22 | | | | 22. | | | | 22 |
| 23 | | | | 23. | | | | 23 |
| 24 | | | | 24. | | | | 24 |
| 25 | | | \$40,000 | 25. General Operating Contingency | \$25,000 | \$25,000 | | 25 |
| 26 | \$0 | | \$40,000 | 26. TOTAL TRANSFERS & CONTINGENCIES | \$25,000 | \$25,000 | | 26 |
| 27 | \$318,095 | \$373,161 | \$664,085 | 27. TOTAL EXPENDITURES | \$591,500 | \$591,500 | | 27 |
| 28 | \$441,644 | \$338,035 | \$21,355 | 28. UNAPPROPRIATED ENDING FUND BALANCE | \$0 | \$0 | | 28 |
| 29 | \$759,739 | \$711,196 | \$685,440 | 29. TOTAL | \$591,500 | \$591,500 | | 29 |

MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

| MID-COUNTY LIGHTING DISTRICT NO. 14 Budget Committee Approval | |
|---|-------------------------|
| The following members of the budget committee for the Mid-County Lighting District met on May 13, 2004 and approved the proposed budget for Fiscal Year 2004-2005: | |
| Diane Linn | Virginia Nielsen |
| Serena Cruz | |
| Lisa Naito | |
| Lonnie Roberts | |
| Maria Rojo de Steffey | |

MULTNOMAH COUNTY SERVICE DISTRICTS' BUDGETS FOR FISCAL YEAR 2004-2005

Budget Message — Mid-County Service District No. 14

This County Service District (originally known as Tulip Acres Lighting District when formed in 1967) now includes most of the unincorporated urban area of Multnomah County as well as the cities of Fairview, Maywood Park, and Troutdale. District growth has stabilized due to the substantial completion of municipal annexations. However, the District continues to experience mild increases in growth because of urban development.

Portland General Electric (PGE) provides energy and maintenance services for the District. The county's Department of Business and Community Service's Land Use and Transportation Program provides illumination, engineering, and design.

The District is set to complete a \$390,000 phase of ongoing light pole and fixture replacement program in the current program budget. In the FY 2005 budget, the District plans to continue with a \$200,000 capital program to address an accumulation of deteriorated lighting poles and equipment.

The current service charge is \$35.00 per property per year for District residents. To sustain the current operations, maintenance and planned capital for FY 2005 the District's annual rate was approved to move to \$42.00.

FORM
LB-20

RESOURCES

GENERAL

MID-COUNTY DISTRICT No. 14

Fund

(Name of Municipal Corporation)

| | Historical Data | | | RESOURCE DESCRIPTION | Budget for Next Year 2004-2005 | | | |
|----|------------------------------------|-----------------------------------|--|---|--------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2003-2004 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2001-2002 | First Preceding Year 2002-2003 | | | | | | |
| | | | | Beginning Fund Balance: | | | | |
| 1 | | | | 1. Available cash on hand* (cash basis), or | | | | 1 |
| 2 | \$823,065 | \$830,376 | \$695,000 | 2. Net working capital* (accrual basis) | \$435,925 | \$435,925 | | 2 |
| 3 | \$6,268 | \$5,075 | | 3. Previously levied taxes estimated to be received | | | | 3 |
| 4 | \$32,653 | \$20,596 | \$22,000 | 4. Interest | \$7,500 | \$7,500 | | 4 |
| 5 | | | | 5. OTHER RESOURCES | | | | 5 |
| 6 | \$227,192 | \$228,107 | \$203,000 | 6. Assessments | \$274,575 | \$274,575 | | 6 |
| 7 | \$185 | \$86 | | 7. Other | | | | 7 |
| 8 | | | | 8. | | | | 8 |
| 9 | | | | 9. | | | | 9 |
| 10 | | | | 10. | | | | 10 |
| 11 | | | | 11. | | | | 11 |
| 12 | | | | 12. | | | | 12 |
| 13 | | | | 13. | | | | 13 |
| 14 | | | | 14. | | | | 14 |
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| 16 | | | | 16. | | | | 16 |
| 17 | | | | 17. | | | | 17 |
| 18 | | | | 18. | | | | 18 |
| 19 | | | | 19. | | | | 19 |
| 20 | | | | 20. | | | | 20 |
| 21 | | | | 21. | | | | 21 |
| 22 | | | | 22. | | | | 22 |
| 23 | | | | 23. | | | | 23 |
| 24 | | | | 24. | | | | 24 |
| 25 | | | | 25. | | | | 25 |
| 26 | | | | 26. | | | | 26 |
| 27 | | | | 27. | | | | 27 |
| 28 | | | | 28. | | | | 28 |
| 29 | \$1,089,363 | \$1,084,240 | \$920,000 | 29. Total resources, except taxes to be levied | \$718,000 | \$718,000 | | 29 |
| 30 | | | | 30. Taxes necessary to balance | | | | 30 |
| 31 | | | | 31. Taxes collected in year levied | | | | 31 |
| 32 | \$1,089,363 | \$1,084,240 | \$920,000 | 32. TOTAL RESOURCES | \$718,000 | \$718,000 | | 32 |

**FORM
LB-30**

EXPENDITURE SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL

MID-COUNTY DISTRICT No. 14

Name of Organizational Unit—Fund

Name of Municipal Corporation

| | HISTORICAL DATA | | | EXPENDITURE DESCRIPTION | Budget For Next Year 2004-2005 | | | |
|----|------------------------------------|-----------------------------------|--|--|--------------------------------|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2003-2004 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2001-2002 | First Preceding Year 2002-2003 | | | | | | |
| | | | | PERSONAL SERVICES | | | | |
| 1 | | | | 1. | | | | 1 |
| 2 | | | | 2 | | | | 2 |
| 3 | | | | 3. | | | | 3 |
| 4 | | | | 4. | | | | 4 |
| 5 | | | | 5. | | | | 5 |
| 6 | | | | 6. | | | | 6 |
| 7 | | | | 7. TOTAL PERSONAL SERVICES | | | | 7 |
| | | | | MATERIALS AND SERVICES | | | | |
| 8 | \$231,217 | \$224,961 | \$260,000 | 8. Energy, maintenance and rental | \$220,000 | \$220,000 | | 8 |
| 9 | | | | 9. expenses (service provided by | | | | 9 |
| 10 | | | | 10. (Portland General Electric) | | | | 10 |
| 11 | \$20,015 | \$32,723 | \$37,833 | 11. Admin. costs (service reimbursement | \$38,000 | \$38,000 | | 11 |
| 12 | | | | 12. to county general fund and road fund | | | | 12 |
| 13 | \$2,259 | \$262 | \$25,000 | 13. Other expenses | \$25,000 | \$25,000 | | 13 |
| 14 | \$253,491 | \$257,946 | \$322,833 | 14. TOTAL MATERIALS AND SERVICES | \$283,000 | \$283,000 | | 14 |
| | | | | CAPITAL OUTLAY | | | | |
| 15 | \$5,496 | \$2,200 | \$390,000 | 15. Equipment Replacement | \$200,000 | \$200,000 | | 15 |
| 16 | | | | 16. | | | | 16 |
| 17 | | | | 17. | | | | 17 |
| 18 | | | | 18. | | | | 18 |
| 19 | | | | 19. | | | | 19 |
| 20 | | | | 20. | | | | 20 |
| 21 | \$5,496 | \$2,200 | \$390,000 | 21. TOTAL CAPITAL OUTLAY | \$200,000 | \$200,000 | | 21 |
| | | | | TRANSFERRED TO OTHER FUNDS | | | | |
| 22 | | | | 22. | | | | 22 |
| 23 | | | | 23. | | | | 23 |
| 24 | | | | 24. | | | | 24 |
| 25 | | | \$25,000 | 25. General Operating Contingency | \$25,000 | \$25,000 | | 25 |
| 26 | \$0 | \$0 | \$25,000 | 26. TOTAL TRANSFERS & CONTINGENCIES | \$25,000 | \$25,000 | | 26 |
| 27 | \$258,987 | \$260,146 | \$737,833 | 27. TOTAL EXPENDITURES | \$508,000 | \$508,000 | | 27 |
| 28 | \$830,376 | \$824,094 | \$182,167 | 28. UNAPPROPRIATED ENDING FUND BALANCE | \$210,000 | \$210,000 | | 28 |
| 29 | \$1,089,363 | \$1,084,240 | \$920,000 | 29. TOTAL | \$718,000 | \$718,000 | | 29 |

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
GOVERNING BODY FOR MID-COUNTY STREET LIGHTING
SERVICE DISTRICT NO.14

RESOLUTION NO. _____

Adopting the 2004-05 Budget for the Mid-County Street Lighting Service District No. 14 and Making Appropriations

The Multnomah County Board of Commissioners Finds:

- a. The Mid-County Street Lighting Service District No. 14 Budget, as prepared by the Budget Officer, has been considered and approved by the budget committee and has been certified by the Tax Supervising and Conservation Commission with no objections.
- b. The Budget as certified is on file in the Budget and Quality Office of Multnomah County.

The Multnomah County Board of Commissioners Resolves:

1. The Budget is adopted as the budget of Mid-County Street Lighting Service District No. 14, Oregon.
2. The following appropriations are authorized for the fiscal year July 1, 2004, to June 30, 2005:

| <u>Fund</u> | <u>Appropriation</u> |
|----------------------|----------------------|
| General Fund | |
| Materials & Services | \$283,000 |
| Capital Outlay | \$200,000 |
| Contingency | \$ <u>25,000</u> |
| Total Requirements | \$508,000 |

ADOPTED this 10th day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
GOVERNING BODY FOR MID-COUNTY
LIGHTING SERVICE DISTRICT NO. 14

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Mathew O. Ryan, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
GOVERNING BODY FOR MID-COUNTY STREET LIGHTING
SERVICE DISTRICT NO.14

RESOLUTION NO. 04-083

Adopting the 2004-05 Budget for the Mid-County Street Lighting Service District No. 14 and Making Appropriations

The Multnomah County Board of Commissioners Finds:

- a. The Mid-County Street Lighting Service District No. 14 Budget, as prepared by the Budget Officer, has been considered and approved by the budget committee and has been certified by the Tax Supervising and Conservation Commission with no objections.
- b. The Budget as certified is on file in the Budget and Quality Office of Multnomah County.

