



Multnomah County Oregon

Board of Commissioners & Agenda

connecting citizens with information and services

BOARD OF COMMISSIONERS

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AUGUST 16 & 18, 2005 BOARD MEETINGS FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	9:30 a.m. Tuesday Update on MHAS System of Care for Children and Families Plan
Pg 2	9:40 a.m. Tuesday Facilities Strategic Plan
Pg 3	9:30 a.m. Thursday ODOT Innovative Partnerships and Alternative Funding Program
Pg 3	10:30 a.m. Thursday Resolution Adopting a Facilities Strategic Plan
Pg 4	10:45 a.m. Thursday Resolution Supporting the Issuance of Industrial Development Revenue Bonds for Mutual Materials Company
Pg 4	11:15 a.m. Thursday If Needed Executive Session
PLEASE NOTE the August 25 and September 1, 2005 Board Meetings are cancelled	

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

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Tuesday, August 16, 2005 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BOARD BRIEFINGS

- B-1 Monthly Update on Mental Health and Addiction Services System of Care for Children and Families Plan. Presented by Nancy Winters, Godwin Nwerem and Amy Baker. 10 MINUTES REQUESTED.
- B-2 Briefing on a Facilities Strategic Plan for Multnomah County. Presented by Doug Butler. 45 MINUTES REQUESTED.
-

Thursday, August 18, 2005 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 9:30 AM **NON-DEPARTMENTAL**

- C-1 Appointment of Andrea Cano to the MT HOOD CABLE REGULATORY COMMISSION

SHERIFF'S OFFICE

- C-2 Government Revenue Contract (190 Agreement) 0405123 to Provide Law Enforcement Services and Patrols within the City of Maywood Park

DEPARTMENT OF COMMUNITY SERVICES

- C-3 RESOLUTION Authorizing the Private Sale of a Tax Foreclosed Property to SCHOOL DISTRICT NO 1

DEPARTMENT OF HEALTH

- C-4 Renewal/Amendment 1 to Intergovernmental Revenue Agreement 0410533 (110052-1) Designating Health Department as Regional Lead Agency for Hospital and Health System Emergency Preparedness

DEPARTMENT OF COUNTY MANAGEMENT

- C-5 Amendment 12 to Contract 4600000998 with MW Consulting Engineers to Provide Additional Services for the Detention Electronics Upgrade Project at the Justice Center

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.

NON-DEPARTMENTAL - 9:30 AM

- R-1 **9:30 a.m. TIME CERTAIN:** Oregon Department of Transportation Office of Innovative Partnerships and Alternative Funding Program Briefing. Presented by Commissioner Maria Rojo and James Whitty. 45 MINUTES REQUESTED.
- R-2 Budget Modification NOND-02 Reclassifying One Position in the County Attorney's Office as Determined by the Assistant Class/Comp Manager

COMMISSION ON CHILDREN, FAMILIES AND COMMUNITY - 10:20 AM

- R-3 Budget Modification NOND-01 Authorizing Use of Federal Fund Extension Revenues

DEPARTMENT OF COUNTY HUMAN SERVICES - 10:25 AM

- R-4 Budget Modification DCHS-02 Adding a .67 FTE Mental Health Consultant Located at Lincoln Park School
- R-5 Budget Modification DCHS-03 Modifying Bienestar Program Staffing Levels to Reflect the Current Clinical Model, Net Increase of .07 FTE

DEPARTMENT OF COUNTY MANAGEMENT - 10:30 AM

- R-6 RESOLUTION Adopting a Facilities Strategic Plan for Multnomah County

- R-7 Reallocation of Facilities Capital Project Funds FPM-02, Multnomah Building Chiller Replacement, Skyline Road Shop HVAC, Inverness Jail Kitchen Floor, and two Women's Transition Projects
- R-8 RESOLUTION Supporting the Issuance of Industrial Development Revenue Bonds by the State of Oregon for Mutual Materials Company
- R-9 RESOLUTION Approving the Sale of the Peninsula Building Located at 7220 North Lombard, Portland, Oregon, to MVP Group, LLC, and Authorizing County Chair to Execute Appropriate Documents to Complete the Sale

OFFICE OF SCHOOL AND COMMUNITY PARTNERSHIPS - 11:00 AM

- R-10 RESOLUTION Declaring Intent to Enter into Intergovernmental Agreements for Administration of Certain Rent Assistance Funds and to Allocate Funds for Administration
-

Thursday, August 18, 2005 - 11:15 AM
(OR IMMEDIATELY FOLLOWING REGULAR MEETING)
Multnomah Building, First Floor Commissioners Conference Room 112
501 SE Hawthorne Boulevard, Portland

IF NEEDED EXECUTIVE SESSION

- E-1 The Multnomah County Board of Commissioners Will Meet in Executive Session Pursuant to ORS 192.660(2)(h). Only Representatives of the News Media and Designated Staff are allowed to Attend. 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. 15 MINUTES REQUESTED.



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: C-1
Est. Start Time: 9:30 AM
Date Submitted: 08/09/05

BUDGET MODIFICATION:

Agenda Title: Appointment of Andrea Cano to the Mt. Hood Cable Regulatory Commission

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

Date Requested:	<u>08/18/2005</u>	Time Requested:	<u>Consent Calendar</u>
Department:	<u>Non-Departmental</u>	Division:	<u>Chair's Office</u>
Contact(s):	<u>Chair Diane Linn, Andy Smith</u>		
Phone:	<u>503/988-3308</u>	Ext.	<u>83308</u>
		I/O Address:	<u>503/600</u>
Presenter(s):	<u>N/A</u>		

General Information

1. What action are you requesting from the Board?

Request the Board approve appointment of Andrea Cano to the Mt. Hood Cable Regulatory Commission.

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

The Mt. Hood Cable Regulatory Commission monitors, regulates and supervises operation of the cable communications systems. The Commission serves as the jurisdictions' representative for regional, state or national cable communications matters and is the grant authority, after approval of its annual budget, to allocate franchise fee revenue. Each jurisdiction appoints its representative to serve as its representative on the Commission; 1 member appointed by the County Chair with approval of the Board of County Commissioners. Members are appointed to serve 3-year terms; terms begin June 1. Julie Omelchuck is liaison to the Mt. Hood Cable Regulatory Commission.

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

No current year/ongoing fiscal impact.

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

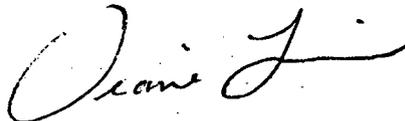
No legal and/or policy issues involved.

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

N/A

Required Signatures

**Department/
Agency Director:**



Date: 08/09/2005

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
 Agenda Item #: C-2
 Est. Start Time: 9:30 AM
 Date Submitted: 08/08/05

BUDGET MODIFICATION: -

Agenda Title: Government Revenue Contract (190 Agreement) 0405123 to Provide Law Enforcement Services and Patrols within the City of Maywood Park.

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>N/A</u>
Department:	<u>Sheriff's Office</u>	Division:	<u>Enforcement</u>
Contact(s):	<u>Brad Lynch</u>		
Phone:	<u>503-988-4336</u>	Ext.:	<u>84336</u>
		I/O Address:	<u>503/350</u>
Presenter(s):	<u>Consent Calendar</u>		

General Information

- 1. What action are you requesting from the Board?**
Approval of government contract 0405123.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.**
The Sheriff's Office provides patrols within the city limits of Maywood Park. In turn, Maywood Park reimburses the Sheriff's Office for the cost of a patrol deputy for eight hours a week for the 2006 fiscal year. This agreement has been in place at least since 1988.
- 3. Explain the fiscal impact (current year and ongoing).**
Maywood Park will pay \$24,248.64.00 for this service for fiscal year 2006.
- 4. Explain any legal and/or policy issues involved.**
The agreement has been reviewed by the County Attorney's office.
- 5. Explain any citizen and/or other government participation that has or will take place.**
None, other than those described above.

Required Signatures

**Department/
Agency Director:**

Bernie Zifato

Date: 08/05/2005

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:



MULTNOMAH COUNTY SHERIFF'S OFFICE
501 SE HAWTHORNE BLVD., SUITE 350 • PORTLAND, OR 97214

Exemplary service for a safe, livable community

BERNIE GIUSTO
SHERIFF

(503) 988-4300 PHONE
(503) 988-4500 TTY
www.sheriff-mcso.org

MEMORANDUM

TO: County Chair, Central Procurement / Contract Administration

FROM: Brad Lynch, MCSO Contract Administrator

DATE: August 8, 2005

RE: Retroactive Contract Processing / Contract Number 0405123

As more than 30 days have passed since the initial execution date of the City of Maywood Park patrol contract (July 1, 2005), this is a request that the contract be considered and processed as retroactive.

Although the contract was sent to the City on May 23rd for their review and signature, it was not returned until August 4th.

Therefore, we request that this contract be processed as retroactive.

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

Pre-approved Contract Boilerplate (with County Attorney signature) Attached Not Attached Contract #: 0405123
 Amendment #: _____

CLASS I	CLASS II	CLASS III A
Contracts \$75,000 and less per 12 month period <input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	Contracts over \$75,000 per 12 month period <input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input checked="" type="checkbox"/> Government Contracts (190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input checked="" type="checkbox"/> Revenue <hr/> <div style="text-align: center;">CLASS III B</div> <input type="checkbox"/> Government Contracts (Non-190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue <hr/> <input type="checkbox"/> Interdepartmental Contracts

Department: Sheriff's Office Division: Enforcement Date: 05/23/05
 Originator: Captain Brett Elliott Phone: 503-255-3600 Bldg/Rm: 313
 Contact: Brad Lynch Phone: 503-988-4336 Bldg/Rm: 503/350
 Description of Contract: Provide general law enforcement services and additional patrol within the corporate city limits of Maywood Park.

RENEWAL: PREVIOUS CONTRACT #(S): 0010307, 0010307-1, 0210045, 0210308, 0310511
 RFP/BID: _____ RFP/BID DATE: _____
 EXEMPTION #: _____ ORS/AR #: _____
 Effective DATE: _____ EXPIRATION DATE: _____
 CONTRACTOR IS: MBE WBE ESB QRF State Cert# _____ or Self Cert Non-Profit N/A (Check all boxes that apply)

Contractor <u>City of Maywood Park</u> Address <u>10100 NE Prescott St., Suite 147</u> City/State <u>Maywood Park, OR</u> ZIP Code <u>97220</u> Phone <u>503-255-9805</u> Employer ID# or SS# _____ Contract Effective Date <u>07/01/05</u> Term Date <u>06/30/06</u> Amendment Effect Date _____ New Term Date _____	Remittance address _____ (If different) _____ Payment Schedule / Terms <input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other <input type="checkbox"/> Requirements Funding Info: Original Requirements Amount \$ _____ Total Amt of Previous Amendments \$ _____ Requirements Amount Amendment: \$ _____ Total Amount of Requirements \$ _____
Original Contract Amount <u>\$24,248.64</u> Total Amt of Previous Amendments \$ _____ Amount of Amendment \$ _____ Total Amount of Agreement \$ <u>\$24,248.64</u>	

REQUIRED SIGNATURES:

Department Manager _____	DATE _____
Purchasing Manager _____	DATE _____
County Attorney <u>S. G. A.</u>	DATE <u>05-23-05</u>
County Chair <u>[Signature]</u>	DATE <u>08-18-05</u>
Sheriff <u>[Signature]</u>	DATE <u>8-5-05</u>
Contract Administration _____	DATE _____

COMMENTS: _____

APPROVED : MULTNOMAH COUNTY BOARD OF COMMISSIONERS
 AGENDA # C-2 DATE 08-18-05
 DEBORAH L. BOGSTAD, BOARD CLERK

GOVERNMENT CONTRACT (190 AGREEMENT)

This is an Agreement between the City of Maywood Park (City) and the Multnomah County Sheriff's Office (MCSO or County), pursuant to authority granted in ORS Chapter 190.

PURPOSE:

The purpose of this agreement is for MCSO to provide Enforcement Patrols within the city limits of Maywood Park.

The parties agree as follows:

1. **TERM** The term of this agreement shall be from July 1, 2005 to June 30, 2006 unless terminated as outlined in section 4 below. This agreement may be renewed annually by mutual agreement of both parties within 90 days of expiration.
2. **RESPONSIBILITIES OF MCSO**
 - a) MCSO agrees to provide police service within the corporate limits of the CITY. The police services shall include the duties and enforcement functions customarily rendered by the MCSO under the statutes of the State of Oregon and the CITY. These services shall include response to emergency situations where life and property are in danger, criminal law enforcement, traffic enforcement, and similar law enforcement activities within the legal authority of the MCSO to provide. The MCSO and CITY agree to meet and discuss which CITY ordinances the MCSO will enforce. The parties agree that ORS 206.345(2), which provides, *"During the existence of the contract, the Sheriff and the deputies of the Sheriff shall exercise such authority as may be vested in them by terms of the contract, including full power and authority to arrest for violation of all duly enacted ordinances of the contracting city,"* shall prevail and both parties shall perform accordingly.
 - b) All personnel provided by the MCSO in the performance of this contract shall be MCSO officers and employees. The CITY shall have no liability for any salaries, wages, workmen's compensation, or incidental personal expenses to any MCSO officers and employees engaged in such performance.
 - c) MCSO agrees to provide all necessary labor, supervision, equipment, communication facilities, and supplies necessary to provide the services described herein.
 - d) MCSO shall make available for the performance of the services described herein properly supervised deputy sheriffs, certified as police officers by the Oregon Board on Police Standards and Training. The MCSO shall assign armed, uniformed deputy sheriffs to the CITY consistent with the MCSO'S scheduling and districting for other areas of Multnomah County. Subject to the MCSO's scheduling needs, the MCSO agrees to assign the same deputy sheriffs to patrol the CITY, to ensure that the CITY receives consistent service.
 - e) The MCSO agrees to provide patrols, and will respond to calls for service seven days per week, within the CITY limits. The total patrol time, including response to calls for service, in a given week shall be eight hours. The hours per week can be adjusted up or down by two (2) hours by the CITY. The parties agree that a portion of the aggregate weekly total hours will be devoted to traffic enforcement, including the use of radar and other traditional traffic enforcement methods, on the main state,

county and city streets within the CITY. The parties agree that the CITY may identify special traffic problems for targeted traffic enforcement within the CITY.

- f) MCSO agrees to provide follow-up investigation of reported criminal activities at a level not less than the follow-up investigation level provided to the unincorporated areas of Multnomah County.
- g) MCSO shall designate a representative of the Sheriff's Office to address special requests from the CITY. The name of such representative will be provided to the Mayor of Maywood Park.
- h) MCSO agrees that non-criminal records generated under this contract shall be made available to the CITY to audit and examine. The CITY agrees that any audit shall be arranged by contacting the Sheriff or his representative at least 10 working days prior to the commencement of the audit and shall be conducted at any time during normal working hours.
- i) MCSO shall provide to CITY a monthly report that includes summary reports on criminal occurrences, a synopsis of enforcement and other activities related to community policing. The report will continue to document and report numbers of incidents to which MCSO responded and the amount of time spent on incidents, neighborhood patrol and investigations.
- j) MCSO shall provide to CITY a copy of an enforcement report whose form, content and duration shall be mutually determined and delivered to the "Liaison to Law Enforcement" 9819 NE Skidmore, Maywood Park, OR 97220.
- k) MCSO will provide an officer at the regular monthly City Council meetings to orally inform the Council of service demands and any identified areas of concern.