The Multnomah County Board of Commissioners Resolves:

1. The Budget is adopted as the budget of Mid-County Street Lighting Service District No. 14, Oregon.
2. The following appropriations are authorized for the fiscal year July 1, 2004, to June 30, 2005:

| <u>Fund</u> | <u>Appropriation</u> |
|----------------------|----------------------|
| General Fund | |
| Materials & Services | \$283,000 |
| Capital Outlay | \$200,000 |
| Contingency | \$ <u>25,000</u> |
| Total Requirements | \$508,000 |

ADOPTED this 10th day of June, 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
GOVERNING BODY FOR MID-COUNTY
LIGHTING SERVICE DISTRICT NO. 14


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

Mathew O. Ryan, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-10

Est. Start Time: 10:45 AM

Date Submitted: 05/24/04

Requested Date: June 10, 2004

Time Requested: 5 Minutes

Department: Business and Community Services

Division: Land Use & Transportation

Contact/s: Gary Clifford

Phone: 503-988-3043

Ext.: 26782

I/O Address: 455/116

Presenters: Gary Clifford

Agenda Title: First Reading and Possible Adoption of an Ordinance Amending County Land Use Code, Plans and Maps to Adopt Troutdale's Recent Land Use Code, Plan and Map Revisions in Compliance with Metro's Functional Plan and Declaring an Emergency

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Adopt the ordinance as recommended by the Troutdale Citizens Advisory Committee, the Troutdale Planning Commission and Troutdale City Council.
2. **Please provide sufficient background information for the Board and the public to understand this issue.** On December 19, 2002 the Board adopted Ordinance 1004 adopting, in summary, the Troutdale Comprehensive Plan and zoning ordinance. The County and the City of Troutdale have been engaged in agreements enabling the City of Troutdale to provide planning services to achieve compliance with the Metro Functional Plan for those areas outside the City limits, but within the urban growth boundary and urban service boundary of Troutdale. Since the adoption of Ordinance 1004, the attached ordinance has been passed by the City Council and therefore the County must adopt them pursuant to our intergovernmental agreement to keep the code up to date. Multnomah County and the City of Troutdale entered into an Intergovernmental Agreement (IGA) to transfer land use planning responsibilities on July 1, 2002. The IGA

lays out a process requiring the County to ensure that any City Council adopted amendments to the City comprehensive plan, zoning code and other regulations adopted by the County Board of Commissioners will be considered by the County Board of Commissioners at the earliest possible meeting. It also states "The County Board of Commissioners shall enact all comprehensive plan and code amendments so that they take effect on the same date specified by the City's enacting ordinance" (unless adopted by emergency). The City will have taken action on all of the above items by the hearing date of this ordinance. If the County does not adopt these amendments, the IGA will be void and the County will be required to resume responsibility for planning and zoning administration within the affected areas.

3. **Explain the fiscal impact (current year and ongoing).** NA
4. **Explain any legal and/or policy issues.** State law requires a notice be placed in a newspaper of general circulation 10 days prior to the BCC hearing (6/01/04). We request adoption of this ordinance by emergency to coincide with the City of Troutdale adoption date as stated in the IGA. The County Attorney's office was involved in the drafting of the original IGA and has been involved in coordinating our compliance effort through adoption of these code amendments.
5. **Explain any citizen and/or other government participation that has or will take place.** The City included the County affected property owners in their noticing for these code revisions when required pursuant to the IGA and directed them to the City legislative process.

Required Signatures:

Department/Agency Director:

Robert A. Maestre

Date: 05/24/04

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. _____

An Ordinance Amending County Land Use Code, Plans and Maps To Adopt Troutdale's Recent Land Use Code, Plan and Map Revisions in Compliance with Metro's Functional Plan and Declaring an Emergency

The Multnomah County Board of Commissioners Finds:

- a. The Board of County Commissioners adopted Resolution A in 1983 which directed the County services towards rural services rather than urban.
- b. In 1996, Metro adopted the Functional Plan for the region, mandating that jurisdictions be in compliance with the goals and policies adopted by the Metro Council.
- c. In 1998, the County and the City of Troutdale (City) amended the urban services agreement to include an agreement that the City of Troutdale would provide planning services to achieve compliance with the Functional Plan for those areas outside the City limits, but within the urban growth boundary and urban service boundary of Troutdale.
- d. It is impracticable to have the County Planning Commission conduct hearings and make recommendations on land use legislative actions pursuant to MCC 37.0710, within unincorporated areas inside the Urban Growth Boundary for which the City provides urban planning and permitting services. The Board intends to exempt these areas from the requirements of MCC 37.0710, and will instead consider the recommendations of the Troutdale Planning Commission and City Council when legislative matters for these areas are brought before the Board for action as required by intergovernmental agreement (County Contract #4600003407) (IGA).
- e. The Board amended County land use codes, plans and maps to adopt the City's land use codes, plans and maps in compliance with Metro's Functional Plan by Ordinance 1013 (6/26/2003).
- f. Since the adoption of Ordinance 1013, the City's Planning Commission recommended the land use code, plan and map amendments to the City Council through duly noticed public hearings.
- g. The City notified affected County property owners as required by the IGA.

- h. The City Council adopted the land use code, plan and map amendments, set out in Section 1 below and attached as Exhibit 1. The IGA requires that the County adopt these amendments for the City planning and zoning administration within the affected areas.

Multnomah County Ordains as follows:

Section 1. The County Comprehensive Framework Plan, community plans, rural area plans, sectional zoning maps, and land use code chapters are amended to include the City land use code, plan, guideline and map amendments, attached as Exhibit 1 and effective on the same date as the respective Troutdale ordinance:

| Exhibit No. | Ordinance | Effective Date |
|--------------------|--|-----------------------|
| 1 | Ordinance Amending Chapter 7 of the Troutdale Development Code (City Ord. 748) | 5/13/2004 |

Section 2. In accordance with ORS 215.427(3), the changes resulting from Sections 1 of this ordinance shall not apply to any decision on an application that is submitted before the applicable effective date of this ordinance and that is made complete prior to the applicable effective date of this ordinance or within 180 days of the initial submission of the application.

Section 3. In accordance with ORS 92.040(2), for any subdivisions for which the initial application is submitted before the applicable effective date of this ordinance, the subdivision application and any subsequent application for construction shall be governed by the County's land use regulations in effect as of the date the subdivision application is first submitted.

Section 4. Any future amendments to the legislative matters listed in Section 1 above, are exempt from the requirements of MCC 37.0710. The Board acknowledges, authorizes and agrees that the Troutdale Planning Commission will act instead of the Multnomah Planning Commission in the subject unincorporated areas using the City's own procedures, to include notice to and participation by County citizens. The Board will consider the recommendations of the Troutdale Planning Commission when legislative matters for County unincorporated areas are before the Board for action.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 1039

Amending County Land Use Code, Plans and Maps to Adopt Troutdale's Recent Land Use Code, Plan and Map Revisions in Compliance with Metro's Functional Plan, and Declaring an Emergency

The Multnomah County Board of Commissioners Finds:

- a. The Board of County Commissioners adopted Resolution A in 1983 which directed the County services towards rural services rather than urban.
- b. In 1996, Metro adopted the Functional Plan for the region, mandating that jurisdictions be in compliance with the goals and policies adopted by the Metro Council.
- c. In 1998, the County and the City of Troutdale (City) amended the urban services agreement to include an agreement that the City of Troutdale would provide planning services to achieve compliance with the Functional Plan for those areas outside the City limits, but within the urban growth boundary and urban service boundary of Troutdale.
- d. It is impracticable to have the County Planning Commission conduct hearings and make recommendations on land use legislative actions pursuant to MCC 37.0710, within unincorporated areas inside the Urban Growth Boundary for which the City provides urban planning and permitting services. The Board intends to exempt these areas from the requirements of MCC 37.0710, and will instead consider the recommendations of the Troutdale Planning Commission and City Council when legislative matters for these areas are brought before the Board for action as required by intergovernmental agreement (County Contract #4600003407) (IGA).
- e. The Board amended County land use codes, plans and maps to adopt the City's land use codes, plans and maps in compliance with Metro's Functional Plan by Ordinance 1013 (6/26/2003).
- f. Since the adoption of Ordinance 1013, the City's Planning Commission recommended the land use code, plan and map amendments to the City Council through duly noticed public hearings.
- g. The City notified affected County property owners as required by the IGA.

- h. The City Council adopted the land use code, plan and map amendments, set out in Section 1 below and attached as Exhibit 1. The IGA requires that the County adopt these amendments for the City planning and zoning administration within the affected areas.

Multnomah County Ordains as follows:

Section 1. The County Comprehensive Framework Plan, community plans, rural area plans, sectional zoning maps, and land use code chapters are amended to include the City land use code, plan, guideline and map amendments, attached as Exhibit 1 and effective on the same date as the respective Troutdale ordinance:

| Exhibit No. | Ordinance | Effective Date |
|--------------------|--|-----------------------|
| 1 | Ordinance Amending Chapter 7 of the Troutdale Development Code (City Ord. 748) | 5/13/2004 |

Section 2. In accordance with ORS 215.427(3), the changes resulting from Sections 1 of this ordinance shall not apply to any decision on an application that is submitted before the applicable effective date of this ordinance and that is made complete prior to the applicable effective date of this ordinance or within 180 days of the initial submission of the application.

Section 3. In accordance with ORS 92.040(2), for any subdivisions for which the initial application is submitted before the applicable effective date of this ordinance, the subdivision application and any subsequent application for construction shall be governed by the County's land use regulations in effect as of the date the subdivision application is first submitted.

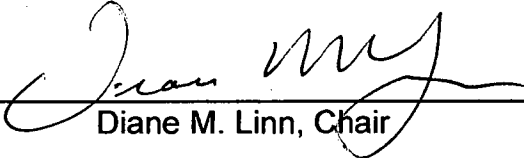
Section 4. Any future amendments to the legislative matters listed in Section 1 above, are exempt from the requirements of MCC 37.0710. The Board acknowledges, authorizes and agrees that the Troutdale Planning Commission will act instead of the Multnomah Planning Commission in the subject unincorporated areas using the City's own procedures, to include notice to and participation by County citizens. The Board will consider the recommendations of the Troutdale Planning Commission when legislative matters for County unincorporated areas are before the Board for action.

Section 5. An emergency is declared in that it is necessary for the health, safety and general welfare of the people of Multnomah County for this ordinance to take effect concurrent with the City code, plan and map amendments. Under section 5.50 of the Charter of Multnomah County, this ordinance will take effect in accordance with Section 1.

FIRST READING AND ADOPTION: June 10, 2004



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Sandra N. Duffy, Assistant County Attorney

EXHIBIT LIST FOR ORDINANCE

- (1) Ordinance Amending Chapter 7 of the Troutdale Development Code (City Ord. 748) relating to Land Division.

Prior to adoption, this information is available electronically or for viewing at the Multnomah County Board of Commissioners and Agenda website (www.co.multnomah.or.us/cc/WeeklyAgendaPacket/). To obtain the adopted ordinance and exhibits electronically, please contact the Board Clerk at 503-988-3277. These documents may also be purchased on CD-ROM from the Land Use and Transportation Program. Contact the Planning Program at 503-988-3043 for further information.

ORDINANCE NO. 748

AN ORDINANCE AMENDING CHAPTER 7 OF THE TROUTDALE DEVELOPMENT CODE RELATING TO LAND DIVISION (TEXT AMENDMENT NO. 35)

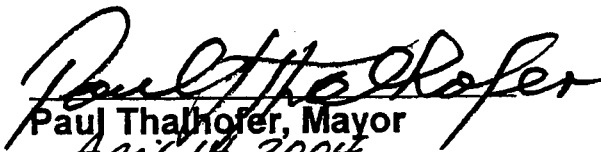
THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. The proposed amendments pertain to Chapter 7 of the Troutdale Development Code that regulates land divisions. These proposed amendments consist almost entirely of housekeeping changes for improved organization and clarity as well as removing outdated provisions that are no longer applicable.
2. The Troutdale Development Code needs to be periodically reviewed and modified so that it is clear, easy to understand and reflects current practices and conditions. Public need is best satisfied by these amendments to clarify meaning, to improve structure and organization, and to correct outdated provisions of the current code.
3. The proposed change to the land division regulations will not adversely affect the health, safety and welfare of the community because they are principally housekeeping in nature and are intended to improve organization and clarity and to eliminate provisions that are no longer applicable. The changes encompassed in these proposed amendments will be a positive contribution to the public health, safety and welfare.
4. These amendments do not conflict with any goals or policies from the Troutdale Comprehensive Plan. The amendments are consistent with the Metro Urban Growth Management Functional Plan.
5. Notice of the public hearing has been provided in accordance with applicable law.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TROUTDALE

Section 1. The Troutdale Development Code is hereby amended to read as shown in Attachment A.

YEAS: 7
NAYS: 0
ABSTAINED: 0


Paul Thalhofer, Mayor
April 14, 2004
Date


Debbie Stickney, City Recorder

Adopted: April 13, 2004

CHAPTER 7 - LAND DIVISION

7.010 Purpose. To provide for an orderly division of land, uniform monumentation, and provision of public services. [Adopted by Ord. 550, ef. 9/25/90]

7.020 Division of Land.

- A. No land shall be divided prior to approval of a minor partition, major partition, or subdivision in accordance with this code. If a land division application is submitted that does not involve other proposed development, the application shall state the intended form of future development for the resulting land parcels. This intended future development will be considered in conjunction with the land division processing just as though the subdivider were intending to proceed with the future development.
- B. No sale or conveyance of any portion of a lot, for other than a public purpose, shall leave a structure on the remainder of a lot with less than the minimum lot, yard, or setback requirements of the zoning district.
- C. Land division is processed by approving a tentative plat prior to approval of the completed land division plat or map. Where a Type II or III procedure is required for land division approval, that procedure shall apply to the tentative plat approval. As long as there is compliance with the approved tentative plat, the Director shall have authority to approve final plats and maps for land divisions in conjunction with developments. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.030 Procedures.

- A. Type I Land Division (Lot Line Adjustment). Lot line adjustments shall be a Type I procedure if the resulting parcels comply with standards of this code and section 7.040, Approval Criteria, of this chapter.
- B. Type I Land Division (Minor Partition). Minor partitioning shall be a Type I procedure if the land division does not create additional public streets and the resulting parcels comply with standards of this code and section 7.040, Approval Criteria, of this chapter.
- C. Type II Land Division (Major Partition). A major partition shall be a Type II procedure when satisfactory street conditions exist and the resulting parcels comply with standards of this code and section 7.040, Approval Criteria, of this chapter. Satisfactory street conditions exist when the Director determines one of the following:
 - 1. An existing street or a new proposed street need not continue beyond the land to be partitioned in order to complete an appropriate street system or to provide access to adjacent property.

2. The proposed street layout is consistent with a street pattern adopted as part of the Comprehensive Land Use Plan or an officially adopted City street plan.
- D. Type II Land Division (Minor Revised Plat). A minor replat of an existing platted subdivision shall be a Type II procedure when the street(s) is existing and no extension or reconstruction/realignment is necessary, the replat does not increase the allowable density, the resulting parcels comply with standards of this code and section 7.040, Approval Criteria, of this chapter, and the replat involves no more than six lots.
 - E. Type III Partition. A major partition shall be a Type III procedure if unsatisfactory street conditions exist. The Director shall determine if unsatisfactory conditions exist based on one of the following criteria:
 1. An existing street or a new proposed street will be extended beyond the parcels to be partitioned to complete a street system or provide access to adjacent property.
 2. The proposed street layout is inconsistent with a street pattern adopted as part of the Comprehensive Land Use Plan or officially adopted City street plan.
 - F. Type III Land Division (Major Revised Plat). A major replat involves the realignment of lot lines (including a re-subdivision of six or more lots, even if the replat does not increase the allowable density). All parcels resulting from the replat must comply with the standards of this code and section 7.040, Approval Criteria, of this chapter. Any replat involving the creation, extension, or modification of a street shall be processed as a major replat.
 - G. Type III Land Division (Subdivision). Creation of a subdivision shall be a Type III procedure. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]
- 7.040 Approval Criteria. An application may be approved, approved with conditions, or denied based upon applicable criteria.
- A. An application shall comply with the following criteria:
 1. All applicable statutory provisions.
 2. The City's Comprehensive Land Use Plan, Development Code and all other applicable laws of this City, appropriate agency, or jurisdiction.
 3. The City's Transportation System Plan, Parks and Greenway Plan, Capital Improvements Plan, and any other applicable Plan adopted by the City.
 4. The City's Construction Standards for Public Works Facilities.
 - B. The subdivider shall demonstrate that the street, parcel, and block pattern proposed meets the following criteria:

1. Proposed parcels shall be suitable in area and dimensions to the types of development anticipated.
2. Street right-of-ways, pavement widths, and sidewalks shall be adequate to accommodate the type and volume of anticipated traffic.
3. Public utilities, including water, sewer, and stormwater drainage to serve the proposed subdivision can be provided in accordance with the City's Construction Standards for Public Works Facilities.
4. Residential areas shall be protected from potential nuisance from a proposed commercial or industrial subdivision, to the extent feasible or possible, by providing extra depth in parcels backing up on existing or potential developments, a landscaped buffer strip, and other similar measures.
5. Physical limitations of the site such as flood or slide hazard, natural features, or any other constraint shall be accommodated within the design of the proposed land division. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.050 Land Division Process Outline.

- A. Pre-application conference.
- B. Submittal of application.
 1. Tentative plat sketch.
 2. General plan and program narrative.
 3. Supplemental data.
 4. Payment of fees.
 5. Submission of property ownership list.
- C. Acceptance of application, or return for completion or supplemental data.
- D. Review of tentative plat by the Director, staff, and affected agencies.
- E. Provision for extension of time for review.
- F. Approval, denial, or approval with conditions by the Director for Type I and II land divisions.
- G. Referral to Planning Commission with staff recommendations for Type III land division.
- H. Approval, denial, or approval with conditions by the Planning Commission at the scheduled public hearing.

- I. Transmittal of final plat with changes as conditioned.
- J. Submittal of construction drawings and project development inspection fee.
- K. Approval of construction drawings.
- L. Provision of adequate performance guarantee.
- M. Preconstruction conference.
- N. Commencement of construction.
- O. Inspection of improvements.
- P. Acceptance of constructed public improvements.
- Q. Warranty of workmanship and materials.
- R. Plat acceptance (may occur after subsection (L) of this section). [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.060 Pre-Application Conference. Pursuant to section 2.030, Pre-Application Conference, of this code, prior to submission of a tentative plat the subdivider shall request the Director to arrange a pre-application conference unless the subdivider and the Director agree that the conference is not needed. The subdivider shall submit to the Director a tentative sketch of the proposed development. The sketch shall be drawn to scale which shall be noted on the plan. The following information shall be provided:

- A. Names and right-of-way widths of all streets within 150 feet of the proposed development.
- B. Scale of drawing, legend, north arrow, and date; a scale of 1"=100' is preferred.
- C. Proposed land uses and number of units by type of units.
- D. Natural features (such as trees, streams, and rock outcroppings).
- E. Approximate sizes of lots.
- F. Proposed street pattern, including both public and private streets, with right-of-way widths.
- G. All contiguous holdings of the owner including land in the "same ownership", with an indication of the portion which is proposed to be divided. The following information is not required but is helpful in reviewing the project:
 - 1. Ground elevations shown by contour lines at two-foot vertical intervals.
 - 2. All property lines within 250 feet of the proposed development. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.070 Application for Tentative Plat. The subdivider of a partition or subdivision shall submit an application, appropriate fees, copies of a tentative plat, and copies of all other supplementary material as may be required to indicate the general program and objectives of the project. The tentative plat should present all relevant graphic data to scale.

A. Format. The tentative plat shall be drawn on a sheet 18"x24" in size and at a scale of no less than 1"=50' nor more than 1"=100'. The application shall include one copy of a scaled drawing of the proposed subdivision and one copy of the conceptual utility layout on 8½"x11" sheets suitable for reproduction.