3. RESPONSIBILITIES OF CITY. The CITY agrees to:

- a) The CITY agrees that all matters incident to the performance of the services provided hereunder, including standards of performance, and supervision and discipline of assigned personnel, shall be and remain the responsibility of the MCSO. The CITY further agrees that the assigned personnel provide hereunder by MCSO shall be and remain employees of the COUNTY. The assigned personnel shall be supervised by MCSO and shall perform their duties in accordance with the administrative and operational procedures of the MCSO.
- b) The CITY shall designate in writing a representative who shall be authorized to request special emergency patrols or responses from the MCSO.
- c) The CITY shall pay MCSO \$24,248.64 for 416 hours of patrol services as provided in Section 2 above for the term of this Agreement.
- d) Payment of such services is to be made on a semi-annual basis. MCSO will bill the CITY on December 1, 2005 with payment due by December 31, 2005; and MCSO will bill the CITY on June 1, 2006 with payment due June 30, 2006. Payments will be mailed to:

Sharon Lowell
Multnomah County Sheriff's Office
501 SE Hawthorne, Suite 350
Portland, OR 97214

- e) Scheduling, payment of salary, benefits, and all other employee rights shall be in compliance with the negotiated contract between the Multnomah County Deputy Sheriff's Association and Multnomah County.

4. **TERMINATION** This agreement may be terminated by either party upon 90 days written notice.

5. **INDEMNIFICATION** Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, County shall indemnify, defend and hold harmless CITY from and against all liability, loss and costs arising out of or resulting from the acts of County, its officers, employees and agents in the performance of this agreement. Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, CITY shall indemnify, defend and hold harmless County from and against all liability, loss and costs arising out of or resulting from the acts of CITY, its officers, employees and agents in the performance of this agreement.

6. **INSURANCE** Each party shall each be responsible for providing worker's compensation insurance as required by law. Neither party shall be required to provide or show proof of any other insurance coverage.

7. **ADHERENCE TO LAW** Each party shall comply with all federal, state and local laws and ordinances applicable to this agreement.

8. **NON-DISCRIMINATION** Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.

9. **ACCESS TO RECORDS** Each party shall have access to the books, documents and other records of the other which are related to this agreement for the purpose of examination, copying and audit, unless otherwise limited by law.

10. **SUBCONTRACTS AND ASSIGNMENT** Neither party will subcontract or assign any part of this agreement without the written consent of the other party.

11. **THIS IS THE ENTIRE AGREEMENT** This Agreement constitutes the entire Agreement between the parties. The MCSO and CITY agree that this Agreement may be modified or amended by mutual agreement of the parties. Any modification to this Agreement shall be effective only when incorporated herein by written amendments and signed by both CITY and the Multnomah County Sheriff, and approved by the Multnomah County Board of Commissioners.

12. **CONTRACT ADMINISTRATION**

- a) The Sheriff or his designated representative will represent the MCSO in all matters pertaining to this Agreement.
- b) The City will designate a person as "Liaison to Law Enforcement" from the Mayor's Office to represent the city.
- c) Any notice or notices provided for by this Agreement or by law to be given or served upon the MCSO shall be given or served by letter deposited in the United States mail, postage prepaid, and addressed:

Chief Deputy Lee Graham
Multnomah County Sheriff's Office
501 SE Hawthorne Blvd., Suite 350
Portland, Oregon 97214

d) Any notice or notices provided for by this agreement or by law to be given or served upon City may be given or served by letter deposited in United States mail, postage prepaid and addressed:

City of Maywood Park
10100 NE Prescott
#147
Maywood Park OR 97220

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date written below.

CITY OF MAYWOOD PARK

By: Mark Hardie
Mark Hardie, Mayor

Date: 07/19/05

MULTNOMAH COUNTY

By: Bernie Giusto
Bernie Giusto, Sheriff

Date: 8/5/2005

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

Date: 08-18-05

By: Julie D. Riley
City Recorder

Date: 07/19/05

REVIEWED:
County Counsel
for Multnomah County, Oregon

By: S. E. A.
Assistant Counsel

Date: 05-23-05

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 08-18-05
DEBORAH L. BOGSTAD, BOARD CLERK



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: C-3
Est. Start Time: 9:30 AM
Date Submitted: 07/22/05

BUDGET MODIFICATION: -

Agenda Title: **RESOLUTION Authorizing the Private Sale of a Tax Foreclosed Property to SCHOOL DISTRICT NO 1**

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>Consent Item</u>
Department:	<u>Community Services</u>	Division:	<u>Tax Title</u>
Contact(s):	<u>Gary Thomas</u>		
Phone:	<u>503-988-3590</u>	Ext.: <u>22591</u>	I/O Address: <u>503/4/TT</u>
Presenter(s):	<u>Gary Thomas</u>		

General Information

1. What action are you requesting from the Board?

The Tax Title Section is requesting the Board to approve the private sale of a tax foreclosed property to SCHOOL DISTRICT NO 1.

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

The subject property is a small, triangular shaped parcel approximately 1,300 sq.ft. in size that came into Multnomah County ownership through the foreclosure of delinquent tax liens on September 28, 2004. The parcel is located on a portion of the driveway that leads to Riverview High School at 9727 SW Terwilliger Blvd. The driveway is one of two that provide access to and from the high school off of SW Terwilliger.

The attached Exhibit A, a plat map shows the location of the property in relation to the high school. Exhibit B, an aerial photo, shows the strip in relation to the school and where it exits onto SW Terwilliger Blvd.

Although no written confirmation was obtained from the City of Portland, the Tax Title Division is confident that the location, shape and size of the property, approximately 1,300 sq. ft., make it

unsuitable for construction or placement of a dwelling thereon under current zoning ordinances and building codes as provided under ORS 275.225.

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

The Private Sale will allow for the recovery of most of the delinquent taxes, fees and expenses (see Exhibit C).

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

No legal issues are expected. The parcel will be sold "As Is" without guarantee of clear title.

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

No citizen or government participation is anticipated.

EXHIBIT B



Subject

**EXHIBIT C
PROPOSED PROPERTY LISTED FOR PRIVATE SALE
FISCAL YEAR 2005-06**

LEGAL DESCRIPTION:

A tract of land situated in Section 28, Township 1 South, Range 1 East, Willamette Meridian, Multnomah County, State of Oregon described as follows:

Beginning at a point being the intersection of the North line of Maplecrest, a duly recorded plat in Multnomah County plat records and the West line of S.W. Terwilliger Blvd.; thence along said North line South 58°19'00" West 38.20 feet; thence North 01°15'30" East to said West line of Terwilliger Blvd.; thence Southeast along said West line to the True point of beginning.

ADJACENT PROPERTY ADDRESS: 9727 SW Terwilliger Blvd
TAX ACCOUNT NUMBER: R330717
GREENSPACE DESIGNATION: No designation
SIZE OF PARCEL: Approximately 1,300 square feet
ASSESSED VALUE: \$1,300

ITEMIZED EXPENSES FOR TOTAL PRICE OF PRIVATE SALE

BACK TAXES & INTEREST:	\$63.05
TAX TITLE MAINTENANCE COST & EXPENSES:	13.46
RECORDING FEE:	\$26.00
SUB-TOTAL	\$102.51
MINIMUM PRICE REQUEST OF PRIVATE SALE	\$100.00

Required Signatures

**Department/
Agency Director:**

Robert A Maestre

Date: 07/20/05

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

BOGSTAD Deborah L

From: GRACE Becky J
Sent: Friday, July 22, 2005 10:33 AM
To: BOGSTAD Deborah L
Subject: FW: August 18th Agenda School District #1 Private Sale

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

From: CREAN Christopher D
Sent: Monday, July 18, 2005 4:57 PM
To: GRACE Becky J
Subject: RE: August 18th Agenda School District #1 Private Sale

Becky -

I have reviewed the proposed resolution and deed for the sale to School District #1 and they may be circulated for signature as proposed. Thanks.

- Chris

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

From: GRACE Becky J
Sent: Monday, July 18, 2005 2:59 PM
To: CREAN Christopher D
Subject: August 18th Agenda School District #1 Private Sale

Hi Chris,

Attached for your review and approval are the August 18th Board Agenda Documents for the School District #1 Private Sale.

Thanks!

Becky Grace
Tax Title, Multnomah County
501 SE Hawthorne, Suite 310
Portland, OR 97214
503.988.3590 x27145

7/26/2005

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
RESOLUTION NO. _____

Authorizing the Private Sale of a Tax Foreclosed Property to SCHOOL DISTRICT NO 1.

The Multnomah County Board of Commissioners Finds:

- a. Multnomah County acquired the real property described in Exhibit A through the foreclosure of liens for delinquent property taxes.
- b. The property has an assessed value of \$1,300 on the County's current tax roll.
- c. Although no written confirmation was obtained from the City of Portland, the Tax Title Division is confident that the shape and size of the property, approximately 1,300 square feet, and its location make it unsuitable for the construction or placement of a dwelling thereon under current zoning ordinances and building codes, as provided under ORS 275.225.
- d. SCHOOL DISTRICT NO 1 has agreed to pay \$100, an amount the Board finds to be a reasonable price for the property in conformity with ORS 275.225.

The Multnomah County Board of Commissioners Resolves:

1. Upon Tax Title's receipt of the payment of \$100, the Chair on behalf of Multnomah County is authorized to execute a Bargain and Sale Deed conveying to SCHOOL DISTRICT NO 1, the real property described in the attached Exhibit A.

ADOPTED this 18th day of August, 2005.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

EXHIBIT A (RESOLUTION)

LEGAL DESCRIPTION:

A tract of land situated in Section 28, Township 1 South, Range 1 East, Willamette Meridian, Multnomah County, State of Oregon described as follows:

Beginning at a point being the intersection of the North line of Maplecrest, a duly recorded plat in Multnomah County plat records and the West line of S.W. Terwilliger Blvd.; thence along said North line South $58^{\circ}19'00''$ West 38.20 feet; thence North $01^{\circ}15'30''$ East to said West line of Terwilliger Blvd.; thence Southeast along said West line to the True point of beginning.

Multnomah County Deed No.: D062030

Tax Account No.: R330717

Until a change is requested, all tax statements
shall be sent to the following address:
SCHOOL DISTRICT NO 1
ATTN FINANCE DEPARTMENT
PO BOX 3107
PORTLAND OR 97208-3107

After recording, return to:
MULTNOMAH COUNTY
TAX TITLE DIVISION
503/4

Bargain and Sale Deed D062030 for R330717

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to SCHOOL DISTRICT NO 1, Grantees, the real property described in the attached Exhibit A.

The true consideration for this conveyance is \$100.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 18th day of August 2005, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

This Deed was acknowledged before me this 18th day of August 2005, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/09

EXHIBIT A (DEED)

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Multnomah County Deed No.: D062030

Tax Account No.: R330717

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 05-147

Authorizing the Private Sale of a Tax Foreclosed Property to SCHOOL DISTRICT NO 1

The Multnomah County Board of Commissioners Finds:

- a. Multnomah County acquired the real property described in Exhibit A through the foreclosure of liens for delinquent property taxes.
- b. The property has an assessed value of \$1,300 on the County's current tax roll.
- c. Although no written confirmation was obtained from the City of Portland, the Tax Title Division is confident that the shape and size of the property, approximately 1,300 square feet, and its location make it unsuitable for the construction or placement of a dwelling thereon under current zoning ordinances and building codes, as provided under ORS 275.225.
- d. SCHOOL DISTRICT NO 1 has agreed to pay \$100, an amount the Board finds to be a reasonable price for the property in conformity with ORS 275.225.

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ADOPTED this 18th day of August, 2005.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE COUNTY ATTORNEY
FOR MULTNOMAH COUNTY OREGON

By



Christopher D. Crean, Assistant County Attorney

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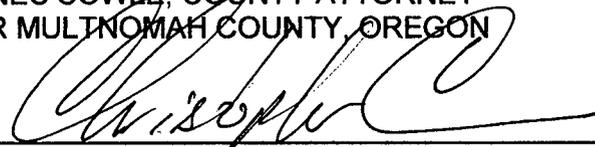
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By



Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

This Deed was acknowledged before me this 18th day of August 2005, by Diane M. Linn, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Deborah Lynn Bogstad
Notary Public for Oregon
My Commission expires: 6/27/09

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BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn

Diane M. Linn, Chair

REVIEWED:

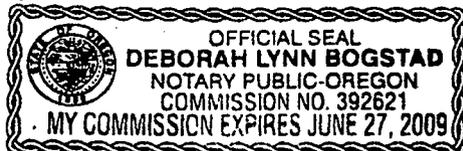
AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By *Christopher D. Crean*

Christopher D. Crean, Assistant County Attorney

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

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Multnomah County Deed No.: D062030
Tax Account No.: R330717



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
 Agenda Item #: C-4
 Est. Start Time: 9:30 AM
 Date Submitted: 08/03/05

BUDGET MODIFICATION: -

Agenda Title: Renewal/Amendment 1 to Intergovernmental Revenue Agreement 0410533 Designating Health Department as Regional Lead Agency for Hospital and Health System Emergency Preparedness

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

Date Requested: August 18, 2005 Time Requested: None (Consent Item)
 Department: Health Dept. Division: Director's Office
 Contact(s): Gary Oxman, (Alternates: Kathryn Richer, Christine Bernsten)
 Phone: 503 988-3663 Ext. 22640 I/O Address: 160/8
 Presenter(s): Gary Oxman (if necessary)

General Information

1. What action are you requesting from the Board?

Approval of renewal of revenue IGA for the term Aug 31, 2005 - August 30, 2006

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

Oregon is divided into seven regions for purposes of hospital/health system preparedness for emergencies. Each Region is required to have a "Regional Lead Agency" (RLA) to coordinate and provide staff support for hospital/health system preparedness activities. Multnomah County is part of Region 1 which also includes Clackamas, Washington, Columbia, Clatsop, and Tillamook counties. In August 2004, the Multnomah County Board of Commissioners approved an IGA which designated Multnomah County Health Department as the Regional Lead Agency for Region 1. This IGA provided \$260K in revenue to support the Department's efforts. These Health Department efforts were approved by the Board in 2005-06 budget process through acceptance of the Department's program offer: Regional Health System Preparedness Program.

Entering into the IGA with the state in 2004 represented a formalization of the Health Department's leadership and support for regional health preparedness that has been ongoing since the Fall of 2001. This effort has involved all hospitals in the region, medical providers, and other health system representatives. It has resulted in an effective voluntary public/private partnership – the NW Oregon Health Preparedness Organization (HPO). Both public and private participants have expressed a high degree of satisfaction with this arrangement, and have requested that it be continued for the next year.

Under the proposed IGA extension, the Health Department will receive \$260K to continue to employ staff to support and coordinate the ongoing planning effort, and to cover other relevant program expenses. Staff will continue to receive broad policy and program direction from the HPO Steering Committee, and will receive day-to-day supervision from the County Health Officer.

During the current contract year, the Department's Regional Health System Preparedness Program staff had been instrumental in the distribution of ~\$4.5M in federal funds to a wide range of health system partners (e.g., hospitals other health care provider organizations). These funds do not flow through the County. They pass from the Oregon Department of Human Services via the Oregon Association of Hospitals and Health Systems to hospitals and other health care entities.

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

MCHD will receive \$260K from Oregon DHS. This includes funds to hire staff, procure necessary materials and services, and cover usual County indirect and internal services costs. Funds will cover the period through August 30, 2006. The IGA renewal is for a term of one year, but could be extended if additional funding is available from HRSA. No "match" or other County contribution is required.

After Board approval of the IGA renewal the Health Department will submit a budget modification to incorporate any necessary changes into the budget.

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

This activity represents a continuation of the County's ongoing work to develop a coordinated public/private health response to bioterrorism and other public health emergencies. No significant legal issues are anticipated.

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

The requested/recommended approach represents the consensus of key public and private parties in local health emergency preparedness. The approach has been specifically approved by the Directors of the Health departments of Clackamas and Washington Counties and the HPO Steering Committee.