B. Data Requirements.

1. Proposed subdivision name. The proposed name must be reviewed and approved by the Multnomah County Division of Assessment and Taxation and cannot duplicate or resemble the name of any other subdivision in Multnomah County.
2. Scale of drawing, legend, north arrow, and date.
3. Location of the subdivision by section, township, and range, and a legal description sufficient to define the location and boundaries of the proposed tract.
4. A vicinity map, showing adjacent property boundaries and how the proposed streets may be extended to connect to existing streets.
5. Names, addresses, and telephone numbers of the owner or owners of the property, designer of the subdivision, surveyor, and the date of the survey.
6. Street locations, names, alleys, right-of-ways, and pavement widths (existing and proposed) on and abutting the tract.
7. Easement locations, widths, and purpose of all easements of record (existing and proposed) on or serving the tract.
8. Locations of collection, conveyance, control, fire suppression, and disposal facilities for storm drainage, sanitary sewers, and water utilities (both existing and proposed, public and private) including service laterals on and abutting the tract. If utilities are not on or abutting the tract, indicate the route and distance to the nearest feasible connection point(s).
9. Ground elevations shown by contour lines at two-foot vertical intervals. Ground elevation shall be related to an established benchmark or other datum approved by the Director.
10. Natural features such as rock outcroppings, wetlands, water bodies, and watercourses, including drainage ditches, on and abutting the property; location of all existing trees 6" in diameter or larger; and other significant

wooded areas on the tract. Existing trees 6" in diameter or larger that are proposed for removal shall be indicated.

11. Approximate location of areas subject to periodic inundation or storm sewer overflow; the location of special flood hazard areas inundated by 100-year flood as shown on the Flood Insurance Rate Map (FIRM) for the City; and the location, width, and direction of flow of all watercourses.
12. The location of at least one temporary benchmark within the tract boundaries.
13. Existing uses of the property, including location and present use of all existing structures to remain on the property after platting.
14. Approximate dimensions of all lots, lot sizes, and proposed lot numbers numbered according to Multnomah County Survey standards.
15. Proposed land use and number of units by type of unit.
16. All parcels of land intended to be dedicated or reserved for public use, with the purpose, conditions, and limitations of such reservations clearly indicated.
17. Proposed development phases, if any.
18. Location of any existing public or private wells or septic systems. Statements of any water rights appurtenant to the subject property and the proposed disposition of such rights.
19. Any other information, as determined by the Director, which is necessary to review the tentative plat, such as a soils report, traffic analysis, or other engineering study. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.080 Tentative Plat Expiration Date. The final plat shall be delivered to the Director for approval within one year following approval of the tentative plat, and shall incorporate any modification or condition required by approval of the tentative plat. The Director may, upon written request by the subdivider, grant an extension of the approval period, not to exceed six months, upon a written finding that the facts upon which the approval was based have not changed to an extent sufficient to warrant refile of the tentative plat. [Adopted by Ord. 550, ef. 9/25/90]

7.090 Submission and Review of Final Plat. A final plat shall be filed with the Director for final approval. Within 15 business days of filing, the Director shall determine whether the material conforms with the approved tentative plat and with the applicable requirements of this code. If the Director determines that there is a failure to conform, the subdivider shall be advised and afforded an opportunity to make corrections. When the plat is found to be in conformity, it shall be signed and dated by the Director. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.100 Final Plat Submission. Following approval of the tentative plat, the subdivider shall prepare three originals (drawn on 7-10 mil double-matted polyester drafting film) and two paper prints of the final plat, together with any other supplementary material as may be required to indicate the general program and objectives of the project.

A. **Format.** The final plat shall be drawn as follows:

1. The final subdivision plat shall be drawn in the manner provided by ORS Chapter 92 as administered by Multnomah County at a scale of 1"=100', with permanent black ink or toner on material (polyester double-matted drafting film 7 mil base thickness) that is 18"x24". If more than one sheet is required, the additional sheets shall be numbered and indexed. No portion of the writing, map, or border shall be closer than one inch to the outer edges of the sheet.
2. Plats shall be drawn in the manner provided by ORS 209.250 for preparation of surveys.

B. **Data Requirements.** In addition to that specified by law, the following information shall be shown on the plat:

1. Reference points of existing surveys identified, related to the plat by distances and bearing, and referenced to a field book or map as follows:
 - a. Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the subdivision.
 - b. Adjoining corners of adjoining subdivisions or partitions.
 - c. Other monuments found or established in making the survey of the subdivision or required to be installed by state law.
2. State plane coordinates. Three distinctly remote corners of the subdivision exterior boundary shall be tied to the State of Oregon plane coordinate system.
3. The location, width, and centerline of streets and easements abutting or within the boundaries of the tract.
4. Normal flood plain or high waterline for any creek or other minor body of water or natural drainageway and the 100-year flood line of major water bodies.
5. Tract, lot, or parcel boundary lines; street right-of-ways and centerlines with dimensions; bearings or deflection angles; radii arc points of curvature; and tangent bearings. Tract boundaries and street bearings shall be shown to the nearest second with basis of bearings. Distances shall be shown to the nearest 0.01 feet.

6. The width of the portion of streets being dedicated and the width of existing right-of-ways. For streets on curvature, curve data shall be based on the street centerline. In addition to the centerline dimensions, the radius, cord distance, bearing, and central angle shall be indicated.
7. Easements, clearly identified and, if already of record, their recorded reference. If an easement is not definitely located of record, a statement of the easement shall be given. The bearing, and sufficient ties to locate the easement with respect to the subdivision, shall be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificates of dedication.
8. Lot numbers beginning with the number "1" and numbered consecutively in the subdivision.
9. Identification of land to be dedicated as a separate tract for any purpose, either public or private, to distinguish it from lots or parcels intended for sale.
10. The following certificates may be combined where appropriate:
 - a. A certificate signed and acknowledged by all parties having any record title interest in the land, consenting to the preparation and recording of the plat.
 - b. A certificate with the seal and signature of the surveyor responsible for the survey and final map.
 - c. A certificate signed and acknowledged as above, dedicating to the public all land, easements, and improvements intended for public use.
 - d. The following information shall accompany the plat:
 - i. A copy of any deed restrictions.
 - ii. A copy of any dedication requiring separate documents.
 - iii. Deeds conveying property to the City.
 - iv. Vacation of existing right-of-ways or easements.
11. Approval block for signatures. An approval block labeled City of Troutdale with appropriate date and signature lines for the Director and other signatures as required by law.
12. Reference on plat to the City's case file number. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 653, ef. 9/12/97; Amended by Ord. 748, ef. 5/13/04]

7.110 Submission Responsibilities of the Developer - Final Plat. Prior to review and approval of a final plat, the developer shall obtain a signature thereon by a surveyor licensed or

registered in the State of Oregon certifying that the subdivision plat complies with applicable laws. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.120 Review and Approval of Final Plat. Following receipt of the final plat, the Director shall take the following actions:

- A. Verify that the final plat is in conformance with the approved tentative plat. If necessary, the Director may cause field investigations to be made to verify that the plat survey is sufficiently accurate. If it is determined that there has been a failure to comply, the subdivider shall be notified and afforded an opportunity to make corrections. When the plat is found to conform, it shall be signed and dated by the Director.
- B. Sign the plat certifying plat approval.
- C. Notify the subdivider that the approved subdivision plat and accompanying documents are ready to be picked up and delivered to the County Recorder for recording. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.130 Tentative and Final Plats for Major and Minor Partitions.

- A. Standards for major and minor partitions are the same as for subdivision tentative and final plats with the following exceptions:
 - 1. Data requirements do not include a "proposed name" for the partition but must reference the "Plat No." and City case file number.
 - 2. "Proposed improvements" need be shown only where applicable.
- B. Standards for major and minor partitions may be modified by the Director to reduce or eliminate non-essential requirements when warranted by the application. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.140 Approval Signatures for Final Partition Plat. Following review and approval of a final partition plat, the Director shall:

- A. Review Plat for Accuracy. The Director may cause a field investigation to be made to verify that the plat survey is sufficiently accurate. If it is determined that there has been a failure to comply, the subdivider shall be notified and afforded an opportunity to make corrections.
- B. When the plat is found to conform, it shall be signed and dated by the Director to certify that it is approved.
- C. Notify the subdivider that the partition plat and accompanying documents have been approved and are ready to be picked up and delivered to the County Recorder for recording. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

- 7.150 Effective Date for Final Subdivision or Partition Plat Approval. The approval process for a land division shall become final upon the recording of the approved plat, under ORS 92.120(1), and for a partition, upon the recording of the approved partition map together with any required documents with the County Recorder. Work specifically authorized following tentative approval may take place prior to processing of the final plat. The documents effectuating a subdivision or partition shall become null and void if not recorded with the County Recorder within one year following approval. [Adopted by Ord. 550, ef. 9/25/90]
- 7.160 Changes to Approved Plat. A change in an approved plat or plan that affects the street layout, reserved public use areas, or lotting shall require reapplication and review as provided in this section for a new application. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]
- 7.170 Vacation of Plats. A plat, or portion of a plat, may be vacated by its owner anytime prior to the sale of any lot by a written instrument declaring such a plat vacated and seeking approval of the same by the Planning Commission, provided such instrument does not abridge or destroy any public rights in any of its public uses, improvements, streets, or alleys. Such instrument shall be executed, acknowledged or approved, and recorded or filed, in the same manner as a plat. When lots have been sold, a plat may be vacated provided all owners of lots in such plat approve of the vacation. [Adopted by Ord. 550, ef. 9/25/90]
- 7.180 Design Requirements.
- A. Character of the Land. Land which the Planning Commission finds to be unsuitable for development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, or other features which will reasonably be harmful to the safety, health, and general welfare of the present or future inhabitants of the partition or subdivision and the surrounding areas, shall not be developed unless adequate methods are formulated by the subdivider and approved by the Planning Commission, upon recommendation of the Director, to solve the problems created by the unsuitable land conditions. Such land shall be set aside as separate tracts for uses as shall not involve such a danger.
 - B. Water Facilities. Waterlines and fire hydrants serving the subdivision or partition, and connecting the development to City mains, shall be installed to provide adequate water pressure to serve present and future consumer demand. The materials, sizes, and locations of water mains, valves, hydrants, service laterals, meter boxes, and other required appurtenances shall be in accordance with the standards of the Fire District, the City, and the State.
 - C. Underground Utilities. All subdivisions or major partitions shall be required to install underground utilities including, but not limited to, electrical, cable television, and telephone wiring. The utilities shall be installed and easements provided pursuant to the requirements of the utility company. Electric power transmission lines, or primary feeder lines, and transformer vaults shall be underground.