Required Signatures

**Department/
Agency Director:**

Lillian Sherryley

Date: 08/05/05

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

Contract #: 0410533 (110052-1)
Amendment #: 1

Pre-approved Contract Boilerplate (with County Attorney signature) Attached Not Attached

CLASS I	CLASS II	CLASS III A
<p>Contracts \$75,000 and less per 12 month period</p> <p><input type="checkbox"/> Professional Services Contracts</p> <p><input type="checkbox"/> PCRB Contracts</p> <p style="margin-left: 20px;"><input type="checkbox"/> Maintenance Agreements</p> <p style="margin-left: 20px;"><input type="checkbox"/> Licensing Agreements</p> <p style="margin-left: 20px;"><input type="checkbox"/> Public Works Construction Contracts</p> <p><input type="checkbox"/> Architectural & Engineering Contracts</p> <p><input type="checkbox"/> Revenue Contracts</p> <p><input type="checkbox"/> Grant Contracts</p> <p><input type="checkbox"/> Non-Expenditure Contracts</p>	<p>Contracts over \$75,000 per 12 month period</p> <p><input type="checkbox"/> Professional Services Contracts</p> <p><input type="checkbox"/> PCRB Contracts</p> <p style="margin-left: 20px;"><input type="checkbox"/> Maintenance Agreements</p> <p style="margin-left: 20px;"><input type="checkbox"/> Licensing Agreements</p> <p style="margin-left: 20px;"><input type="checkbox"/> Public Works Construction Contracts</p> <p><input type="checkbox"/> Architectural & Engineering Contracts</p> <p><input type="checkbox"/> Revenue Contracts</p> <p><input type="checkbox"/> Grant Contracts</p> <p><input type="checkbox"/> Non-Expenditure Contracts</p>	<p><input type="checkbox"/> Government Contracts (190 Agreement)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure</p> <p style="margin-left: 20px;"><input type="checkbox"/> Revenue</p> <p style="text-align: center;">CLASS III B</p> <p><input checked="" type="checkbox"/> Government Contracts (Non-190 Agreement)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Revenue</p> <p><input type="checkbox"/> Interdepartmental Contracts</p>

Department: Health Department Division: Director's Office Date: 08/03/05
 Originator: Gary Oxman Phone: x22640 Bldg/Rm: 160/8
 Contact: LaRisha Baker Phone: x27499 Bldg/Rm: 106/14

Description of Contract: County will continue to serve as Regional Lead Agency to assist in the development of the regional healthcare preparedness board and implementation of the regional healthcare preparedness plan.

RENEWAL: PREVIOUS CONTRACT #(S): 0410533
 RFP/BID: _____ RFP/BID DATE: _____
 EXEMPTION #: _____ ORS/AR #: _____
 EFFECTIVE DATE: _____ EXPIRATION DATE: _____
 CONTRACTOR IS: MBE WBE ESB QRF State Cert# _____ or Self Cert Non-Profit N/A (Check all boxes that apply)

<p>Contractor <u>State of OR - Department of Human Services</u></p> <p>Address <u>800 NE Oregon St, Suite 950</u></p> <p>City/State <u>Portland, OR</u></p> <p>ZIP Code <u>97232</u></p> <p>Phone <u>(503) 731-4000 x842</u></p> <p>Employer ID# or SS# _____</p> <p>Contract Effective Date <u>08/15/04</u> Term Date <u>08/30/05</u></p> <p>Amendment Effect Date <u>08/15/05</u> New Term <u>08/30/06</u></p>	<p>John Gardner, Contracts Specialist</p> <p>Remittance address _____ (if different)</p> <p>Payment Schedule / Terms</p> <p><input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt</p> <p><input checked="" type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30</p> <p><input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Requirements Funding Info:</p> <p>Original Requirements Amount \$ _____</p> <p>Total Amt of Previous Amendments \$ _____</p> <p>Requirements Amount Amendment \$ _____</p> <p>Total Amount of Requirements \$ _____</p>
<p>Original Contract Amount <u>\$260,000</u></p> <p>Total Amt of Previous Amendments <u>\$</u></p> <p>Amount of Amendment <u>\$260,000</u></p> <p>Total Amount of Agreement \$ <u>\$520,000</u></p>	

REQUIRED SIGNATURES:

Department Manager *Lillian Shenley/g* DATE 8/4/05

Purchasing Manager _____ DATE _____

County Attorney *[Signature]* DATE 8/5/05

County Chair *[Signature]* DATE 08-18-05

Sheriff _____ DATE _____

Contract Administration _____ DATE _____

COMMENTS: _____

APPROVED: MULTNOMAH COUNTY BOARD OF COMMISSIONERS
 AGENDA # C-4 DATE 08-18-05
 DEBORAH L. BOGSTAD, BOARD CLERK

BAKER LaRisha R

From: HENRY Patrick W
Sent: Friday, August 05, 2005 3:10 PM
To: BAKER LaRisha R
Subject: RE: 110052-1.iga.DDJ-APPROVED-FINAL.jfg1.pdf

This has been reviewed and is approved for circulation for signature.

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

From: BAKER LaRisha R
Sent: Wednesday, August 03, 2005 1:06 PM
To: HENRY Patrick W
Subject: 110052-1.iga.DDJ-APPROVED-FINAL.jfg1.pdf

Hi Patrick,

Attached please find Amendment 1 to Con #0410533 with the State of OR. This s a revenue agreement in the amount of \$260,000 for emergency preparedness. The County is the "Regional Lead Agency" to provide leadership and staffing for hospital and health system emergency preparedness in the six-county NW Oregon region.

This agreement will go before the board for review.

Thank you.

LaRisha Baker

Contract Specialist
Multnomah County Health Department
Contracts Unit
421 SW Oak St., Suite 210
Portland, OR 97204
(503) 988-3663 x27499
(503) 988-4098 Fax
larisha.r.baker@co.multnomah.or.us



RUSH!!

CONTRACT SIGNATURE TRACKING FORM

RUSH!!



DIVISION OF SUPPORT SERVICES

Originating Dept.: Health

Class: IIIB

Contract No.: 0410533

Amendment No.: 1

Routing Start Date: 08/04/05

(110052-1)

ROUTING	DATE	INITIAL	COMMENTS
Contract Compliance Office			
CCO Received			
Notify/Hold			
Dept/Response			
Senior Buyer			
Notify/Hold			
Dept/Response			
CCO Received			
Purchasing Administration			
Notify/Hold			
Dept/Response			
CCO Received			
County Attorney			
Notify/Hold			
Dept/Response			
Originating Department			

Notify/Hold = record who was notified/why

(if additional space is needed for comments pls. write on back of this form)

Dept. Resp. = record the department/when response was received

CCO = Contract Compliance Office

Purch. Admin. = Purchasing Administrator

Agreement Number 110052-1

**Amendment to State of Oregon
Intergovernmental Agreement**

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audiotape, oral presentation, and electronic format. To request an alternate format call the State of Oregon, Department of Human Services, Office of Forms and Document Management at (503) 373-0333, Fax (503) 373-7690, or TTY (503) 947-5330.

This is amendment number **01** to Agreement Number **110052** between the State of Oregon, acting by and through its Department of Human Services, hereinafter referred to as "DHS" and

**Multnomah County Health Department
Lillian Shirley, Public Health Director, or delegate
1120 SW Fifth Avenue – 14th Floor
Portland, OR 97204
Phone: (503) 988-3674
Facsimile: (503) 988-4117
Email: lillian.m.shirley@co.multnomah.or.us**

hereinafter referred to as "Agency."

1. This amendment shall be effective on the date it is fully executed by the parties. Execution must occur on or before August 29, 2005 or this amendment shall have no effect.
2. The Agreement is hereby amended as follows: ~~language to be deleted or replaced is struck through~~, *new language is italicized and bold*:
 - a. Section I. EFFECTIVE DATE AND DURATION is amended as follows:

"I. EFFECTIVE DATE AND DURATION

This Agreement shall become effective on the date this Agreement has been fully executed by every party and, when required, approved by Department of Justice or on **August 15, 2004**, whichever date is later. Unless extended or terminated earlier in accordance with its terms, this Agreement shall terminate on **August 30, 2005-2006**. Agreement termination or expiration shall not

extinguish or prejudice Department's right to enforce this Agreement with respect to any default by Agency that has not been cured."

3. Exhibit A Statement of Work (including Appendices A and B only to that Exhibit) is replaced in its Entirety with the attached Exhibit A Statement of Work and attached Appendices A and B.
4. Except as expressly amended above, all other terms and conditions of the original Agreement and any previous amendments are still in full force and effect. Agency certifies that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this amendment.

5. SIGNATURES

AGENCIES: YOU WILL NOT BE PAID FOR SERVICES RENDERED PRIOR TO NECESSARY STATE APPROVALS

Approved By Agency

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 08-18-05
DEBORAH L. BOGSTAD, BOARD CLERK



Authorized Signature

Title

8/2/05
Date

Approved By DHS

Authorized Signature

Title

Date

DHS Program Support Manager:

Signature

Name/Title (printed)

Date

Approved for Legal Sufficiency:

Department's contract file contains a copy of the electronic approval from:

Karl Goodwin

8/8/05

Assistant Attorney General

Date

Office of Contracts and Procurement:

Signature

Name/Title (printed)

Date

EXHIBIT A
Statement of Work

Agency: **Multnomah County Health Department**
Agreement #: **110052**

STATEMENT OF WORK
Re: Establishment of Regional Lead Agency

I. DEFINITIONS:

A. Healthcare Preparedness Region (HPR) refers to one of the seven regions (with the boundaries and composition described in Appendix A to this Statement of Work) formed to enable a coordinated response to potential risks or threats of such bioterrorism, chemical, radiation, and other public health emergencies at the local, regional and state levels, and to facilitate preparedness planning and budgeting in support of the federal Health Resources and Services Administration (HRSA) bioterrorism cooperative agreement. Regional boundaries are subject to change on recommendation of the RHPBs and consensus of the Hospital and Health System Preparedness Implementation Committee.

B. National Bioterrorism Hospital Preparedness Program (NBHPP) is a national program to improve the preparedness of hospitals and health systems to respond to bioterrorism attacks, outbreaks of infectious disease and other public health emergencies including chemical and radiation events. A key strategy of the program is to develop healthcare regions to provide coordinated response to potential risks or threats of such events, at the local, regional and state levels. The Public Health Preparedness (PHP) Program manages this program, which is part of the Office of the State Public Health Director in Oregon's Department of Human Services (DHS).

C. Hospital and Health System Preparedness Implementation Committee (HPIC): The state-level subcommittee of the Health Preparedness Advisory Committee (HPAC) consisting of representatives from state and private organizations tasked with oversight of the Centers for Disease Control and Prevention (CDC) and Health Resources and Services Administration (HRSA) Cooperative Agreements. The HPIC is tasked with specific oversight of the Health Resources and Services Administration (HRSA) NBHPP program.

D. Incident Command System: The standardized incident management system that outlines roles and responsibilities of key organizational participants in incident

response. It's use between organizations and across jurisdictions helps facilitate communications and response.

E. Regional Healthcare Preparedness Board (RHPB) is a volunteer organization, consisting of representatives of the healthcare delivery and public health systems in each of the seven Healthcare Preparedness Regions throughout the state. The mission of each board is to develop an integrated surge capacity response to a bioterrorism, chemical, radiation event or other public health emergency.

F. Regional Healthcare Preparedness Plan (RHPP) is the plan adopted by the Regional Healthcare Preparedness Board consistent with the requirements of section IV.C.7. of this Agreement.

G. Regional Lead Agency (RLA) is the healthcare organization or entity within an HPR that will perform the services identified in this Statement of Work.

H. Surge capacity event: A bioterrorism, chemical, radiation event or public health emergency that has the potential to overwhelm healthcare delivery system capacity. Health Resources and Services Administration defines a "surge" event as one that has the potential to create 500 additional acutely ill patients per 1 million population or a proportional number of patients based on regional population.

II. PURPOSE

The purpose of the National Bioterrorism Hospital Preparedness Program (NBHPP) is to fully integrate emergency procedures among healthcare resources: hospitals, acute care medicine, emergency medical services (EMS), local public health agencies and other health assets into appropriate jurisdictional emergency operations plans.

III. PROJECT OVERVIEW:

This Agreement is for services of the Agency as Regional Lead Agency to assist in the establishment of the RHPB and implementation of the Regional Healthcare Preparedness Plan for Region # 1. Deliverables under this contract include:

A. The Regional Lead Agency will identify a single accountable manager who is responsible for deliverables under this contract.

B. The Regional Lead Agency will hire/assign appropriate staff with the knowledge, skill and abilities to accomplish the following:

1. Organize a Regional Health Preparedness Board for Region # 1 in accordance with the timelines and requirements set forth in Appendix B to this Statement of Work;
2. In conformance with HRSA and HPIC policies and guidelines, prioritize regional bioterrorism, chemical, radiation and public health emergency and preparedness needs of components of the healthcare delivery system in Region # 1 including hospitals, health clinic systems, Emergency Medical Services, etc.; and
3. Assist the board in developing, exercising and implementing a Regional Healthcare Preparedness Plan that integrates planning and response of healthcare system participants to bioterrorism, chemical, radiation, and public health emergency events. The Regional Healthcare Preparedness Plan will be developed in coordination with local, city and county emergency planners.
4. Develop annual budgets and requests for expenditures of NBHPP funding based on regional priorities.

IV. REQUIRED ACTIVITIES BY REGIONAL LEAD AGENCY (RLA)

The RLA shall perform the following activities within the timelines set forth in Appendix: B

- A. Required Use of Funds Received from DHS:** the RLA shall utilize funds from the State of Oregon for hiring, providing office space to, supervision and general oversight to Regional planning staff, including a Regional Coordinator, and other necessary and reasonable startup costs.
- B. The Regional Coordinator shall have the following duties and requirements**
 1. Be a full time employee of the Regional Lead Agency.
 2. Have duties devoted exclusively to development, implementation and maintenance of the HRSA Healthcare Preparedness Region planning, exercising and budgeting process;
 3. Assist the Regional Lead Agency in identifying and recruiting appropriate membership for the Regional Health Preparedness Board;
 4. Serve as the staff to the Regional Health Preparedness Board;
 5. Serve as the Regional Health Preparedness Board liaison to the Region's county public health departments, first responder and emergency management agencies to coordinate integration of RHPB plans into the overall community response;
 6. Coordinate with healthcare system participants on the purchase and utilization

of equipment and services budgeted by the RHPB.

7. Ensure no supplantation of funding from other grants or funding sources occurs for supplies or activities to support this project.

C. Required Activities Regarding Development of RHPB: The RLA shall, with assistance from the Regional Coordinator(s):

1. Facilitate formation of a Regional Health Preparedness Board (RHPB) according to the schedule and requirements set forth in Appendix B.
2. Serve as the conduit through which the Regional Coordinator and the Regional Health Preparedness Board provides information to Oregon Health Services and Health Resources and Services Administration staff, including budget proposals and recommendations;
3. Ensure RHPB membership includes invitations for participation to:
 - a) Hospitals within the Healthcare Preparedness Region (HPR)
 - b) Local Health Departments
 - c) Representation from each of the following major components of the healthcare delivery system. It is not the intent that, e.g., all EMS agencies or Federally Qualified Health Centers (FQHCs) clinics be a member. Where appropriate, each of the following groups should be invited to participate, listed without preference or priority as follows:
 - 1) EMS;
 - 2) Tribal clinics;
 - 3) Medical societies;
 - 4) Individual Practice Associations (IPAs);
 - 5) "Major/large" medical groups-subject to local interpretation;
 - 6) Safety net clinics, e.g. FQHCs
 - 7) County emergency management
 - 8) Other first response agencies as appropriate, e.g. HAZMAT or fire
4. Coordinate with the RHPB to develop and adopt a charter for the Regional Health Preparedness Board that outlines its mission and governance. A sample charter is attached as Appendix C. The actual charter should reflect, at a minimum the following elements of the sample charter so as to ensure a necessary minimum amount of consistency throughout the state among the various RHPB's:
 - a) Mission statement;
 - b) Membership and terms of service;
 - c) Governance, including decision making process (consensus and voting process);

- d) Sub-committee structure as necessary;
- e) Roles and responsibilities
- f) Goals and timelines; and
- g) That the Hospital and Health System Preparedness Implementation Committee (HPIC) and Health Preparedness Advisory Committee (HPAC) have final approval on budget recommendations.

5. Coordinate with the RHPB to assess bioterrorism, chemical, radiation response capacity for each hospital and other members of the regional healthcare delivery system and prioritize needs based on this assessment.