D. Street Trees.

1. Developers of proposed nonresidential subdivisions shall be required to prepare a street tree planting plan prior to submission of the final plat. It will be the developer's responsibility to install street trees, as indicated on the approved plan.
2. Developers of proposed residential subdivisions shall be required to pay the City a street tree assessment in accordance with the fee schedule adopted by resolution of the City Council. The City will be responsible for planting the trees at the time the residential lots are occupied.
3. Street trees shall be maintained by the property owner in conformance with Chapter 13.10, Trees, of the Troutdale Municipal Code.

E. Lot Design.

1. Lot arrangement. The lot arrangement shall be such that there will be no foreseeable difficulties, for reason of topography or other conditions, in securing building permits to build on all lots in compliance with this code.
2. Lot dimensions. The lot dimensions shall comply with the minimum standards of this code. When lots are more than double the minimum required area for the zoning district, the subdivider may be required to arrange such lots to allow further subdivision and the opening of future streets to serve such potential lots.
3. The lot or parcel width at the front building line shall meet the requirements of this code and shall abut a public street other than an alley for a width of at least 20 feet. A street frontage of not less than 15 feet is acceptable in the case of a flag (panhandle) parcel resulting from the division of an unusually deep land parcel.
4. Double frontage lots and access to lots. Lots both fronting and backing to a street shall be avoided except where necessary to provide separation of residential developments from arterial streets, or to overcome specific disadvantages of topography or orientation. If created, a landscaped, fenced, or screened easement, at least ten feet wide, shall be provided across which there is no right of access to the abutting arterial street.
5. Lots shall avoid deriving access from major or minor arterials. When driveway access from major or minor arterials may be necessary for several adjoining lots, the Director or the Planning Commission may require that such lots be served by a combined access drive in order to limit possible traffic hazards on such streets. Where possible, driveways should be designed and arranged to avoid requiring vehicles to back into traffic on minor or major arterials.
6. Fencing. A subdivider shall be required to furnish and install fencing whenever the Director or Planning Commission determines that a nuisance

or hazardous condition may exist. The fencing shall be constructed according to standards established by the Director. No certificate of completion shall be issued until the fence improvements have been installed.

7. In a location that will not be served by a public sewer, a lot shall have sufficient size to permit compliance with the requirements of the Department of Environmental Quality for sewage disposal by septic tank and tile field, and permit continued reliance on that method of sewage disposal. If the location will not be served by a community water system, a lot shall have sufficient additional size to permit an on-site water supply for each lot without conflict between water supply and sewage disposal facilities.
8. Shared private drives. Shared private drives serving multiple lots may be approved by the Director when the following conditions are met:
 - a. The private drive does not serve more than six dwelling units.
 - b. A homeowner's association, or other mechanism found acceptable to the Director, is created to maintain the drive.
 - c. All utilities, except the private drive or approved stormwater laterals, shall have separate connections to the public system.
 - d. Any utilities or facilities shared by two or more property owners shall meet established City standards.
 - e. Private drives serving two or more residences shall be fully improved with hard surface pavement with a minimum width of:
 - i. 20 feet when accommodating two-way traffic; or
 - ii. Ten feet when accommodating one-way traffic.
9. Flag lots. Flag lots can be created where it can be shown that no other street access is possible to achieve the requested land division. The flag lot shall have a minimum street frontage of 15 feet for its accessway. The following dimensional requirements shall apply to flag lots:
 - a. Setbacks applicable to the underlying zoning district shall apply to the flag lot.
 - b. The access strip may not be counted towards the lot size or area requirements.
 - c. The accessway shall have a minimum paved width of ten feet.
- F. Erosion Control. Erosion control shall be provided in accordance with chapter 5.600, Erosion Control and Water Quality Standards, of this code.

G. Surface Drainage and Storm Sewer Systems.

1. General provisions. No partition or subdivision shall be approved which does not make adequate provisions for storm or floodwater runoff in accordance with chapter 5.800, Stormwater Management, of this code. The stormwater drainage system shall be separate and independent of any sanitary sewer system. Surface water drainage systems shall be approved by the Director of Public Works.
2. Accommodation of upstream drainage areas. Culverts or other drainage facilities shall be large enough to accommodate potential runoff from the upstream drainage area, whether inside or outside of the development, that drains to the subject property. The Director of Public Works shall approve the size of the facility, based on the provisions of the construction standards and specifications, assuming conditions of maximum potential watershed development permitted by this code.
3. Effect on downstream drainage. Where additional runoff incidental to the development of the subdivision will overload an existing drainage facility, approval of the subdivision may be withheld until provisions have been made for improvement of said potential condition.
4. Drainage easements. When topography or other conditions make it impractical to include drainage facilities within street right-of-ways, perpetual unobstructed easements at least 15 feet in width for such drainage facilities shall be provided across property outside the road lines and with satisfactory access to the street. When a proposed drainage system will carry water across private land outside the development that has not historically accommodated drainage from the subject property, appropriate drainage rights must be verified or secured.

H. Sewerage Facilities.

1. General provisions. The subdivider shall install sanitary sewer facilities in a manner prescribed by the Department of Environmental Quality and the Director of Public Works. Where sanitary sewer facilities are not required, an individual disposal system shall be used. The individual disposal system, including the size of the septic tanks, tile fields, or other treatment device, shall be approved by the City of Portland Bureau of Environmental Services.
2. Sizing system. Sanitary sewer systems should be designed for the ultimate tributary population, which should be determined by consideration of the current zoning and Comprehensive Land Use Plan designations. Sewer capacities should be adequate to handle maximum hourly quantities of sewage and industrial waste together with an adequate allowance for infiltration and other extraneous flow and must meet city construction standards.

- I. Pedestrian Access. Any Type II land divisions, where further divisions are possible, and all Type III land divisions shall comply with the requirements of section 8.054, Accessways, of this code.
- J. Utility Easements. A minimum five-foot wide utility easement shall be required along the front of all lots. In addition, utility easements will be required for public utilities on private property.
- K. Preservation of Natural Features and Amenities. Existing features which would add value to developments or to the City as a whole such as trees, watercourses, beaches, historical places, and similar irreplaceable assets, shall be preserved in the design of the development. No trees shall be removed from any development nor any change of grade of the land effected until approval of the final plat has been granted. All trees on the site which have been designated to be retained shall be preserved using best management practices as specified in an arborist's report.
- L. Streets. No subdivision or partition shall be approved unless the development has frontage or approved access to an existing or proposed public street. In addition, all proposed public streets shall be designed, improved, and in conformance with the *City of Troutdale Construction Standards for Public Works Facilities*. The Director of Public Works must approve the construction drawings.
 - 1. Topography and arrangements. All streets shall be properly related to special traffic generators such as industries, business districts, schools, and shopping centers, and to the pattern of existing and proposed land uses.
 - 2. Local streets. Local streets shall be laid out to conform as much as possible to the topography, permit efficient drainage and utility systems, and require the minimum number of streets necessary to provide convenient and safe access to property. Where the length or design of the street allows or promotes excessive speeds, traffic management measures such as speed humps and traffic circles are encouraged and may be required, if needed, to ensure the safe operation of the street. Local street design shall provide for adequate sight distance at all cross streets and accessway junctions.
 - 3. Local street connectivity. The City of Troutdale Comprehensive Land Use Plan, Troutdale's Transportation System Plan, and applicable regulations shall be used to identify potential street and accessway connections. Development shall include street plans consistent with the requirements of this code that provide the following:
 - a. For residential and mixed-use developments, local street connections shall be spaced at intervals of no more than 530 feet as measured from the near side right-of-way line, except where prevented by topography, barriers such as railroads or freeways, or environmental constraints such as major streams and rivers. Local street connections at intervals of no more than 330 feet are preferable in areas planned for the highest density mixed-use development.

- b. Accessways shall be provided for pedestrians, bicycles, or emergency vehicles on a public easement or right-of-way where full street connections are not possible in accordance with subsection (M)(3)(a) of this section, with spacing of no more than 330 feet as measured from the near side right-of-way or easement line, except where prevented by topography barriers, such as railroads or freeways, or environmental constraints such as major streams and rivers. Accessways shall include at least a 15-foot wide right-of-way or easement and a ten-foot wide usable surface.
 - c. Street connections and accessways shall be designed to minimize conflict of movement between the various types of traffic, including pedestrian.
- 4. Commercial and industrial streets. In commercial and industrial developments, the streets and other accessways shall be planned in connection with the grouping of buildings, location of rail facilities, and the provision of alleys, truck loading and maneuvering areas, and walkways and parking areas to minimize conflict of movement between the various types of traffic, including pedestrian.
 - 5. Proposed streets. Proposed streets shall be extended to the boundary lines of the tract to be subdivided. A barricade shall be built at the end of the street by the subdivider in accordance with the *City of Troutdale Construction Standards for Public Works Facilities* and it shall not be removed until authorized by the Director of Public Works.
 - 6. Blocks. Blocks shall have sufficient width to provide for two tiers of lots of appropriate depths. However, exceptions to the block width shall be allowed for blocks which are adjacent to arterial streets or natural features. Blocks along arterials or collector streets shall not be less than 500 feet in length, wherever possible. The average perimeter of blocks formed by streets should not exceed 1,500 feet except where street location is restricted by natural topography, wetlands, or other bodies of water.
 - 7. Access to arterials. When a major partition or subdivision abuts an existing or proposed arterial, access to such streets may be limited by one of the following means:
 - a. The subdivision of lots so as to back onto the arterial and front onto a parallel local street.
 - b. A series of U-shaped streets, short loops, or cul-de-sacs entered from, and designed generally at, right angles to such a parallel street, with the rear lines of their terminal lots backing onto the arterial.
 - 8. Curve radius. All local and neighborhood collector streets shall have a minimum right-of-way curve radius (at intersections of right-of-ways) of 20 feet, unless otherwise approved by the Director of Public Works. When a local or neighborhood collector enters onto a collector or arterial street, the

right-of-way curve radius shall be a minimum of 30 feet, unless otherwise approved by the Director of Public Works.

9. Street signs. The subdivider shall pay the cost of street signs prior to the issuance of a Certificate of Completion. The City shall install all street signs and upon completion will bill the developer for costs associated with installation. In addition, the subdivider may be required to pay for any traffic safety devices related to the development. The type and location of the street signs and/or traffic safety devices shall be specified by the Director of Public Works.
10. Cul-de-sac. A cul-de-sac turnaround shall be provided at the end of a permanent dead-end street in accordance with the City's construction standards and specifications. For greater convenience to traffic and more effective police and fire protection, permanent dead-end streets shall serve no more than 25 single-family/multiple-family dwelling units, and shall not exceed 200 feet in length as measured to the terminus of the cul-de-sac street, except where topography, barriers such as railroads or freeways, or environmental constraints such as major streams and rivers, prevent street extension that would make the dwelling unit limitation and the street length limitation impractical.
11. Surfacing and improvements. Public streets, including alleys, within the development shall be improved in accordance with the requirements of the City or the standards of the Oregon Department of Transportation. An overlay of asphaltic concrete, or material approved by the Director of Public Works, shall be placed on all streets within the development. When required by the Director of Public Works, neighborhood traffic management measures shall be constructed in conformance with the City's standards and specifications.
12. Arterial street setback. In residential districts, a building setback line, which shall extend 20 feet back from the right-of-way line of an arterial street or landscaping, fencing, or other method of buffering residential uses from traffic noise, odor, dust, etc., shall be provided adjacent to the arterial. If the use of a buffer strip is selected, no structures may be placed within the buffer.
13. Intersections. Streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of two new streets at an angle of less than 75° shall not be acceptable. An oblique street should be approximately at right angles for at least 100 feet therefrom. Not more than two streets shall intersect at any one point unless specifically approved by the Director of Public Works.
14. Street lighting. A complete street light system including, but not limited to, conduits, wiring, junction boxes, transformers, controls, bases, poles, mast arms, and luminaires shall be designed and installed by the subdivider at his/her expense on all streets within or abutting the subdivision. The design must comply with the standards of the Mid-County Lighting District and the

standards of the Troutdale Municipal Code, Chapter 8.26, Outdoor Lighting. The Mid-County Lighting District will assume ownership and maintenance responsibility for all street lighting systems within public right-of-ways.

- a. The design must be reviewed and approved by the Mid-County Lighting District to ensure compliance with its standards and list of acceptable materials. A copy of that written approval document must be provided to the City for its records.
- b. The design must be included as an integral part of the subdivision construction drawings for review and approval by the City to avoid conflicts with other utilities and structures.

M. Street Standards.

1. Arterials. Arterial streets comprise the regional roadway network and provide for travel between communities. Arterial streets accommodate the full array of travel modes including the regional bikeway system, fixed-route network, goods delivery, and higher volume automobile traffic.
 - a. Principal arterial streets connect to freeways and highways that serve travelers without an origin or destination in the county. This interstate and interregional traffic, including trucks, is in addition to regional traffic traveling between cities and counties, and traffic generated by intensive and higher density land uses along the arterial corridor. The ability to move auto, truck, and regional bicycle traffic is preserved.
 - b. Major arterial streets carry high volumes of traffic between cities in the county as part of the regional trafficway system. Priority may be given to transit- and pedestrian-oriented land uses by way of regional boulevard design treatment. Design and management of major arterial streets emphasizes preservation of the ability to move auto and transit traffic by limiting accesses while also accommodating regional bikeways and pedestrian movements.
 - c. Minor arterial streets are the lowest order arterial facility in the urban regional street network. They typically carry less traffic volume than principal and major arterial streets, but have a high degree of connectivity between communities. Minor arterial streets provide major links in the regional road and bikeway networks, provide for truck mobility and transit corridors, and may serve as significant links in the local pedestrian system, especially where they are designed as community boulevards.
2. Collectors. Collector streets distribute traffic between local streets and the arterial street network. They are not intended to serve trips without an origin or destination inside the county. Collector streets provide for automobile, bicycle, and pedestrian circulation, and basic transit service.

- a. Major collector streets serve several purposes including linking neighborhoods to the regional system of bicycle and automobile streets, and basic transit service. They typically provide direct access between residential and commercial developments, schools, and parks.
 - b. Neighborhood collector streets provide access primarily to residential land uses and link neighborhoods to higher order roads. They generally have higher traffic volumes than local streets but through or non-local traffic is discouraged.
3. Local streets. Local streets provide access to abutting land uses and do not serve through traffic. Local streets may be further classified by adjacent land use such as residential, commercial, and industrial. Their primary purpose is to serve local pedestrian, bicycle, and automobile trips in urban areas.
 4. City streets shall be designed in accordance with the *City of Troutdale Construction Standards for Public Works Facilities*.
 5. Streets belonging to other jurisdictions shall be designed in accordance with the standards of the governing jurisdiction.
- N. Transit Facility Design. Any Type II land divisions where further divisions are possible, and all Type III land divisions, shall comply with the requirements of section 8.056, Transit Facility Design, of this code. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 622, ef. 4/13/95; Amended by Ord. 638, ef. 2/23/96; Amended by Ord. 653, ef. 9/12/97; Amended by Ord. 690, ef. 7/27/00; Amended by Ord. 716, ef. 5/9/02; Amended by Ord. 748, ef. 5/13/04]

7.190 Requirements for Bike and Pedestrian Access. Any Type II land divisions where further divisions are possible, and all Type III land divisions, shall meet the following requirements for future street plan, connections, spacing, and cul-de-sacs:

- A. Future Street Plan. A future street proposal shall be filed by the applicant in conjunction with an application for a subdivision or partition. The proposal shall show the pattern of existing and proposed future streets within the boundaries of the proposed land division and shall include proposed connections to abutting properties. The access spacing standards as specified in subsection 7.180(M) of this chapter shall be considered in determining the need for connections to adjacent properties. Stub streets will be required to avoid landlocking a parcel(s) due to the collector and arterial access spacing standards.
- B. Connections.
 1. Except as permitted in subsection (E) of this section, all streets, alleys, and pedestrian walkways shall connect to other streets within the development, existing and planned streets outside the development, and undeveloped properties which have no future street plan. Streets shall terminate at other streets or at parks, schools, or other public land within a neighborhood.

2. Where practicable, local roads shall align and connect with other roads when crossing collectors and arterials.
 3. Proposed streets or street extensions shall be located to provide direct access to existing or planned transit stops, and existing or planned neighborhood activity centers, such as schools, shopping areas, and parks.
 4. For residential and mixed-use developments, bicycle and pedestrian connections shall be provided on public easements or right-of-ways when full street connections are not possible, with spacing of no more than 330 feet as measured from the near side right-of-way or easement line, except where prevented by topography, barriers such as railroads or freeways, or environmental constraints such as major streams and rivers.
- C. Spacing. Street layout shall be generally in a rectangular grid pattern with modifications as appropriate to adapt to topography or natural conditions.
- D. Cul-de-sacs. Cul-de-sacs and dead end streets or alleys shall only be permitted when the following conditions are met:
1. One or more of the following conditions prevent a required street connection: constrained slope (15% or more), presence of a wetland or other body of water which cannot be bridged or crossed, existing development on adjacent property prevents a street connection, or presence of a freeway, limited access highway, or railroad.
 2. An accessway is provided consistent with the standards for accessways.
 3. Cul-de-sacs shall be as short as possible and shall not exceed 200 feet in length as measured to the terminus of the cul-de-sac street, except where prevented by topography, barriers such as railroads or freeways, or environmental constraints such as major streams and rivers that would make the dwelling unit limitation and the street length limitation impractical.
- E. Exemptions.
1. A future street plan specified in subsection (A) of this section is not required for major or minor partitions of residentially zoned land dividing a property into parcels none of which may be redivided under existing minimum lot size standards.
 2. Standards for street connections specified in subsection (B) of this section do not apply to freeways and other highways with full access control.
 3. When these street connection standards are inconsistent with an adopted street spacing standard for arterials or collectors, a right turn in/right turn out only design, including median control, may be approved. Where the compliance with the standards would result in unacceptable sight distances, an accessway may be approved in place of a street connection. [Adopted by Ord. 622, ef. 4/13/95; Amended by Ord. 690, ef. 7/27/00]

7.200 Other Sidewalk and Bikeway Standards. New and reconstructed arterials, collectors, neighborhood collectors, and local streets shall meet the following standards:

A. Requirements.

1. Bikeways and sidewalks shall be constructed during the construction or reconstruction of all arterials and collectors, and any neighborhood collector or local street in other than single-family residential developments. On local streets, in areas planned for single-family residential development, sidewalks shall be constructed during home construction.
2. Sidewalks shall be constructed along the frontage of all public streets, and within and along the frontage of all new development or redevelopment.
3. Sidewalks are required on both sides of all new public streets and on both sides of reconstructed public streets, unless there is insufficient right-of-way to permit sidewalks on both sides of the reconstructed street.
4. Where lack of public right-of-way width prevents including sidewalks within the public right-of-way, an easement may be required to provide for all, or part of one or both, sidewalks.
5. If a street is being constructed to an interim standard which does not include bike lanes or sidewalks, interim bikeways or pedestrian walkways shall be provided through construction of paved roadway shoulders at least eight feet in width on arterials and six feet on other streets.

B. Design. Sidewalks shall be designed to parallel streets or to be integrated into an overall site design for the development consistent with the site's topography and vegetative coverage.

C. Sidewalk Construction. Sidewalks shall be constructed to meet the standards found in *City of Troutdale Construction Standards for Public Works Facilities*.

D. Bikeways. Bikeways shall be designed and constructed in accordance with Multnomah County construction standards.

E. Lighting. Lighting of sidewalks and bicycle paths shall be provided in conjunction with construction of new roads, reconstruction of existing roads, and new development. [Adopted by Ord. 622, ef. 4/13/95]

7.350 Guarantee.

- A. The subdivider may elect to complete all required public improvements and all other items required as part of the construction drawings and applicable conditions of approval (hereinafter "improvements") prior to requesting approval of the final plat. In such case, no performance guarantee will be required. All improvements must be completed in accordance with City standards, inspected, and accepted by the City prior to approval of the final plat. A warranty of workmanship and materials shall be required as specified in section 7.410,

Certificate of Completion, of this chapter. All improvements shall remain the property of the subdivider until formally accepted by the City.