6. Coordinate with the RHPB to develop budgets in accordance with funding allocated to Region # 1 by HPIC based on the needs assessment required in Section IV.C.5 above. Funding allocation documentation will be provided to Agency by DHS. Agency will submit to DHS the RHPB budget for review and approval.

7. Coordinate with the RHPB to develop a Regional Healthcare Preparedness Plan (RHPP) that integrates planning and response of healthcare system participants to bioterrorism, chemical, radiation, and public health emergency events. At a minimum, the RHPP will:

- a) Include procedures for an integrated and coordinated response by hospitals and major healthcare organizations and adjacent Healthcare Preparedness Regions.
- b) Be attached to or otherwise integrated with medical annexes in each county emergency plan within the healthcare preparedness region; and
- c) Describe use of the Incident Command System as it relates to the plan.
- d) Define both minimum and desirable capabilities for that region that are in conformance with HRSA and HPIC requirements and guidelines and meet the following objectives:
 - 1) Provide medical care for multiple critically ill patients resulting from a surge capacity event.
 - 2) Transfer and refer patients as appropriate according to predefined protocols
 - 3) Sustain local ability to provide emergency health care for up to 72 hours without outside assistance
 - 4) Utilize common emergency medical protocols throughout the region
 - 5) Identify regional sources of equipment, supplies, personnel and other necessary resources in coordination with a statewide resource management plan to be developed
 - 6) In coordination with adjacent and other Healthcare Preparedness Regions, develop plans to provide and receive mutual aid.

7) Exercise regional plans through drills and exercises a regular basis and according to an annual exercise program (See Appendix B, attached);

V. DELIVERABLES FROM REGIONAL LEAD AGENCY (RLA)

- A. By September 15, 2005, the Agency shall provide a proposed RLA budget for the contract year.
- B. The Agency shall provide to DHS quarterly reports with the first report due within 90 calendar days of the effective date of this contract to the state's Hospital and Health System Preparedness Implementation Committee on specific progress made in performing the activities described in Section IV.A., IV.B. & IV.C. The reports shall summarize Contractor's activities and total amounts expended under this contract, including but not limited to travel, board meetings and other planning efforts.
- C. Agency shall provide to DHS monthly reports on the 10th day of each month, with the first such report due October 10, 2005, to summarize the worked performed during the previous month.

VI. PAYMENTS PROVISIONS:

Based on DHS' receipt and approval of proposed budget from Agency as described in Section V. Deliverables, DHS will pay Contractor for the work and deliverables described in this Statement of Work as follows:

General: Agency will receive up to \$260,000.00 for two Regional Coordinators), which will be allocated as follows:

Based on DHS' receipt and approval of monthly reports from Agency summarizing the work performed during the previous month, DHS will pay Agency on or before the 15th day of such month, amounts up to and including sum of \$21,666.66 (1/12th of \$260,000.00).

**Appendix A to Exhibit A (Statement of Work):
Healthcare Preparedness Region (HPR)**

1. The Healthcare Preparedness Region is the basic unit around which surge capacity planning for a bioterrorism or public health emergency takes place and is composed of groupings of contiguous counties.
2. There are seven Healthcare Preparedness Regions in Oregon
3. The following is the list of counties in each region:

Healthcare Preparedness Region (HPR)	Regional Lead Agency	Counties in HPR
1	Multnomah County Health Department	Multnomah Clackamas Washington Columbia Clatsop Tillamook
2	Samaritan Health System	Yamhill Polk Marion Linn Benton Lincoln
3	AHEC Southwest	Lane Douglas Coos Curry
5	Jackson County Health Department	Jackson Josephine
6	Mid Columbia Medical Center	Hood River Wasco Sherman Gilliam

Healthcare Preparedness Region (HPR)	Regional Lead Agency	Counties in HPR
7	AHEC Cascade East (under St Charles Medical Center)	Deschutes Jefferson Wheeler Crook Grant Klamath Lake Harney
9	Center for Human Development, Inc.	Morrow Umatilla Wallowa Union Baker Malheur

**Appendix B to Exhibit A (Statement of Work):
Selected Schedule of Significant Timelines:¹**

Required Activity:	Projected Due Date:	Responsible Party
First Draft-Regional Emergency Management Plan	15 October 2005	RLA
First quarterly report due (September-November)	15 December 2005	RLA
Detailed FY 2005 regional budget due to State of Oregon	30 November 2005	RLA
State submission of detailed FY 2005 regional budgets to HRSA	7 December 2005	State of Oregon
Approval of FY 2005 budgets by HRSA	15 December 2005	HRSA
Receipt of revised Notice of Grant Award releasing FY 2005 funds for obligation and expenditure	30 December 2005 (projected date)	HRSA
Obligation of regional funds to Oregon Association of Hospitals and Health Systems	13 January 2006	State of Oregon
Tabletop of (draft) Regional Emergency Management Plan	15 January 2005	RLA
Initiation of contracts between OAHHS and designated regional recipients for disbursement of FY 2005 Funds	16 January 2006	State of Oregon
Regional mid-year progress reports due to State (in support of federal HHS/HRSA mid-year report)-format to be provided:	1 March 2006 (Report due to HRSA on 1 April 2006)	RLA
Second quarterly report due (December-February)	15 March 2006	RLA

¹ Dates listed are estimates subject to revision by DHS. All required activities must be completed no later than August 30, 2006.

Required Activity:	Projected Due Date:	Responsible Party
Regional functional exercise based on Regional Emergency Management Plan and including hospitals	15 April 2006	RLA
Initiate development of FY 2006 HRSA application	1 May 2006	RLA
Third quarterly report due (March-May)	15 June 2006	RLA
Regional full scale exercise based on Emergency Management Plan	15 July 2006	RLA
Fourth quarterly report due (June-August)	30 August 2006	RLA



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: C-5
Est. Start Time: 9:30 AM
Date Submitted: 08/09/05

BUDGET MODIFICATION:

**Amendment 12 to Contract 4600000998 with MW Consulting Engineers to
 Agenda Provide Additional Services for the Detention Electronics Upgrade Project at the
 Title: Justice Center**

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>Consent Calendar</u>
Department:	<u>County Management</u>	Division:	<u>Facilities & Property Mgmt</u>
Contact(s):	<u>Glenn Schnaidt, John Lindenthal, Doug Butler</u>		
Phone:	<u>503 988-4384;</u>	Ext.	<u>86294</u>
	<u>503 988-4213</u>	I/O Address:	<u>274/FPM</u>
Presenter(s):	<u>Not Applicable</u>		

General Information

- 1. What action are you requesting from the Board?**
Approval of Contract Amendment.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.**
As required by new PCRB Rules, request approval of amendment #12 for the Contract with MW Consulting Engineers to provide additional A/E services for the Detention Electronics Upgrade Project at the Justice Center. The amendment exceeds the 20% threshold for increasing the contract without Board approval. Please see the Attachments (Memo to Board and Copy of Contract Amendment.)
- 3. Explain the fiscal impact (current year and ongoing).**
The increase is within the project budget.
- 4. Explain any legal and/or policy issues involved.**
Complies with requirements of PCRB Rule 48-0330

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

None.

Required Signatures

**Department/
Agency Director:**

Cliff Bowler for Doug Butler

Date: 08/08/05

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:



Facilities and Property Management

401 North Dixon

Portland, Oregon 97227

(503) 988-3322 phone

(503) 988-5082 fax

DATE: August 8, 2005

TO: Public Contract Review Board
Multnomah County Oregon

FROM: Doug Butler, Manager
Facilities and Property Management

SUBJECT: **REQUEST APPROVAL TO AMEND CONTRACT NUMBER 460000998
WITH MW CONSULTING ENGINEERS FOR ADDITIONAL ENGINEERING
DESIGN SERVICES ON THE JUSTICE CENTER'S DETENTION
ELECTRONICS AND FIRE ALARM SYSTEMS UPGRADE PROJECT**

General

Facilities and Property Management requests the Public Contract Review Board to approve an amendment to contract number 460000998 with MW Consulting Engineers for the purpose of adding funding for additional engineering services.

Background

When the new PCRBR Rules went into effect on March 1, 2005, they created new or different requirements for the processing of amendments to various types of contracts. Architectural, Engineering, Land Surveying and Related Service Contracts now require approval of the Public Contract Review Board to amend a contract that exceeds 20% of the original amount of the contract per PCRBR Rule 48-0330, Contract Amendments.

The County currently has a contract in place with MW Consulting Engineers to provide engineering services for the installation of new detention electronics and fire alarm systems at the Justice Center. Competition was solicited at the start of this project and the contract was awarded to MW Consulting Engineers as the highest scoring proposer via RFP P918-193-0117 issued in December of 1995. The original contract required design services for both the Courthouse and the Justice Center.

The original amount of the contract was \$241,130.00. Subsequently eleven amendments have been processed for this contract. All eleven amendments were processed via exemption, where required, under the rules in existence at the time of the exemption requests. The previous amendments requested the following changes:

- 1) Add creation of electronic documents that were thought to be in existence at the time of procurement and contracting and provide design services for the replacement and modification of the sprinkler system. These addition services required a time extension of the contract to September 1, 1997. The increase to the contract was \$23,000.00 and the new contract total was \$264,130.00. (See Attachment 1)
- 2) Add redesign work for the Jail portion of the Courthouse. No change to the termination date of the contract. The increase to the contract was \$13,600.00 and the new contract total was \$277,730.00 (See Attachment 2)
- 3) Extend the contract termination date to December 1, 1998. No documentation is currently available indicating the reason for this time extension. No increase in contract total. No documentation for the change in the contract file.
- 4) Add "unexpected Architectural design fees". Extend the contract termination date to December 1, 1999. The increase to the contract was \$9,000.00 and the new contract total was \$286,730.00. No documentation for the change currently in the contract file.
- 5) Extend the contract termination date to April 1, 2001. No increase in contract total. No documentation for the change in the contract file.
- 6) Emergency exemption to increase the amount of the contract by \$98,700.00 to \$385,430.00. Needs and decisions of the Sheriff's Office and code requirements of the Fire Marshall and

- the City of Portland resulted in scope changes for additional design services for detention electronics, fire detectors and sprinklers and the speaker/strobe system. (See Attachment 3)
- 7) Extend the contract termination date via exemption request to June 30, 2002. Delay "due to a number of factors not related to this vendor". No increase in contract total. (See Attachment 4)
 - 8) Increase contract amount by \$160,000.00 and extend termination date to November 30, 2004 via exemption FX02-0505. New contract total is \$545,430.00. Based on design by MW Consulting Engineers, the contract for construction work was bid and awarded. During the course of the construction contract, the electronics supplier went into bankruptcy and the county had issues with the prime contractor. Therefore this contract was terminated. After re-evaluation of the project, Multnomah County determined that a different software technology required for the electronic control panels was required to maintain a fully functional system compatible with existing equipment. This new approach required significant re-design and an exemption was approved to continue design services with MW to expedite the project and keep it on track. (See Attachment 5)
 - 9) Via amendment to exemption FX02-0505, an increase to the contract of \$10,000 for a new total of \$555,430.00 and extension of the contract term to December 31, 2005 was approved. The fire alarm system and the security alarm system were separated to allow for separate bidding of each system. (See Attachment 6)
 - 10) The Equal Opportunity Employer certification was added as a contract requirement. It had not been adopted at the time of original contract execution. No change to amount or length of the contract.
 - 11) Via amendment (#2) to exemption FX02-0505, an increase to the contract of \$25,000 for a new total of \$580,430.00 was approved. The Fire Marshall required additional work to be done to reflect a modified interpretation of the Fire Code and its recent updates. Additionally, the scope was increased to include several requirements made by the City of Portland (as co-owner) that were not originally identified. (See Attachment 7)

Current Need

Multnomah County, in conjunction with the Project Principals, have determined that additional work is needed and justified to accommodate the redesign of the deputy workstations that house the control panels. The decision to change these panels was made primarily as spare parts required for the originally designed panels are increasingly difficult to acquire. Additionally, the touch panel system will require significantly fewer maintenance calls and will accommodate feature updates more readily than the former "hard panel" system.

Although the fire alarm documents were reviewed and accepted by the Fire Marshall before bidding, additional notification devices were required primarily due to floor plan changes since the construction documents were prepared. This also includes verification of system inter-operability and coordination between the fire alarm system and the security control system.

Scope of Services and Estimated Cost

A total of \$13,000.00 is required to complete the additional work required on the project. The new total for the contract is \$593,430.00. The contract termination date shall be extended to June 30, 2006 to complete the project.

Summary

For the reasons stated above Facilities and Property Management believes it is in the best interest of Multnomah County to request this amendment to the contract in order to complete the construction project at the lowest cost. Existing project funding is sufficient to accommodate this change.

Please contact Glenn Schnaidt, Project Manager, at extension 84384 if additional information is required.

Attachments

c: John Lindenthal
Glenn Schnaidt
File



Department of Business and Community Services

MULTNOMAH COUNTY OREGON

MEMORANDUM

Facilities and Property Management

401 North Dixon

Portland, Oregon 97227

(503) 988-3322 phone

(503) 988-5082 fax

DATE: August 8, 2005

TO: Public Contract Review Board
Multnomah County Oregon

FROM: Doug Butler, Manager
Facilities and Property Management

Call Board for Doug Butler

SUBJECT: **REQUEST APPROVAL TO AMEND CONTRACT NUMBER 460000998
WITH MW CONSULTING ENGINEERS FOR ADDITIONAL ENGINEERING
DESIGN SERVICES ON THE JUSTICE CENTER'S DETENTION
ELECTRONICS AND FIRE ALARM SYSTEMS UPGRADE PROJECT**

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Please contact Glenn Schnaidt, Project Manager, at extension 84384 if additional information is required.

Attachments

c: John Lindenthal
Glenn Schnaidt
File

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

Contract #: 4600000998 ✓

Pre-approved Contract Boilerplate (with County Attorney signature) Attached Not Attached

Amendment #: 12

CLASS I	CLASS II	CLASS III A
Contracts \$75,000 and less per 12 month period	Contracts over \$75,000 per 12 month period	<input type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input checked="" type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue <hr/> CLASS III B <input type="checkbox"/> Government Contracts (Non-190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Interdepartmental Contracts

Department: DBCS Division: Facilities Management Date: 05/12/2005
 Originator: Glenn Schnaidt Phone: x84384 Bldg/Rm: 274/L1
 Contact: David Laney Phone: X24338 Bldg/Rm: 274/1

Description of Contract: Redesign of Justice Center detention alarm and fire system signal system. This amendment adds additional professional services for casework redesign and for Fire Marshall required changes.

RENEWAL: PREVIOUS CONTRACT #(S): 301036
 RFP/BID: 30-01-350 RFP/BID DATE: 5/8/2001
 EXEMPTION #: FX02-0505 A-2 ORS/AR #: _____
 Effective DATE: 04/02/2004 EXPIRATION DATE: 12/31/2005
 CONTRACTOR IS: MBE WBE ESB QRF State Cert# _____ or Self Cert Non-Profit N/A (Check all boxes that apply)

Contractor <u>MW CONSULTING ENGINEERS</u>		Remittance address _____	
Address <u>North 222 Wall Street</u>		(If different) _____	
City/State <u>Spokane, Washinton</u>		Payment Schedule / Terms	
ZIP Code <u>99201-0813</u>		<input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other	
Phone <u>503-838-9020</u>		<input type="checkbox"/> Requirements Funding Info:	
Employer ID# or SS# <u>76-0723410</u>	Contract Effective Date <u>07/01/2000</u>	Term Date <u>12/31/2005</u>	Original Requirements Amount \$ _____
Amendment Effect Date <u>03/17/2005</u>	New Term <u>n/a</u>		Total Amt of Previous Amendments \$ _____
Original Contract Amount <u>\$241,130.00</u>			Requirements Amount Amendment: \$ _____
Total Amt of Previous Amendments <u>\$339,300.00</u>			Total Amount of Requirements \$ _____
Amount of Amendment <u>\$ 13,000.00</u>			
Total Amount of Agreement \$ <u>\$593,430.00</u>			

REQUIRED SIGNATURES:

Department Manager <u>[Signature]</u>	DATE <u>5/26/05</u>
Purchasing Manager _____	DATE _____
County Attorney <u>[Signature]</u>	DATE _____
County Chair <u>[Signature]</u>	DATE <u>08-18-05</u>
Sheriff _____	DATE _____
Contract Administration <u>[Signature]</u>	DATE <u>6/6/05</u>

COMMENTS: within 20% of exemption amount. APPROVED: MULTNOMAH COUNTY BOARD OF COMMISSIONERS
 AGENDA # C-5 DATE 08-18-05 **INS. EXPIRES: 11/9/10**



Department of Business and Community Services

MULTNOMAH COUNTY OREGON

MEMORANDUM

Facilities and Property Management
401 N Dixon Street
Portland, Oregon 97227
(503) 988-3322 phone
(503) 988-5082 fax

DATE: May 12, 2005

TO: Central Procurement & Contract Administration Section

FROM: David Laney
Facilities and Property Management Division

SUBJECT: **Contract No. 4600000998, Amendment #12, MW Consulting Engineers, Justice Center Electronics and Alarm Contract Retro Memo**

The above referenced contract is being extended due to heavy workload and the lack of sufficient staffing has caused a delay in the processing of this Amendment.

LANEY David

From: THOMAS John S
Sent: Monday, May 16, 2005 3:07 PM
To: THOMPSON Jan
Cc: LANEY David
Subject: RE: MW Consulting Contract No. 460000998:

I made several changes.

This contract amendment has been reviewed and may be circulated for signature as amended!

John Thomas
Deputy County Attorney

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

From: THOMPSON Jan
Sent: Thursday, May 12, 2005 9:30 AM
To: THOMAS John S
Cc: LANEY David
Subject: MW Consulting

Please review.

Jan Thompson, CPPB, CDT
Multnomah County Facilities & Property Mgmt
401 N Dixon St
Portland, OR 97227-1865
Phone 503.988.4238 Fax 503.988.5082
jan.thompson@co.multnomah.or.us

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

From: LANEY David
Sent: Thursday, May 12, 2005 8:32 AM
To: THOMPSON Jan
Subject:

Please review then onto John Thomas for approval.

David Laney
Buyer
Facilities & Property Management
503-988-3322 X24338

MULTNOMAH COUNTY SERVICES CONTRACT AMENDMENT

AMENDMENT #12
CONTRACT NO. 4600000998

This is an amendment to Multnomah County Contract referenced above effective March 17, 2005 between Multnomah County, Oregon, hereinafter referred to as County, and MW Consulting Engineers hereinafter referred to as Contractor.

The parties agree:

- 1. The following changes are made to Contract No. 4600000998:

Contractor shall perform the additional work described in the attached Letter dated March 17, 2005. (Attachment 1)

County shall pay Contractor a fixed fee of \$13,000 to complete the work described in Attachment 1. The fee shall be paid upon completion of the work.

Paragraph 2 of Exhibit 1 is amended to read: The maximum payment under this Contract, including expenses, is \$593,430.00.

- 2. All other terms and conditions of the contract shall remain the same.

CONTRACTOR DATA AND SIGNATURE

Contractor Address: North 222 Wall Street, Spokane Washington 99201-0813 Phone 509-838-9020

Federal Tax ID# or Social Security: 76-723410

Business Designation (check one): Sole Proprietorship Partnership
X Corporation-for profit Corporation-Non-profit
Other [describe here:]

Federal tax ID numbers or Social Security numbers are required pursuant to ORS 305.385 and will be used for the administration of state, federal and local laws. Payment information will be reported to the Internal Revenue Service under the name and Federal tax ID number or, if none, the Social Security number provided above.

I have read this Contract Amendment. I understand the Contract Amendment and agree to be bound by its terms.

Signature

Title

Name (please print)

Date

MULTNOMAH COUNTY SIGNATURE

(This contract is not binding on the County until signed by the Chair or the Chair's designee)

Handwritten signature of County Chair or Designee

August 18, 2005

Date

** Department Director signs here for Class 1 Contracts (unless retroactive). For all other contracts, Chair or Chair's designee signs here.

Department and County Attorney Approval and Review

Approved: [Signature] (originally signed by Doug on 5/26/05 on the Chair line)
Department Manager or Designee Date

Reviewed: J.T. 5/16/05
Assistant County Attorney Date

APPROVED : MULTNOMAH COUNTY BOARD OF COMMISSIONERS
AGENDA # C-5 DATE 08-18-05
DEBORAH L. BOGSTAD, BOARD CLERK



James W. Moore, PE, Robert H. Welt, PE
Janet S. Welt, MBA
James T. Schmitz, PE
Jason K. Smith, PE
Dylan J. Cunningham, PE

Glenn Schnaidt
Department of Business & Community Services
401 N Dixon St
Portland, OR 97227-1865

17 March 2005

Project: MCDC
Re: Additional Services Fee Proposal 3/05

Contract Number 4600000998

Copy To:

Dear Glenn

MW Consulting Engineers is pleased to submit this Additional Services Proposal to provide the additional scope of work noted below. We understand that each of the following scope items has been completely discussed with the project principals and that everyone agrees that this added work is necessary. In addition, we have created this proposal in an attempt to respond as accurately as possible to the items discussed during our teleconference last week.

Please review the following proposal and address any questions or comments to me directly at your convenience.

Scope of Work

- A. This scope item covers redesign of the physical control workstations such that they are compatible with the new touch panels and other equipment now anticipated instead of the hard panels with buttons, switches, lights, etc. This change was agreed upon during recent meetings involving the County, the Engineer and the Contractor. This item includes reconfiguration of the cabinetry and casework for these operator stations but not the specific soft screen presentations required for proper system control and operation. It also includes preparation of revised documents for pricing and installation by the contractor. Following is a list of the workstations for which reconfiguration is almost completed as of this writing:

Lower Level 2

1. Intake Control #1 – control panel and case work
2. Intake Control #2 – panel on swing arm
3. Ramp Control Room – control panel and casework

Second Floor

1. Public Desk – control panel
2. Release Desk – control panel on swing arm
3. Master Control – control panels and casework

Third Floor

1. Floor Control – control panels and casework

Fourth Floor

1. Floor Control – control panels and casework
2. Module A & D – control panels and casework
3. Module E & F – wall mounted control panels
4. Medical Area – wall mounted control panel

Fifth Thru Eighth Floors

1. Modules A,B,C & D – control panels and casework
2. Floor control – control panels and casework

Tenth Floor

1. Crow's Nest – control panels and casework
2. Indoor Rec – control panel on swing arm

- B. This scope item covers incorporation of recent Fire Alarm system changes as directed by the Fire Marshal, the County and the City. Before bidding this project, the Fire Alarm documents were reviewed and accepted by the Fire Marshal, the County and the City but since that bid date additional changes have been directed. This item includes our verification of inter-operability and coordination between the Fire Alarm system and the security control system and our review of the revised shop drawings for both systems. Following is a list of the specific changes in the Fire Alarm system since the project was bid:

Lower Level 2

1. Add strobe in police armory
2. Add two smoke detectors in mechanical room
3. Delete one strobe in the police range
4. Relocate strobe in police firing range
5. Add strobe in police storage

Lower Level 1

1. Add two strobes in each of the two rooms at the northwest corner of the floor

First Floor

1. Add speaker and strobe in the first floor discount travel office
2. Add speaker and strobe in the wolf camera office
3. Add speaker and strobe in the supply room
4. Add smoke detector with guard in cell A and B
5. Change background and add two strobes to the detectives office
6. Add strobe to the police storage room
7. Add strobe in the elevator lobby
8. Relocate two strobes in staff entrance hallway

MCDC

Additional Services Fee Proposal 3/05

Revision 2

Page 3 of 6

17 March 2005

Second Floor

1. Add speaker and strobe to the retail deli
2. Add strobe in staff entrance hallway
3. Relocate strobe in staff entrance hallway
4. Add fireman phone outlet in the south stair well
5. Add speaker and strobe to main elevator lobby
6. Add manual pull station in position #2 in master control
7. Add manual pull station in the temp master control room

Third Floor

1. Add smoke detector with guard in inmate waiting north
2. Add smoke detector with guard in inmate holding south
3. Add smoke detector with guard in penalty box room
4. Add smoke detector with guard in inmate holding south

Fourth Floor

1. Change the heat detector to a smoke detector in module "A"
2. Change the heat detector to a smoke detector in module "D"
3. Add a manual pull station in floor control room
4. Delete a previously added strobe in the visitation hallway

Fifth Floor

1. Add a manual pull station in the floor control room
2. Delete a previously added strobe in the visitation hallway

Ninth Floor

1. Delete the strobe in the air shaft

Eleventh Floor

1. Add six new strobes in the hallway at the north end of the building
2. Update the floor plan and delete one strobe and relocation three others as a result of floor plan changes

Twelfth Floor (Drawing 1)

1. Add strobe in the hallway at north end of the building
2. Add strobe in hallway by elevators
3. Add strobe in DNA lab
4. Add strobe in hallway outside of DNA lab
5. Add strobe in hallway at the south end of the building
6. Add strobe and speaker in the hallway at the southeast end of the building

Twelfth Floor (Drawing 2)

[Drawing #2 was created and provided to the contractor early in order to permit him to continue efficiently with installation of conduit for this fire alarm system. This drawing recognized several expected changes to the floor plan and the system]

1. Update floor plans
2. Delete strobe in the northeast lab
3. Relocate two strobes in northeast lab
4. Delete strobe in hallway at the north end of the building
5. Relocate three speakers and five strobes at the north end of the building
6. Add two smoke detectors in revised DNA lab
7. Relocate strobe, smoke detector and speaker in hallway that leads to the cooler
8. Relocate smoke detector and strobe in the chemical lab
9. Relocate two strobes in the revised DNA lab
10. Add one and relocate one smoke detector in the hallway at the south end of the building
11. Add smoke detectors with guards in the two new cells at the south end of the building
12. Relocate one speaker and five strobes at the south end of the building

Thirteenth Floor

1. Add one strobe in hallway at the north end of the building
2. Add smoke detectors with guards in the two cells at the north end of the building
3. Relocate two strobes in the main hallway
4. Add smoke detectors with guards in the two cells at the south end of the building
5. Add four new strobes in the interview rooms at the southeast end of the building
6. Add smoke detectors with guards in the cells in the east central part of the building

Fourteenth Floor

1. Relocate strobe in the hallway at the north end of the building
2. Add strobe in the hallway on the east side of the elevators
3. Relocate the strobe on the west side of the elevators
4. Relocate strobe in the hallway on the east side of the elevators
5. Add strobe in the conference room on the east side of the building
6. Relocate strobe in the main hallway at the south end of the building
7. Add smoke detectors with guards in the two cells at the south end of the building

Fifteenth Floor

1. Add strobe in the northeast hallway
2. Relocate strobe in the northeast hallway
3. Add strobe at the north end of the main hallway
4. Relocate strobe in the main hallway in the center of the building
5. Add new strobe in the main hallway in the center of the building
6. Relocate strobe in the main hallway at the south end of the building
7. Add new strobe in the south end of the southeast hallway
8. Relocate strobe in the north end of the southeast hallway
9. Add new strobe in the copy room at the south end of the building

Sixteenth Floor

1. Add two heat detectors in the mechanical room at the north end of the building
2. Add a high head detector in the boiler room at the north end of the building
3. Add six smoke detectors in the mechanical room on the east side of the building
4. Add strobe and smoke detector in the main hallway at the south end of the building

Fee Proposal

In accordance with our understanding of your needs, we have proposed our fees for the above scope of work on the basis of a fixed fee and in a manner that will facilitate your separation of the total fees into the component parts as necessary. These fixed fees, however, are based upon and derived from our accounting of the actual time spent on reaching our current, almost complete, status of the work. We have created the following matrix to indicate the distribution and magnitude of our fees for each of the categories noted:

Scope Item	Fire Marshall	County	City	Actual Effort to Date	Est Effort to Complete	Est Total Fee Amount	Fee Reduction	Final Fee Amount
A	0%	100%	0%	\$ 8,670	\$ 2,800	\$ 11,470	\$ 6,500	\$ 4,970
B	90%	0%	10%	\$ 10,430	\$ 500	\$ 10,930	\$ 2,900	\$ 8,030
Totals	-	-	-	\$ 19,100	\$ 3,300	\$ 22,400	\$ 9,400	\$ 13,000

The "Actual Effort to Date" column indicates the fee amounts derived from our time sheets from the beginning of our work on these scope items thru Feb 15, 2005.

The "Est Effort to Complete" column indicates our estimate of the fee amount necessary to complete the scope of work from Feb 16 through completion.

The "Est Total Fee Amount" column is the sum of the previous two columns and represents our estimate of the total amount we will have invested in the scope of work upon completion.

The "Fee Reduction" column indicates an amount intended to compensate for scope reduction as compared with our original proposal (eg: the 'Operational Matrix') and some of the effort we may have expended on this scope of work due to our own inefficiencies.

The "Final Fee Amount" column indicates the amounts now being submitted for final acceptance of this Additional Services Fee Proposal.

Note that we have not increased the number of site visits as a result of these changes since we believe that a sufficient number of trips to the site are currently authorized.

MCDC
Additional Services Fee Proposal 3/05
Revision 2
Page 6 of 6
17 March 2005

In accordance with your further request, we can also provide the following additional information with regard to these fee amounts:

Scope of Work item A is estimated to be 80% complete as of this writing
Scope of Work item B is estimated to be 99% complete as of this writing

As you can see from the above percentage completion figures, we have proceeded with production of this work prior to receiving the usual written authorization. We have done this as a result of our combined agreement to expedite the project schedule.

In view of this effort, we will appreciate your consideration and efforts in working towards gaining acceptance of this amendment in the shortest time possible.

Sincerely,

Robert H. Welt

BOGSTAD Deborah L

From: LOPRESTI Kristie M
Sent: Thursday, August 18, 2005 8:12 AM
To: BOGSTAD Deborah L
Subject: Resolution

Hi Deb - In light of the announcement yesterday of Patricia K. Pate going on admin. leave, I need a new resolution for signing authority for our State revenue agreement. I have updated the one with Patricia K. Pate's name on it to change it to Rex Surface and Alan E. Stickel so that we at least have 2 authorized signers for this agreement. Please let me know if I need to provide you with more info. Thanks, Kristie



CFAC0507RESOLL
TION.2RexSurface..

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Appointing Rex Surface and Alan E. Stickel as County Financial Assistance Administrators for the State of Oregon Department of Human Services, 2005-2007 County Financial Assistance Intergovernmental Revenue Agreement 0506026

The Multnomah County Board of Commissioners Finds:

- a. The Multnomah County Department of County Human Services provides mental health, alcohol and drug and developmentally disabled treatment services to citizens of Multnomah County
- b. The County has requested financial assistance from the State of Oregon Department of Human Services to operate or contract for the operation of its community mental health, alcohol and drug, and developmental disabilities program.
- c. The State of Oregon Department of Human Services is willing, upon the terms and conditions of the 2005-2007 Financial Assistance Agreement (Agreement), to provide such financial assistance (Assistance Award) to the County. The Agreement was approved by the County on July 14, 2005.
- d. Section E.5 of the Agreement requires the County by resolution to appoint an officer to administer the Agreement (County Financial Assistance Administrator) and to authorize the County Financial Assistance Administrator to amend the Assistance Award and Agreement and Service Element Prior Authorization on behalf of the County. Further, the County Financial Assistance Administrator may enable the disbursement of financial assistance through submission and modification of CPA's and PPA's and authorize providers to submit disbursement claims.

The Multnomah County Board of Commissioners Resolves:

1. The Board appoints Rex Surface and Alan E. Stickel as the County Financial Assistance Administrators and authorizes Rex Surface and Alan E. Stickel to amend the Assistance Award on behalf of the County, by execution and delivery of amendments to the Agreement in accordance with Section E.5.