- B. If the subdivider elects to file the partition map or subdivision plat prior to the completion and acceptance of the improvements, the subdivider shall secure a surety bond, present a cashier's check or certified check for deposit with the City, or provide an Irrevocable Letter of Credit with the City as beneficiary as assurance for faithful performance of the required improvements (hereinafter collectively referred to as "financial assurance"). The value of the financial assurance shall be equal to 110% of the estimated value of the improvements. The value of the financial assurance shall not diminish during the life of the instrument. All estimates furnished by the subdivider shall be verified by the Director of Public Works.
- C. In the event the subdivider fails to satisfactorily complete all improvements within the time authorized and the City desires to complete such improvements, the City shall be authorized to use the cashier's check, certified check, or Irrevocable Letter of Credit to complete the improvements, or to bring an action or claim on the surety bond.
- D. If the amount of the financial assurance exceeds costs and expenses incurred by the City to complete the improvements, the City shall release the remainder. If the amount of the financial assurance is less than the cost and expenses incurred by the City, the subdivider shall be liable to the City for the difference. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.360 Development Inspection Fee. The subdivider shall reimburse the City for the actual cost the City incurs for construction inspection of the improvements within 30 days following receipt of an invoice for such costs. Final acceptance of the improvements shall not occur until all such reimbursements are received by the City. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.370 Construction Drawing Requirements.

- A. General. No public improvements shall be constructed prior to approval of formal construction plans by the Director of Public Works or the Director's designee. Designs submitted shall be stamped by a registered professional engineer licensed to practice in the State of Oregon.
- B. Submittal Requirements. The subdivider shall submit seven sets of construction drawings that include site grading, erosion control, streets, sanitary sewers, storm sewers, water mains, street lighting, and associated details. Drainage plans shall be accompanied by design calculations (two sets only). Plans shall also include parks and open spaces if public improvements extend into those areas.
- C. Design Plan Format.
 - 1. General.
 - a. Plans shall be submitted on standard sheets having dimensions of 24"x36" or 22"x34".

- b. A vicinity map shall be located on the first sheet of the plans and shall show the location of the project with respect to the nearest collector or arterial level street and major intersection. The first sheet shall also include an index of all sheets contained in the plans.
 - c. A title block shall be placed on each sheet of the plan set in the lower right-hand corner, across the bottom edge of the sheet, or across the right-hand edge of the sheet. The title block shall include the name of the project, the name and address of the owner and engineering firm, the sheet title, the total number of sheets, and the number of that particular sheet.
 - d. The seal and signature of the registered professional engineer responsible for preparation of the plans shall appear on each sheet.
 - e. A north arrow shall be shown on each plan view sheet of the plans and adjacent to any detail which is not oriented the same as other details on a common sheet. The north arrow shall, whenever practical, be pointing to the top or right side of the page.
 - f. Engineering scales of one inch equals 2', 4', 5', or 10' vertically and one inch equals 10', 20', 40' or 50' horizontally shall be used on all drawings except structural or architectural drawings.
 - g. Letter size shall not be smaller than 0.10 inches high.
 - h. The location and elevation of the nearest National Geodetic Survey, U.S. Geological Survey, Oregon State Highway Division, or Multnomah County benchmark used as the elevation datum shall be shown or described on the plans. At least one permanent monument shall be installed to City standards and its elevation, state plane coordinate or system grid coordinates, and survey tie data supplied to the City with surveyor's certification.
 - i. The description and date of all revisions to the plans shall be shown on each sheet affected.
 - j. A general legend shall be shown at least once for each set of drawings.
 - k. Construction notes shall be detailed when appropriate.
2. Plan views shall include:
- a. Street and drainage plan views together, and sanitary sewer and water main plan views together.
 - b. All street right-of-ways, property lines, tract boundaries, and easement lines.
 - c. The subdivision or partition lot lines, lot numbers, and street names.

- d. Location and stationing of all proposed street centerlines, including all horizontal curve data and curb returns data.
 - e. Centerline stationing of all intersecting streets.
 - f. Transition from one typical section to another.
 - g. Street associated details such as sidewalks, wheelchair ramps, street monuments, pedestrian accessways, etc.
 - h. Complete drainage details, including drain pipe locations, pipe sizes, manholes, dry wells, catch inlets, subsurface drains, and outfall or connection details.
 - i. Sanitary sewage collection system showing compliance with the standards of the Oregon Department of Environmental Quality, including sewer pipe locations, pipe sizes, manholes, clean outs, and service line locations.
 - j. Water distribution system as an extension of the existing grid system providing for adequate fire flow and system reliability. Drawings shall show the location of all mains, service lines, meters, valves, fittings, fire hydrants, and appurtenances.
3. Profile views shall include:
- a. Original ground line at centerline, left and right curb lines, and left and right right-of-way lines when cross slopes are significant.
 - b. Centerline of existing streets for a distance of 300 feet each way at intersection with proposed street.
 - c. Vertical alignment of new streets, including stationing, elevations of control points, vertical curve data, and longitudinal slopes for centerline and top of curbs.
 - d. The top of curbs when they deviate from the typical section such as super-elevated sections, offset crowns, cul-de-sacs, eyebrows, and intersection curb returns.
 - e. Extension of the profile of the streets that will be extended in the future (stub streets). The extended profile shall be at least 200 feet for local and collector level streets.
 - f. All existing and proposed drainage facilities, their type, all invert and crown elevations, slopes, materials, and lengths.
 - g. All existing and proposed sanitary and storm lines, their type, all invert elevations, slopes, materials, and lengths.

- h. All known utilities which may or may not conflict or interfere with the installation proposed. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.400 Commencement of Construction.

- A. The Director of Public Works shall issue an "Authorization to Commence Construction" upon the subdivider's completion of the following:
 - 1. The subdivider shall request in writing to the Director of Public Works that he be allowed to commence construction.
 - 2. The subdivider shall pay all outstanding fees, assessments, and liens on the property including, but not limited to, sewer or water assessment, and all taxes on any property being deeded to the City or dedicated to the public.
 - 3. The subdivider shall submit and obtain the City's approval of the construction drawings.
 - 4. The subdivider shall submit and obtain the City's approval of a Performance Guarantee in accordance with section 7.350, Guarantee, of this chapter.
- B. No construction shall take place prior to issuance of an "Authorization to Commence Construction". [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.410 Certificate of Completion. The Certificate of Completion shall be issued when the following items are completed:

- A. The Director of Public Works following a field inspection by a designated representative, has verified that the required improvements have been constructed in accordance with the applicable construction drawings, standards and specifications (incorporating any approved exceptions) and that the streets, sanitary and storm sewers, water system, and other improvements (including, but not limited to, street lighting and underground utilities) are operable and suitable for public use.
- B. The subdivider has submitted a financial assurance in an amount which is not less than ten percent of the cost of the improvements. The financial assurance shall run for a period of at least two years following issuance of the Certificate of Completion by the City and shall require the subdivider to promptly correct all deficiencies of workmanship and materials within the development for that period. The City Council may require a larger financial assurance, or require the financial assurance to run for a longer period.
- C. The subdivider has submitted a financial assurance equal to the total estimated cost, guaranteeing the placement of the final lift of asphaltic concrete on all streets constructed with the development. The subdivider shall place the final lift on all streets after 90% of the buildings within the development have received Certificates of Final Inspection or two years have transpired since the issuance of

the Certificate of Completion, whichever occurs first. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

7.415 Restriction on Issurance of Building Permits. No building permits will be issued until a Certificate of Completion has been issued. [Adopted by Ord. 748, ef. 5/13/04]

7.420 Acceptance of Construction Improvements. Operation, maintenance, and repair of improvements that are to become public are the responsibility of the subdivider until the subdivider makes written request to the City for their acceptance and the City Council accepts such improvements by Resolution. Acceptance will not occur until after a Certificate of Completion has been issued and as-built drawings (one mylar set and four copies) have been received by the City. [Adopted by Ord. 550, ef. 9/25/90; Amended by Ord. 748, ef. 5/13/04]

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-11

Est. Start Time: 10:50 AM

Date Submitted: 05/13/04

Requested Date: June 10, 2004

Time Requested: 5 minutes

Department: Dept of Business & Community Services

Division: Facilities & Property Management

Contact/s: Doug Butler & Wanda Yantis

Phone: 503-988-3322

Ext.: 84242

I/O Address: 274/1

Presenters: Wanda Yantis

Agenda Title: RESOLUTION Declaring a Portion of the Property Located at 1620 SE 190th Avenue, Portland, OR 97233, to be Temporarily Surplus and Approving a Permit for Use of Property to Westech Construction, Incorporated.

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

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

The Department of Business and Community Services, Land Use and Transportation, with Facilities and Property Management, requests the Board to approve this Resolution allowing a private contractor, Westech Construction, Incorporated, as permittee, temporary access to and use of County property while working on a transportation project in the vicinity. The Department of Business and Community Services recommends adoption of the Resolution.

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

The County DBCS, Land Use and Transportation Division and the City of Gresham are working on a joint transportation project in Multnomah County on SE Stark Street between 181st Avenue and 190th Avenue.. The Permittee, Westech Construction, Incorporated, is a contractor on this project and the immediate project site does not offer a suitable space for the contractor supplies. Permittee access to and use of the County

property for storage of project supplies will facilitate the project. This Permit will provide the Permittee with a local storage yard close to the project which has the potential to minimize project delays. The Permit term is for a short time; to expire on October 1, 2004. The term of the Permit may be extended upon further agreement in writing between the Permittee and County.

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

The Permittee shall pay to the County the sum of \$700 upon execution of this Permit, and Permittee shall be liable for the payment of any real property taxes levied on the Property because of this Permit.

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

If a budget modification, explain: NONE

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

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: NONE

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

If grant application/notice of intent, explain: NONE

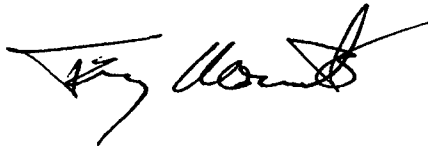
- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?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

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

NONE

5. Explain any citizen and/or other government participation that has or will take place. NONE

Required Signatures:



Department/Agency Director: _____

Date: 05/12/04

Budget Analyst



By: _____

Date: 05/13/04

Dept/Countywide HR

By: _____

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Declaring A Portion of the Property Located At 1620 SE 190th Avenue, Portland, OR 97233 To Be Temporarily Surplus And Approving A Permit For Use Of Property To Westech Construction, Incorporated.