ADOPTED this 18th day of August, 2005.

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

UNANIMOUS CONSENT FOR THURSDAY, AUGUST 18, 2005

**MAY I HAVE A MOTION FOR CONSIDERATION
OF A UNANIMOUS CONSENT ITEM?**

**COMMISSIONER _____ MOVES
COMMISSIONER _____ SECONDS
CONSIDERATION OF A UNANIMOUS CONSENT
ITEM**

**ALL IN FAVOR, VOTE AYE, OPPOSED ____?
THE MOTION FAILS
OR
THE CONSIDERATION IS APPROVED**

DEPARTMENT OF COUNTY HUMAN SERVICES

UC-1 RESOLUTION Appointing Rex Surface and Alan E. Stickel as County Financial Assistance Administrators for the State of Oregon Department of Human Services, 2005-2007 County Financial Assistance Intergovernmental Revenue Agreement 0506026

**COMMISSIONER _____ MOVES
COMMISSIONER _____ SECONDS
APPROVAL OF UC-1**

**AGNES SOWLE AND/OR DCHS STAFF
EXPLANATION, RESPONSE TO QUESTIONS**

OPPORTUNITY FOR PUBLIC TESTIMONY

OPPORTUNITY FOR BOARD COMMENTS

ALL IN FAVOR, VOTE AYE, OPPOSED ____?

**THE MOTION FAILS
OR
THE RESOLUTION IS ADOPTED**

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 05-152

Appointing Rex Surface and Alan E. Stickel as County Financial Assistance Administrators for the State of Oregon Department of Human Services, 2005-2007 County Financial Assistance Intergovernmental Revenue Agreement 0506026

The Multnomah County Board of Commissioners Finds:

- a. The Multnomah County Department of County Human Services provides mental health, alcohol and drug and developmentally disabled treatment services to citizens of Multnomah County
- b. The County has requested financial assistance from the State of Oregon Department of Human Services to operate or contract for the operation of its community mental health, alcohol and drug, and developmental disabilities program.
- c. The State of Oregon Department of Human Services is willing, upon the terms and conditions of the 2005-2007 Financial Assistance Agreement (Agreement), to provide such financial assistance (Assistance Award) to the County. The Agreement was approved by the County on July 14, 2005.
- d. Section E.5 of the Agreement requires the County by resolution to appoint an officer to administer the Agreement (County Financial Assistance Administrator) and to authorize the County Financial Assistance Administrator to amend the Assistance Award and Agreement and Service Element Prior Authorization on behalf of the County. Further, the County Financial Assistance Administrator may enable the disbursement of financial assistance through submission and modification of CPA's and PPA's and authorize providers to submit disbursement claims.

The Multnomah County Board of Commissioners Resolves:

1. The Board appoints Rex Surface and Alan E. Stickel as the County Financial Assistance Administrators and authorizes Rex Surface and Alan E. Stickel to amend the Assistance Award on behalf of the County, by execution and delivery of amendments to the Agreement in accordance with Section E.5.

ADOPTED this 18th day of August, 2005.



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

#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: 8/18/05

SUBJECT: CIVIL RIGHTS

AGENDA NUMBER OR TOPIC: _____

FOR: _____ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: Geoff Thompson

ADDRESS: 40301 E. LAICH MTS

CITY/STATE/ZIP: CORBETT OR 97019

PHONE: DAYS: 503 695-5811

EVES: Cell 503 753-3070

EMAIL: _____

FAX: _____

SPECIFIC ISSUE: _____

WRITTEN TESTIMONY: _____

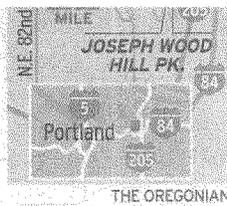
IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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

ways draws a diverse summer crowd. The park was dedicated in 1936 on land gifted to Multnomah County from the children of the park's namesake. Joseph Wood Hill established Hill Military Academy in Northeast Portland in 1901. Shortly after that, he moved the school to Rocky Butte. Stone walls and a winding scenic road were put in by the Works Progress Administration from 1937 to 1939.



- **Directions:** From Interstate 54, take the 82nd Avenue exit and head north. Turn east on Northeast Fremont Street, which turns into Northeast Rocky Butte Road.
- **Hours:** 5 a.m. to 12:01 a.m.
- **Coming Sunday in Travel & DestinationNW:** The next time you're in the Seattle area, be a Tech Tourist at Microsoft's new visitor center and along Lake Washington, ogling Bill Gates' mansion.

...nash t just gone
"People became
fortable. Now v
ings and the is
everybody."

Please see **ST**

Caterer closes, keeps deposits, leaving brides-to-be in a lurch

Customers receive a letter but no refund from Salmonberry Ballroom and Catering saying it folded because of money troubles

By **DENNIS MCCARTHY**
THE OREGONIAN

OREGON CITY—Several Portland-area couples planning weddings and receptions at an Oregon City ballroom say they lost thousands of dollars in rental and catering fees after the business suddenly shut down last week.

Sarah Coy said she was devastated when she received a short form letter from William Taubman, part-owner of Salmonberry Ballroom and Catering, that the business closed, effective Aug. 2, because of financial problems.

Taubman made no mention of refunding Coy the \$2,000 she paid to rent the ballroom for her Oct. 15 wedding and reception, which Salmonberry agreed to cater.

The contract that Coy signed did not specify

what would happen to the deposits if the company went out of business.

"We have to reprint all the invitations and mail them out, we had a deposit for the photographers, most of our budget is gone," said Coy, 27, of Oregon City.

Taubman, who has owned and operated other Portland-area catering businesses over the past nine years, could not be reached for comment.

Mark R. Rehm, part owner of Salmonberry Catering with Taubman and part owner of the former Market Street Cafe and Catering business in Portland, also could not be reached for comment.

In July, Rehm filed a complaint in Multnomah County Circuit Court against Taubman and Kevin Healy, listed in court documents as Taubman's domestic partner, charging them with fraud.

Rehm said in the complaint that in 2002, at Taubman's request, he signed over general power of attorney to Taubman in regard to their catering business. However, Rehm

said, Taubman used the power of attorney in May to turn over the title of Rehm's Southeast Portland home to Healy without Rehm's approval.

Please see **SALMONBERRY**, Page C5

TO FILE A COMPLAINT

The Oregon attorney general's office advises people entering into a contract with a business for specific services to do a thorough reference check on that business.

Kevin Neely, spokesman for Attorney General Hardy Myers, said consumers can file a complaint by calling the Justice Department's Consumer Complaint Line in Portland weekdays from 8:30 to 4:30 p.m. at 503-229-5576 or TTY Salem, 503-378-5938.

SUNDAY'S PROVIDENCE BRIDGE PEDAL

BRIDGE PEDAL REGISTRATION INFORMATION

Bicyclists
Adults: \$20 (\$25 day of event)
Children, 12 or younger: \$10 (\$15 day of event)
Start: Southwest Naito Parkway and Stark Street

Walkers
Adults: \$15 (\$20 day of event)
Seniors: \$10 (\$15 day of event)
Children, 12 or younger: free
Start: Rose Quarter Commons, 8 a.m.

Early registration for either event at www.providence.org/oregon/events/bridgepedal/ until midnight today. You also can register in person at the Bridge Pedal expo at the DoubleTree Hotel at the Lloyd Center today from 10 a.m. to 4 p.m.

On Bridge Pedal day, riders can register at 5:45 a.m. Sunday at Southwest Pine Street and Naito Parkway. Walkers can register at 7 a.m. at the Memorial Coliseum.

10-bridge ride
(38 miles)
Starts 6:30 - 7:30 a.m.

8-bridge ride
(24 miles)
Starts 7:30 - 8:30 a.m.

6-bridge ride
(14 miles)
Starts 8:30 - 9:30 a.m.

Bridge stride
Starts 8 a.m.

START/FINISH
Rose Quarter Commons

PAT MCLELLAND/THE OREGONIAN

Bridge c

Here are bridge cl
dence Bridge Peda

- ◆ **Sellwood** — we
- ◆ **Ross Island** — a.m.
- ◆ **Marquam** — no
- ◆ **Hawthorne** — a.m.
- ◆ **Steel** — both d noon.
- ◆ **Fremont** — so from 5:30 to 11:30
- ◆ **Morrison** — Op lane closed 6 to 8:
- ◆ **Burnside** — Op lane closed 6:30 to
- ◆ **Broadway** — 0 lane closed 6:30 to
- ◆ **St. Johns** — 0 in both directions
- ◆ **Broadway, Burn Hawthorne** drawbr traffic 6 a.m. to no
- ◆ **TriMet** buses an regular routes. Bu Willamette River b minor delays.

Sources: Multnom. Department of Tra city of Portland, T.



LISA STONE

MULTNOMAH HOTEL — Once Oregon's largest and most elegant hotel, the Multnomah in downtown Portland has been nominated as national historic place along with two other area hotels.

Three hotels display charm, elegance, style

By ANN SULLIVAN
of The Oregonian staff

Three Portland-area hotels with a history of elegance and glory will be discussed Friday when the Oregon State Advisory Commission for Historic Preservation will consider nominations to the National Register of Historic Places.

The advisory commission will meet at 9:30 a.m. in the state Capitol at Salem to discuss the View Point Inn, originally the Palmer Place in the Columbia River Gorge, the Multnomah Hotel and the Seward, renamed the Governor Hotel, both in downtown Portland. More than a dozen other properties also are on the advisory commission's discussion agenda.

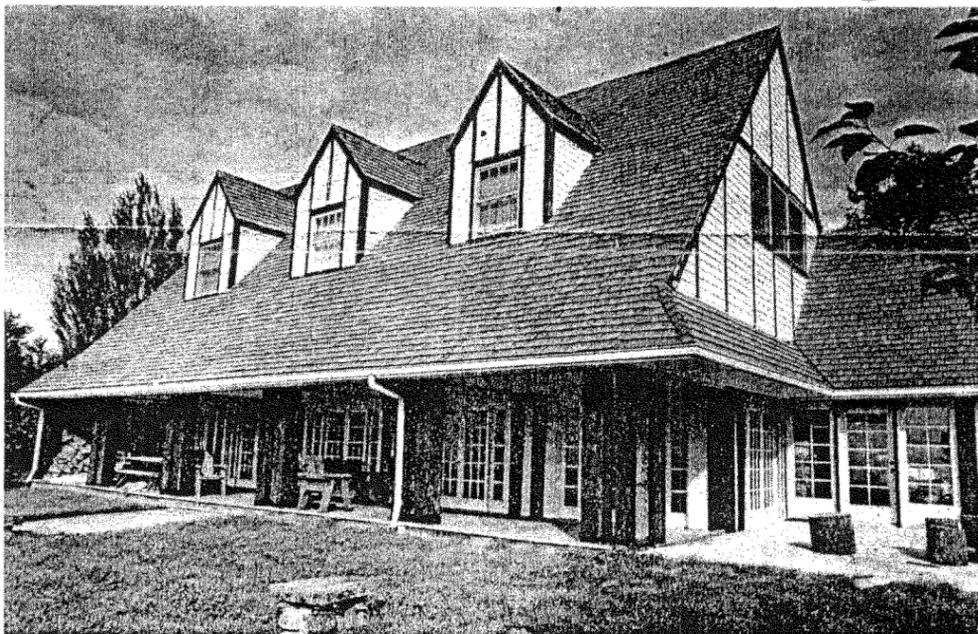
The Multnomah Hotel, 319 S.W. Pine St., was built in 1911 and for several decades was Portland's largest and most elegant hotel. It was designed in the American Renaissance style by the architectural firm of Gibson and Cahill. As newer hotels came to Portland and the business district moved farther south, the Multnomah was leased in 1965 to the U.S. General Services Administration and converted into offices for 1,200 federal employees.

The Gevurtz family of Portland had the hotel built for \$2 million by the R.R. Thompson Estate Co. of San Francisco. When opened, it boasted 725 rooms and suites, and 300 had private baths. Eventually the number of rooms was reduced to about 500.

Its elaborate interior decor included marble columns, chandeliers and accents in a distinctive red, taken from Oregon Indian pottery, that became known as Multnomah red.

On the day it opened, more than 8,000 persons passed through the spacious lobby. More than 1,200 persons dined in one of the nine banquet halls, dining rooms and grills.

The hotel was the social center of the city for half a century. Rose Festival queens and real queens, as well as presidents Taft, Hoover, Roosevelt, Eisenhower and Kennedy



The Oregonian/MARV BONDAROWICZ

VIEW POINT INN — Distinctive architectural landmark of the lower Columbia River Gorge is the View Point Inn, originally the Palmer Place, built near Crown Point in 1924. West view of the inn shows its Tudor-style construction or Arts-and-Crafts design, as it sometimes is called. It was luxurious and expensive in its heyday for guests touring new Columbia River Highway.

passed through its halls. Celebrities Lana Turner, Frank Sinatra, Bob Hope, Bing Crosby, the Lennon Sisters, Wallace Beery, Clark Gable and Jack Benny also were among its guests.

The lobby is largely intact, but a gray carpet has replaced the Multnomah red car-

pet, recalled today only in some rose and red stairway coverings.

The five-story Seward or Governor Hotel, 611 S.W. 10th Ave., was designed by Oregon architect William C. Knighton with elaborate exterior ornamentation in terra cotta and brick.

Built in 1909 for G. Rosenblatt, it was one of 10 hotels developed in the business boom that followed the 1905 Lewis and Clark Centennial Exposition. It cost \$100,000 and was called "the hotel of quiet elegance."

New owners, including Harold Heathman, bought it in 1930, and it was renamed the

Governor Hotel.

Today its 110 rooms are rented to visitors on a daily basis, although some have been reserved for nearly three decades.

The View Point Inn, 40301 N.E. Larch Mountain Road, is considered one of the best preserved examples of 1920s tourist inns remaining along the lower section of the Columbia River Highway.

Nestled on Thor's Heights between the Portland Women's Forum Park and the Vista House, the inn is 1,125 feet above sea level and has a panoramic view of the Columbia River.

The exterior wood shingles and boards amplify a half-timbered effect in architect Carl L. Linde's design. While it has some elements of a Tudor style, it is more properly classified in the Arts and Crafts style.

The inn was built for \$47,000 and opened in 1925 when automobile tourism had come to the gorge via the Columbia River Highway. Grace Palmer and her associates, who included Fred Heilig of the theater family, were the original owners. Karen and Douglas Watson are the present owners.

In addition to cars, tourists also came by railroad and bus to the inn and its companion resorts, including the Chanticleer Inn, the Crown Point Chalet, the Wayfare Inn and Faresh Hall.

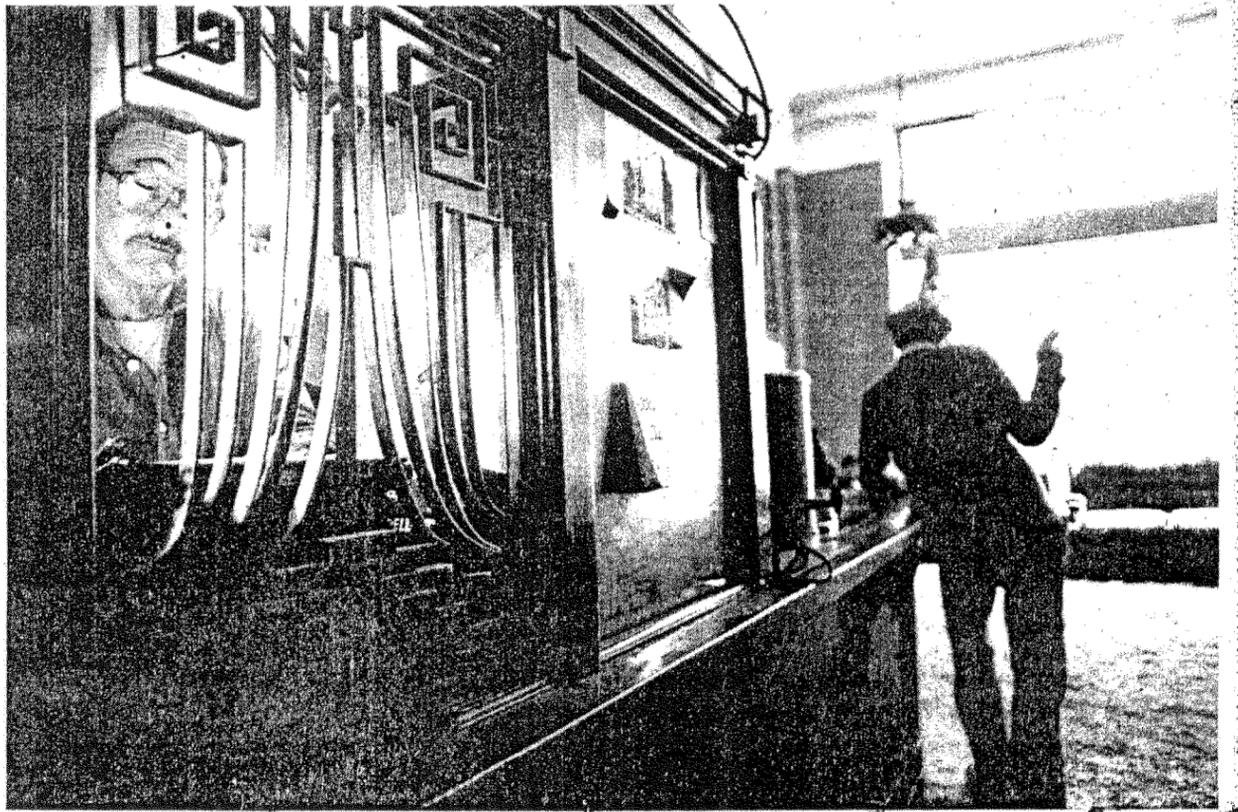
Early guests at the inn included Prince Friedrich of Potsdam, Baron and Baroness Blixens-Fenicke of Denmark, Baroness Ellen of Sweden, singer Lily Pons, musician Andre Kostelanetz and Thomas Dewey, a New York governor and Republican presidential candidate.

The View Point Inn was built on land originally owned by Lorens Lund, a Danish immigrant who came to the United States in the 1870s. His Norwegian wife, Mari, had arrived in 1859. They gave the name Thor's Heights to their 120 acres overlooking Crown Point.



GOVERNOR HOTEL — Governor Hotel, above, in downtown Portland was originally called the Hotel Seward, which still appears on the hotel's brick sidewall. Exterior view shows terra cotta embellishments on front. Peering from behind an ornamental cashier's grille at main desk, right, is hotel manager Ray Hartz. Much of hotel's mahogany and Circassian walnut paneling have been retained in lobby.

LISA STONE



Military get in free Sunday

On Sunday, Sept. 11, show admission will be free for military members, either in uniform or carrying proper identification. Families of military personnel killed in the Iraq and Afghanistan conflicts have been invited to attend the special program and air show free.

Willey, the air show's president who has been involved with the event for 15 years, says the parade's participants will include the Oregon Army National Guard Band, a bagpipe outfit and military, police, fire, emergency medical vehicles and personnel.

Another addition this year will come Sept. 9. A two-hour concert by musicians including country singer Josh Gracin will start the performance at 6 p.m.

The musicians will be followed by four of the aerial acts at 8 and fireworks after dusk.

val. The festival stopped backing and managing the Hillsboro show after the 2002 event because revenue wasn't keeping up with expenses.

Willey says budgeting was leaner in 2003, when there was no military aerobatic team, than in years past.

Last year's budget included trading goods and services with some sponsors instead of receiving cash, which is happening again this year. Such techniques have helped the show stay in the black and give a majority of the proceeds to worthy causes.

The 2004 net allowed the show's local organizers to donate \$88,500 to several educational and charitable groups, including \$40,000 to the Hillsboro Schools Foundation. From a carry-over fund, the organization also gave \$5,000 to Northwest Medical Teams to help the December tsunami victims in Asia.

Sponsor stays through 2007

Even though the Rose Festival departed, the show attracted a major sponsor starting last year. Standard TV & Appliance, the Portland-based retailer, recently signed up to be the "presented by" sponsor at least through 2007.

Neither Willey nor Dan Reese, Standard TV's marketing director, would disclose what his company is paying to have its name attached to the show's title.

"Outside of the Blazers," Reese says, referring to the retailer's pro-basketball television and radio advertising, "it's our largest sponsorship."

The air show lists 31 other sponsors this year, many for their in-kind help. Media organizations, for example, including The Ore-

gonian and Hillsboro Argus, along with several radio and television stations, provide free advertising equivalent to the \$10,000 sponsorship fee.

"It takes a lot of creative thinking," Willey says, "finding businesses that say, 'Yeah, I can do that.'" For example, Willey says, Portland-area General Motors dealers will supply 68 new vehicles for show participants' use starting Sept. 7.

"There will be new SUVs, sedans, trucks. We gave them a list of vehicles we needed," Willey says. "This is a cool one. If we had to rent them, it would have cost us \$30,000."

Richard Colby: 503-294-5961;
dickcolby@news.oregonian.com

Businesses offer help to stranded couples

Pairs who lost money when an Oregon City ballroom and catering operation folded hear of new venues

Some Portland-area wedding facilities have stepped forward to help several prospective brides and bridegrooms who lost thousands of dollars in wedding and catering fees when the Salmonberry Ballroom & Catering business in Oregon City suddenly closed Aug. 2.

Jeff Thompson, co-owner of the

Viewpoint Inn near Crown Point, said he's offering the inn's facilities free to Salmonberry clients, and Beyond Imagination Catering is discounting catering fees at the inn to those who can show proof that they paid fees that were not honored by Salmonberry owner William Taubman.

Taubman did not refund fees paid by couples who booked weddings and receptions in advance at his Oregon City ballroom.

Oregon City police Lt. Lisa Nunes said her office has received several calls from Salmonberry cli-

ents who indicated they plan to seek civil action against Taubman to recover their money.

Jan Margosian of the state Attorney General's Office said early Monday that she had not heard of any consumer complaints against Taubman.

The Viewpoint Inn can be reached at 503-695-5811.

The Bill Naito Co. is offering free rent at the Atrium or the ballroom at its Montgomery Park Building in Northwest Portland to Salmonberry couples whose planned wedding dates match current open

dates at Montgomery Park. For more information, call 503-517-4398.

Jude Strader, events coordinator for Abiqua Country Estate near Silverton, said Abiqua is willing to donate its outdoor facilities, tables and chairs free for weddings. Abiqua, at 503-829-9280, is 35 miles south of Oregon City.

Dan Fowler, owner of Abernethy Center in Oregon City, is offering to provide his facility to former Salmonberry clients for half its normal rental fees. For more information, call 503-722-9400.

— Dennis McCarthy

HEAD-ON COLLISION

By HOLLY DANKS
THE OREGONIAN

HILLSBORO — Three times in 11 years, Roger Zettlemoyer crashed his car while driving drunk.

Each time, he was convicted of injuring other motorists.

Until now, Zettlemoyer had served a total of 60 days in jail and five years on probation.

But last week, Zettlemoyer, 52, of Sherwood was sentenced to five years and 10 months in prison after pleading guilty to two counts of second-degree assault and one count of driving under the influence of intoxicants.

The plea bargain, for the mandatory minimum term on second-degree assault, stemmed from a head-on crash Zettlemoyer caused March 20, when he was driving in the oncoming lane of traffic on Southwest Tonquin Road near Oregon Street, on the eastern edge of Sherwood.

Police found vodka bottles in his car, and Zettlemoyer's blood alcohol level was 0.37 percent, more than four times Oregon's legal limit, about 30 minutes after the crash, said Paul Maloney, Washington County deputy district attorney.

"Maybe when he gets out, there is a reasonable possibility he won't drink and drive," Tom Elliott, Zettlemoyer's private attorney, said at his sentencing. His Oregon driver's license has been suspended for life, but Zettlemoyer can apply for reinstatement 10 years after he gets out of prison.

Zettlemoyer apologized to the crash victims "for all the trouble and pain and suffering I have put them through." He added that he doesn't plan to drink again.

George and Stephanie Watson

sure 11 s

Usual not sent ly not to early rel moyer's caused t ous phy Oregon degree a

"We t there ar again," I couple.

After crash, v moyer v to a ho head tri collapse broken Washing on Aug. left arm.

Steph dergone pair brc wrist an the rang keep di She also arms, to

Malor 47-year-1 thon rur again aft the cras plate in right arr

Elliott pital bill could lo civil sett Watsons

"It is "His life let."

Holly Danks
hollydank

OUTLOOK

View Point Inn dispute leads to anti-stalking order

Owners get a temporary restraining order against local activist

BY KELLY MOYER-WADE
staff writer

Trespassing usually isn't considered trespassing in a small town like Corbett. Neighbors can overlook the occasional traipse through their yard or shortcut over their property.

However, there are certain boundaries that even small-town camaraderie cannot erase.

Finding someone standing in your backyard at 6 in the morning, taking pictures of your property, says Geoff Thompson, is one such boundary.

"I was in my robe and PJs, having my morning coffee, when I see a woman out there, taking pictures," Thompson says. "To be out there at 6 a.m., when we're waking up, watching the birds, drinking coffee ... it isn't normal behavior."

The woman in question is Cynthia Winter, former director of the non-profit group Friends of Vista House and an outspoken opponent of Thompson's and his partner, Angelo Simone's, plans to reopen their historic property as an overnight inn and restaurant.

"She's obsessed with the View Point Inn and she's obsessed with us. She's like a mosquito, always buzzing around, annoying us,"

‘ She’s obsessed with the View Point Inn and she’s obsessed with us. ’

— Geoff Thompson

Thompson says. "Before this 6 a.m. visit, I didn't really care. I said we're not even getting involved with her. But this concerned me. I don't know what's going on in her head."

Thompson said he came out of his home, yelling at Winter and she left.

He followed the visit with a call to the Multnomah County Sheriff's Office, requesting a temporary stalking protective order against Winter.

Thompson said it's not the first time Winter has been on his property.

In fact, the Corbett woman took photos of Thompson's property earlier this year and submitted them with her comments opposing the inn's reopening to the Columbia River Gorge Commission.

The Commission is expected to rule on the inn's fate in mid-October.

"Ultimately, I would like to see Cynthia Winter stay away from us and away from the View Point Inn," Thompson says. "I don't want to see her on my property ever again, for the rest of my life."

Winter didn't return calls from *The*

Outlook, but her lawyer, Gary K. Kahn, said his client denies ever setting foot on Thompson's property.

The pictures she submitted to the Gorge Commission, Kahn said, were taken from the public road in front of the View Point Inn.

"At this point, she's not allowed to trespass, and she will certainly honor that," Kahn says of the anti-stalking order's effects on his client. "She hasn't been on the property. ... She vigorously disputes the allegations."

Thompson says he's not concerned Winter will harm him or Simone. His fears are over the View Point Inn.

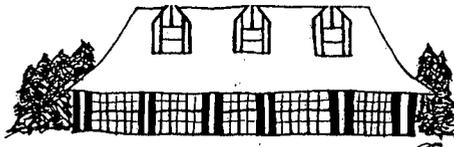
"We're big guys, she couldn't hurt us ... but ecoterrorism is real. It's real. And if someone is willing to come on our grounds at 6 a.m., then they might be willing to take a match to the View Point Inn in the name of the environment," Thompson says.

Springdale native Gary Law served on the Friends of Vista House board of directors from 1989 through 1994 and worked with Winter during her time as board director.

Law said Winter has tangled with other Corbett property owners and said he believes Thompson's allegations.

"She's a bulldog. I can see her doing anything to get what she wants," Law said of Winter.

Kahn, Winter's attorney, said there would be a hearing on his client's case, probably sometime in September. A judge could order a final stalking protective order against Winter at that time.



The Viewpoint Inn

To Whom it may concern:

September 17, 2004

The proprietors of The Viewpoint Inn recently held meetings with immediate neighbors to discuss and outline the Inn's hopeful future to function as a commercial entity.

As a commercial entity The Viewpoint Inn would host weddings and other special events approved by The Columbia River Gorge Commission. The commercial operations and commercial status of The Viewpoint Inn will be in full compliance with The National Scenic Area Management Plan and The National Scenic Area Act.

Our neighbors had and will continue to have a forum and opportunity to express any and all concerns regarding commercial operations at The Viewpoint Inn.

During these meetings The Viewpoint Inn addressed issues such as parking, noise, hours of operation, traffic and other past issues.

We the proprietors of The Viewpoint Inn, are committed to the preservation of a significant cultural and historic landmark. We want to maintain harmony with the community, our neighbors and the natural resources surrounding this Nationally Registered Historic Property.

Sincerely,

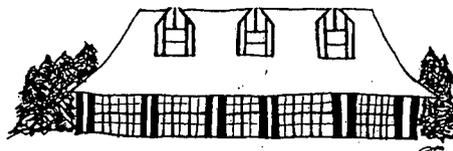
Geoff Thompson

Angelo Simione

Signed

Name Printed Dominic O'Dierno + Shawn O'Dierno

Address 1645 NE Columbia Ave. Corbett, OR 97019



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Sincerely,

Geoff Thompson

Angelo Simione

Signed

Name Printed

Mike & Diane Sovell

Address

1639 NE Columbia Ave, Corbett OR



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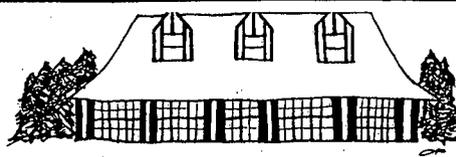
Signed

Name Printed

Larry Franz Janice Franz

Address

1642 N.E. Columbia, Corbett, OR 97019



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Sincerely,

Geoff Thompson

Angelo Simione

Signed Jean V. Motley Frank C. Motley

Name Printed Jean V. Motley Frank C. Motley

Address 2010 N.E. Columbia Ave, Corbett, OR 97019

We have been neighbors with the Viewpoint Inn for 35 years. For most of those years it has been an unkept eyesore. Under Geoff and Angelo's care it has become a beautiful and well kept tribute to the Gorge. marriage is an extremely difficult process. Getting people started in building a life together in such beautiful and somewhat mystical surroundings has to serve as a positive social value to the community. Geoff and Angelo have been excellent neighbors.



Hood River Inn
1108 E. Marina Way
Hood River, OR 97031
(541) 386-2200 • 1-800-828-7873

Reservation Confirmation

Geoffrey Thompson
40301 E LARCH MT RD
CORBETT, OR 97019

Dear Geoffrey Thompson,

We look forward to welcoming you to our hotel. Thank you for your patronage.

We currently show the following information for your reservation, please review this for its accuracy.

Guest Name:	THOMPSON, GEOFFREY	Date Made:	8/9/05
Reservation Number:	285875	Nights:	1
Arrival Date:	8/17/05 (Wednesday)	Guests:	2/0
Departure Date:	8/18/05 (Thursday)	Gtd By:	CLASSIC VISA
Rate:	\$179.00		
Rate Change:			

Deposit Received:

Notes: REQUEST RIVERVIEW NONSMOKING 1 BEDROOM SUITE \$179 4PM CHECKIN 12NOON CHECKOUT 48 HOUR CANCELLATION CALL REQUIRED

#2

MULTNOMAH COUNTY BOARD OF COMMISSIONERS
PUBLIC TESTIMONY SIGN-UP

Please complete this form and return to the Board Clerk
This form is a public record

MEETING DATE: 8/18/05

SUBJECT: Civil Rights Violations /
Selective Enforcement

AGENDA NUMBER OR TOPIC: _____

FOR: _____ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: Angelo Simione

ADDRESS: 40301 E. Larch Mountain Road

CITY/STATE/ZIP: Corbett, Oregon 97019

PHONE: _____ DAYS: (503) 695-5811 EVES: _____

EMAIL: Viewpoint Inn @ AOL.com FAX: _____

SPECIFIC ISSUE: _____

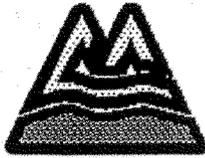
WRITTEN TESTIMONY: _____

IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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



MULTNOMAH COUNTY

LAND USE PLANNING SECTION
FIELD INSPECTION RECORD

Property Address 29330 SE STARK STREET

Tax Account # R994060550 Zone _____

Complaint: _____

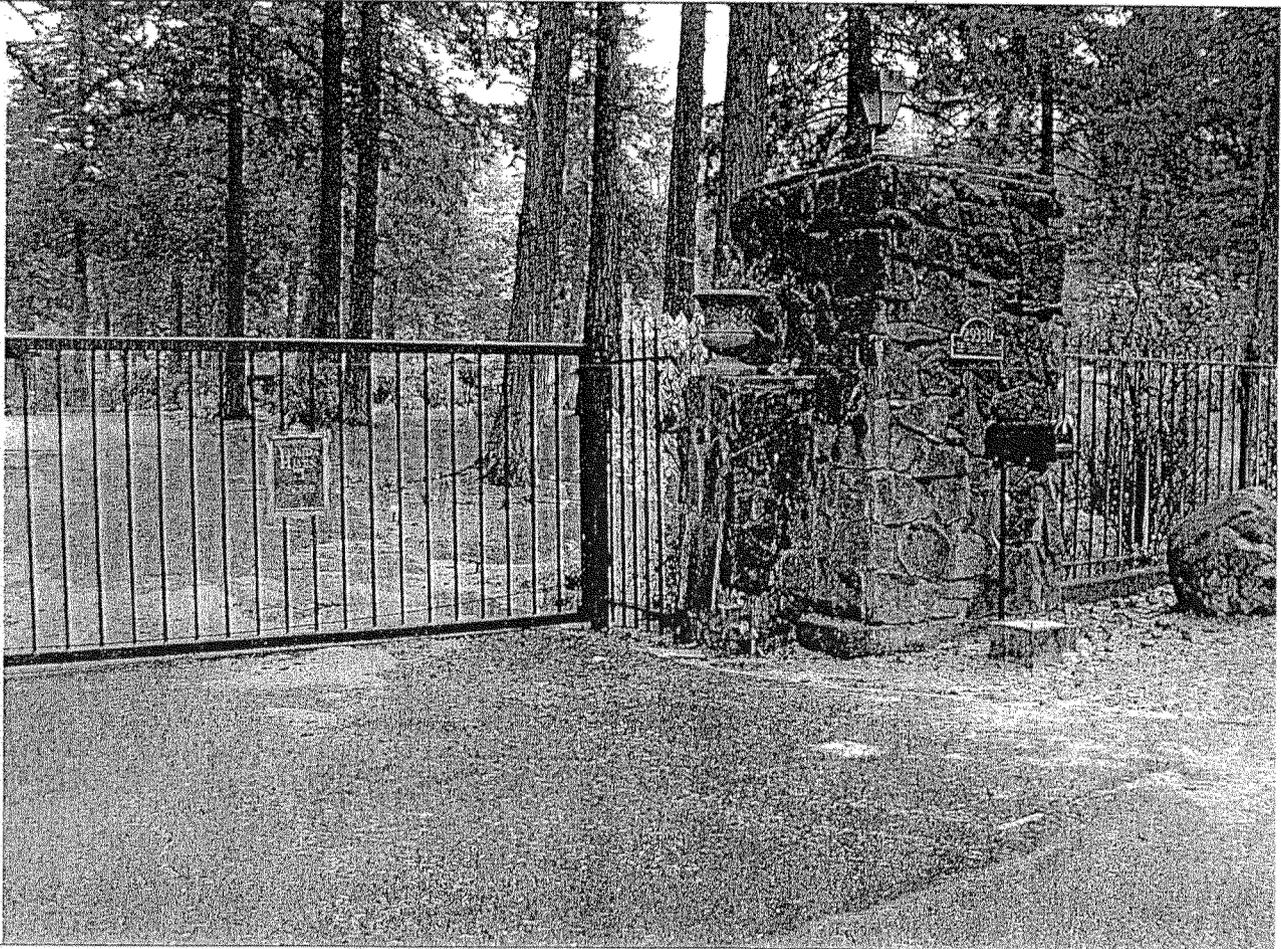
Property being used as commercial wedding site, per article received from complainant from The Outlook, dated 5-1-99

INSPECTION REMARKS

Date: 11-8-99

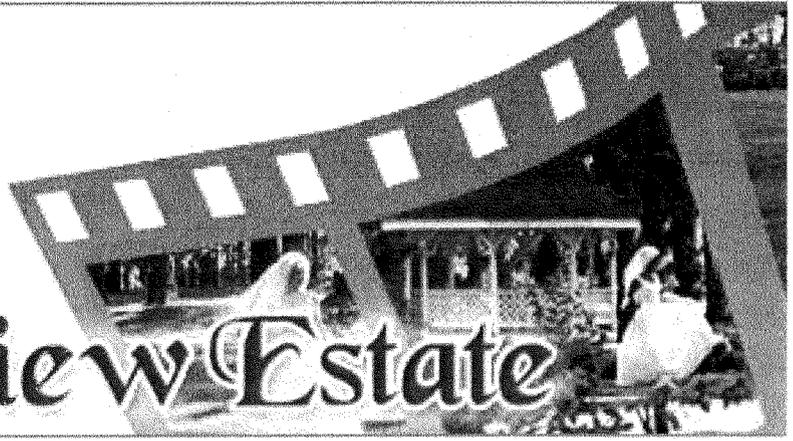
Inspected By: Jmj

Site visit to take pictures of property. Found no evidence of any commercial use at time of inspection, however property was gated and inaccessible, so all pictures were taken from beyond the gates and fence.





Garden View Estate



HOME | FACILITY SUMMARY | RECEPTION PACKAGE | GAZEBO CEREMONY | ME
VENDOR REFERRAL | STAFF | LOCATION | CONTACT US

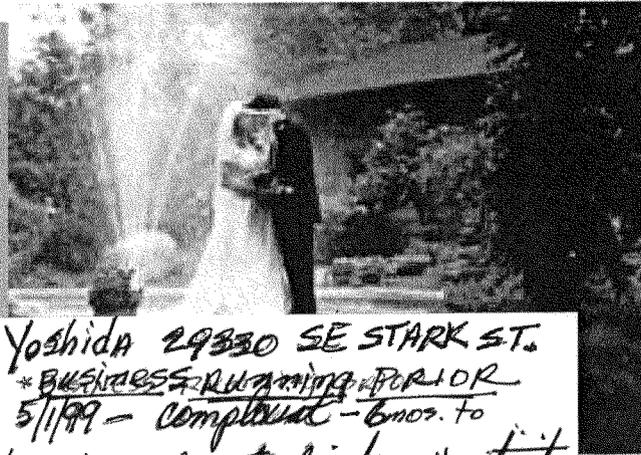
GARDEN VIEW ESTATE

"The Northwest's Most Exclusive Event Facility"
(Only 20 minutes from downtown Portland)

Originally built in 1912 as the Portland Automobile Clubhouse, this historic 15-acre Troutdale property is a year-round event facility is nestled between the banks of a gleaming river and a rocky cliff.

A lattice gazebo, cascading waterfall, koi pond, bronze fountain, natural grotto, wisteria arbor, acres of lush of 350 rose bushes provide a breathtaking event backdrop that truly showcases the Northwest.

Our experienced facility coordinators and professional catering staff are eager to help you personalize and always imagined. Please call 503-872-8488 for a tour of the Estate.



Yoshida 29330 SE STARK ST.
*BUSINESS RUNNING PRIOR
5/1/99 - complaint - bus. to
4/18/99 - County finds no activity
*5 years later - still operating
5/?/05 - complaint
6/23/05 - website still up
7/15/05 - website still up
7/25/05 - website still up
8/3/05 website still up





**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
 Agenda Item #: R-1
 Est. Start Time: 9:30 AM
 Date Submitted: 08/09/05

BUDGET MODIFICATION: -

Agenda Title: **Oregon Department of Transportation Office of Innovative Partnerships and Alternative Funding Program Briefing**

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>45 minutes - 9:30 to request</u>
Department:	<u>Non-Departmental</u>	Division:	<u>Commissioner Maria Rojo de Steffey - District 1</u>
Contact(s):	<u>Shelli Romero</u>		
Phone:	<u>503 988-4435</u>	Ext.	<u>84435</u>
		I/O Address:	<u>503/600</u>
Presenter(s):	<u>Jim Whitty, Director of ODOT's Office of Innovative Partnerships and Alternative Funding</u>		

General Information

1. What action are you requesting from the Board?

Informational briefing only.

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

The purpose of the briefing is to inform the BCC about the option to access ODOT's Innovative Partnerships Program, a creative and innovative procurement program. Under this program, ODOT and approved local government participants can engage in attracting private partners in an innovative fashion. This means that private firms can be invited into projects at the conceptual stage before everything has been determined and before the price tag is known. Through ODOT's program, ODOT can assume some of the risk of some elements of project development and the private firms pick up the risk of the other elements. The program is entirely different from the regular method of project development. The briefing will consist of an overview of the Innovative Partnerships program and will allow for time for a question and answer period.

The goal is for the Board to understand what opportunities exist should they decide to pursue a Private-Public-Partnership (PPP) with regard to the Sellwood Bridge from a neutral party and that hopefully this information and a discussion will help the Board to make a decision.

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

Not applicable at this time.

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

None known at this time.

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

Not applicable at this time.

Required Signatures

**Department/
Agency Director:**

Maria Pijo de Steffey

Date: 08/09/05

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:



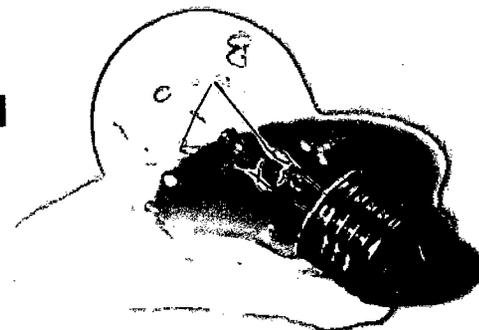
Oregon Department of Transportation



Oregon Innovative Partnerships Program (OIPP)

***Presented to
Multnomah County Commission
Portland, Oregon
August 18, 2005***

**James Whitty, Manager
Office of Innovative Partnerships and
Alternative Funding**





Innovations in Procurement for Oregon Transportation Projects

1. Nature of Oregon Innovative Partnerships Program (OIPP)
2. Procurement Innovations Underway for Transportation Projects
3. Local Government Applications



OREGON INNOVATIVE PARTNERSHIPS PROGRAM (OIPP)

New Transportation Procurement Method

- **Develop Partnerships with Private Entities and Units of Government;**
- **Expedite Transportation Project Delivery;**
- **Maximize Transportation Project Innovation (ORS 367.804(1))**
- **Leverage Public Funding with Private Sources of Capital**
(Legislative History of SB 772 (2003))



OIPP Statutory Definition

“Transportation project” -- “any proposed or existing undertaking that facilitates any mode of transportation in this state.” (ORS 367.802(3))

- Broad application authority could be applied to Roads, Bridges, Rail, Ports, Ancillary Facilities, Telecommunications, Transmissions . . .



Oregon Innovative Partnerships Program allows ODOT to Solicit Proposals or Accept Unsolicited Proposals (ORS 367.804)

- **From Private Firms** (“Any ... legal entity or natural person ...”) (ORS 367.802(2))
- **From Units of Government** (“... any department or agency ... federal, ... state, ... city, county, district, commission, authority, entity, port or other public corporation ... and any intergovernmental entity ...”). (ORS 367.802(2))
- **OIPP procurements outside processes of Oregon government procurement law of ORS Chapter 279** (ORS 367.806(5))
 - Projects Selected by Best Value instead of Lowest Bid
 - Allows Entry of Private Partners at Conceptual Stages of Project



OIPP Agreements

Under OIPP authority, ODOT may enter into agreements - if approved by Oregon Transportation Commission - relating to transportation projects the subject of which may include, but need not be limited to:

Planning

Development

Reconstruction

Maintenance

Leasing

Acquisition

Design

Replacement

Management

Operation

Financing

Construction

Improvement

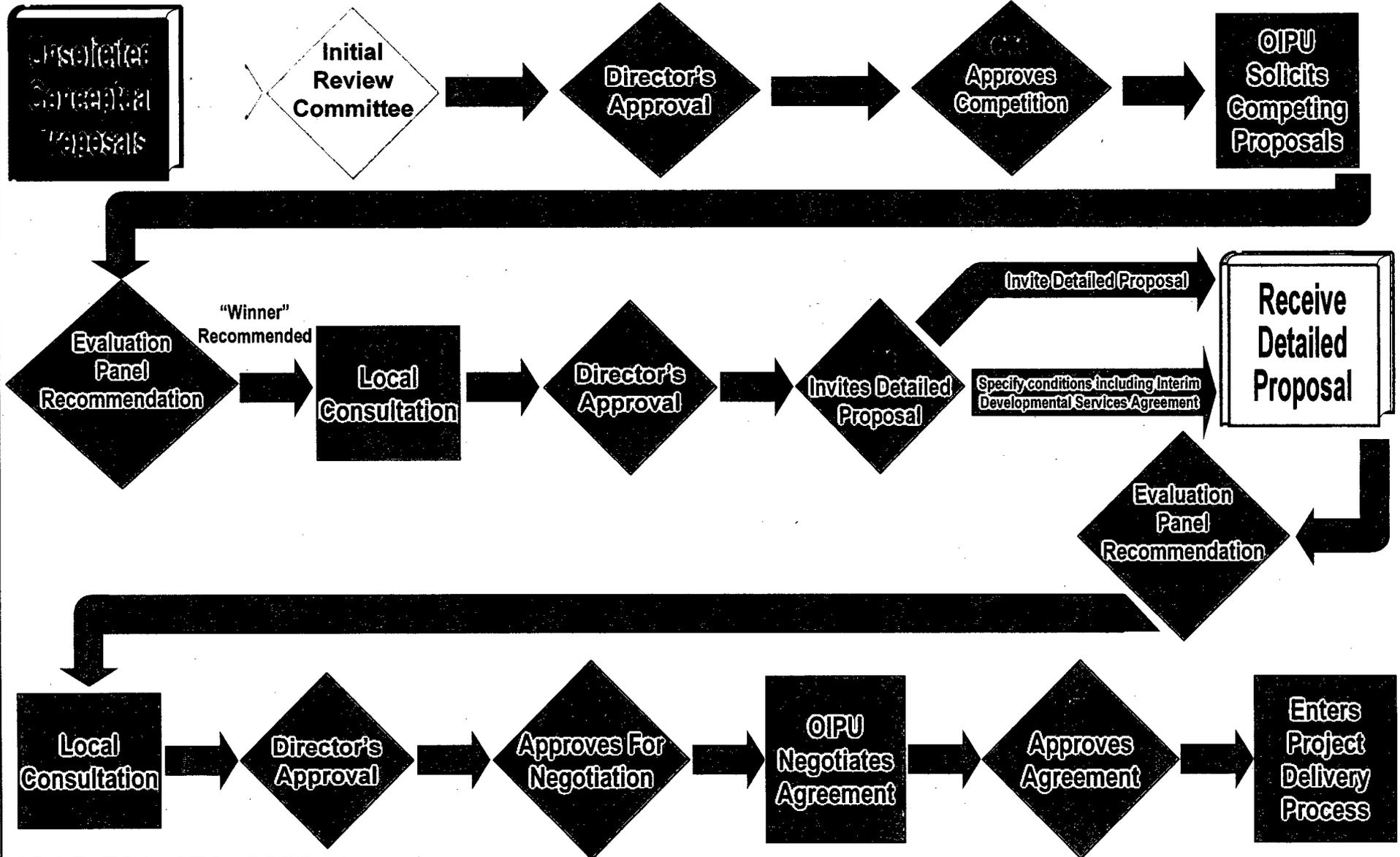
Repair

Any Financing Mechanism (franchise & user fees)

(ORS 367.806)