The Multnomah County Board of Commissioners Finds:

- a. A portion of the property located at 1620 SE 190th Avenue, Portland, OR 97233, (Property) is, at this time, surplus to any County use.
- b. The attached Permit For Use Of Property has been negotiated with Westech Construction, Incorporated.
- c. It is in the best interests of the County to permit the use of the Property on the terms and conditions set forth in the attached Permit For Use Of Property.

The Multnomah County Board of Commissioners Resolves:

1. The Board approves the attached Permit For Use Of Property. The County Chair is authorized to execute the Permit substantially in the form attached to this Resolution.
2. The County Chair is authorized to execute renewals of the Permit and to execute amendments to the Permit without further Board action.

ADOPTED this 10th day of June, 2004.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____

John S. Thomas,
Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-084

Declaring a Portion of the Property Located at 1620 SE 190th Avenue, Portland, Oregon, to be Temporarily Surplus and Approving a Permit for Use of Property to Westech Construction, Incorporated

The Multnomah County Board of Commissioners Finds:

- a. A portion of the property located at 1620 SE 190th Avenue, Portland, OR 97233, (Property) is, at this time, surplus to any County use.
- b. The attached Permit For Use Of Property has been negotiated with Westech Construction, Incorporated.
- c. It is in the best interests of the County to permit the use of the Property on the terms and conditions set forth in the attached Permit For Use Of Property.

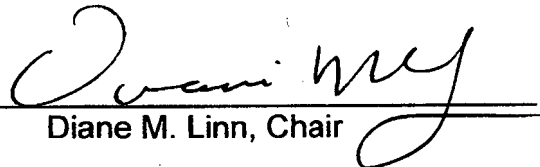
The Multnomah County Board of Commissioners Resolves:

1. The Board approves the attached Permit For Use Of Property. The County Chair is authorized to execute the Permit substantially in the form attached to this Resolution.
2. The County Chair is authorized to execute renewals of the Permit and to execute amendments to the Permit without further Board action.

ADOPTED this 10th day of June, 2004.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John S. Thomas, Assistant County Attorney

MULTNOMAH COUNTY PERMIT FOR USE OF PROPERTY

1. Multnomah County, Oregon (County) hereby grants to Westech Construction Inc (hereafter "Permitee") the right to use the following described property (hereafter "the Property") in accordance with the terms and conditions of this permit:

50' by 100' area designated by the County at the County's Yeon Building property,
1620 SE 190th Avenue, Portland, OR 97233.

Permitee has inspected the Property and accepts the Property "AS IS." Permitee has been advised that the following conditions exist or may exist on the Property:

None.

2. The Property shall be used solely for the following purpose:

Use of Property shall be limited to installation and use of a construction trailer and parking associated with such use.

No other use of the Property shall be made without the prior written consent of the County

3. Term. The term of this Permit shall commence on execution by County and Permitee and shall continue through October 1, 2004. The term of this permit may be extended upon further agreement in writing between Permitee and County.
4. Consideration. Permitee shall pay to County the sum of \$700.00 upon the execution of this Permit.
5. Condition of Property After Termination Permitee shall return the Property to the County in the condition it was at the commencement of the Permit, normal wear and tear excepted. Permitee agrees to reimburse the County within 30 days of billing for any damage to the Property and for the any damage to or theft of fixtures or personal property on the Property, regardless of whether such damage or theft is caused by the Permitee, the Permitee's independent contractors, agents, employees, guests or any other person for whose act any of them may be liable.
6. County Not Liable The County shall not be liable for any loss or damage to any property brought on to the Property under this agreement.
7. Indemnity. To the fullest extent permitted by law, Permitee shall indemnify, defend, and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorney's fees arising out of or resulting from use and occupancy of the Property by Permitee or Permitee's independent contractors, agents, employees, guests or any other person for whose act any of them may be liable. If Permitee is a public entity, such indemnification shall be subject to the

conditions and limitations of Article XI, Section 10 of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300

8. Insurance. The Permittee shall maintain general liability insurance naming County as an additional insured for claims for bodily injury or death and property damage with combined single limits of not less than one million dollars (\$1,000,000) single occurrence limit and shall provide County with a certificate from the insurance carrier evidencing such coverage prior to exercising the permission granted herein. If Permittee is a public entity, insurance shall not be required if proof of self-insurance is provided to County.
9. Taxes If Permittee is a taxable entity and this permit is in effect on July 1 of any tax year, Permittee will be liable for the payment of real property taxes on the Property for such tax year.

The terms, conditions and provisions of this Permit are agreed to and accepted by the parties to this Permit this ____ day of _____, 2004.

PERMITEE
WESTECH CONSTRUCTION, INC.

BY: _____

TITLE: _____

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

BY: 
DIANE M. LINN, CHAIR

REVIEWED:


JOHN S. THOMAS
SENIOR ASSISTANT COUNTY ATTORNEY

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-11 DATE 06-10-04
DEBORAH L. BOGSTAD, BOARD CLERK

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: R-12

Est. Start Time: 10:55 AM

Date Submitted: 05/24/04

Requested Date: 06/10/04

Time Requested: 5 minutes

Department: Health

Division: Integrated Clinical Services

Contact/s: Vanetta Abdellatif

Phone: 503-988-3674

Ext.: 26210

I/O Address: 160/8

Presenters: Vanetta Abdellatif, Kim Tierney

Agenda Title: Notice of Intent to Apply for Grant Funding from the US Department of Health and Human Services' Bureau of Primary Health Care to Establish a New Mobile Health Care Access Point

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

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

Authorize the Director of the Health Department to apply for grant funding from the Bureau of Primary Health Care to establish a new mobile health care access point for county residents who have difficulty accessing care at fixed locations.

Note: An extension to the due date for this grant program was recently announced by the Bureau, which will permit us to compete in this funding round. Therefore, an exception to the Agenda Review Team's four week review period is requested.

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

The Bureau of Primary Health Care, a division of the US Department of Health and Human Services, has released a Program Information Notice to organizations that operate federally funded Community Health Centers that may be interested in creating new access points for the provision of primary care services. Approximately \$56 million is available for an estimated 85 awards to be made by the Bureau during August 2004. Applicants may apply for no more than \$650,000 in grant funds.

The Health Department provides primary care services to approximately 40,000 residents, with nearly 140,000 primary care visits annually at the County's health clinics. People receiving services include low-income individuals who face barriers to accessing health services because of income, language and/or cultural differences, or because they lack the ability to pay for services. Services are also provided to underserved populations, which include homeless people, migrant workers, residents of public housing, and individuals with special health care needs. The County's clinics also provide health care to residents who receive Oregon Health Plan benefits because many private physicians are no longer accepting patients with publicly financed health insurance. For many of the county's underserved residents, County-operated facilities are their only option for accessing health services. Others may use a nonprofit health clinic or a hospital emergency room. However, non-profit clinics and emergency rooms do not provide the full scope of primary health care services.

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

The annualized cost of this project is approximately \$1,100,000 for personnel, materials and supplies, travel, pharmacy, interpretation and other related costs. Federal grant funding will give the Department the financial resources necessary to operate the proposed mobile clinic. The Health Department's Integrated Clinical Services Unit will request \$650,000 in grant funding each year (over a period of three years) from the Bureau. It is projected that resulting revenues will be approximately \$450,000 annually based on a payer mix of clients that includes uninsured/underinsured (self-pay), and Medicaid (Oregon Health Plan).

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**
Bureau of Primary Health Care (a division of the US Department of Health and Human Services).
- ❖ **Specify grant requirements and goals.**

The Bureau's grant funding announcement is intended to support the establishment of new access points in communities which demonstrate a high need for health care among their underserved residents.

The goal of this proposed project is to provide access to primary health care services through a mobile medical services van. The van would be sited at a variety of different locations through out the county to provide access to services by a broad cross-section of the community's most vulnerable residents.

Explain grant funding detail – is this a one time only or long term commitment?

The Bureau of Primary Health Care gives grantees three years to achieve their goals for expanding health care access. Communities that achieve their access goals within the three-year timeframe will receive ongoing funding.

❖ **What are the estimated filing timelines?**

Applications are due on June 18, 2004.

❖ **If a grant, what period does the grant cover?**

Funding for this effort will be provided over a three-year period.

❖ **When the grant expires, what are funding plans?**

If the project's access objectives are achieved, funding for this effort will be rolled into the Department's ongoing federal grant to provide primary care services.

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

Indirect can be charged as a grant expense.

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

No unusual legal issues related to the project have been identified. Providing health services for the uninsured is consistent with County policy.

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

This application for funding will be prepared with input and approval from the Multnomah County Community Health Council (the Council's membership includes individual consumers of the Department's health care services, health care providers, and government representatives).

Required Signatures:

Department/Agency Director:



Date: 05/20/04

Budget Analyst

By: 

Date: 05/21/04

Dept/Countywide HR

By: NA

Date:

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 10, 2004

Agenda Item #: E-1

Est. Start Time: 11:15 AM

Date Submitted: 05/25/04

Requested Date: June 10, 2004

Time Requested: 30 mins

Department: Non-Departmental

Division: County Attorney

Contact/s: Agnes Sowle

Phone: 503 988-3138

Ext.: 83138

I/O Address: 503/500

Presenters: County Attorney Agnes Sowle

Agenda Title: The Multnomah County Board of Commissioners Will Meet in Executive Session Pursuant to ORS 192.660(1)(h). Only Representatives of the News Media and Designated Staff are allowed to Attend. Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session. No Final Decision will be made in the Executive Session.

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

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

No action, informational only.

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

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

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

If a budget modification, explain:

- ❖ What revenue is being changed and why?
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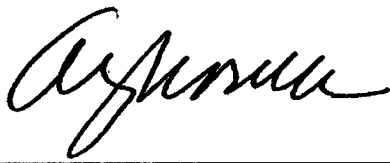
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- ❖ How will the county indirect and departmental overhead costs be covered?

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

Required Signatures:

Department/Agency Director: 

Date: 05/10/04

Budget Analyst
By: _____

Date:

Dept/Countywide HR
By: _____

Date: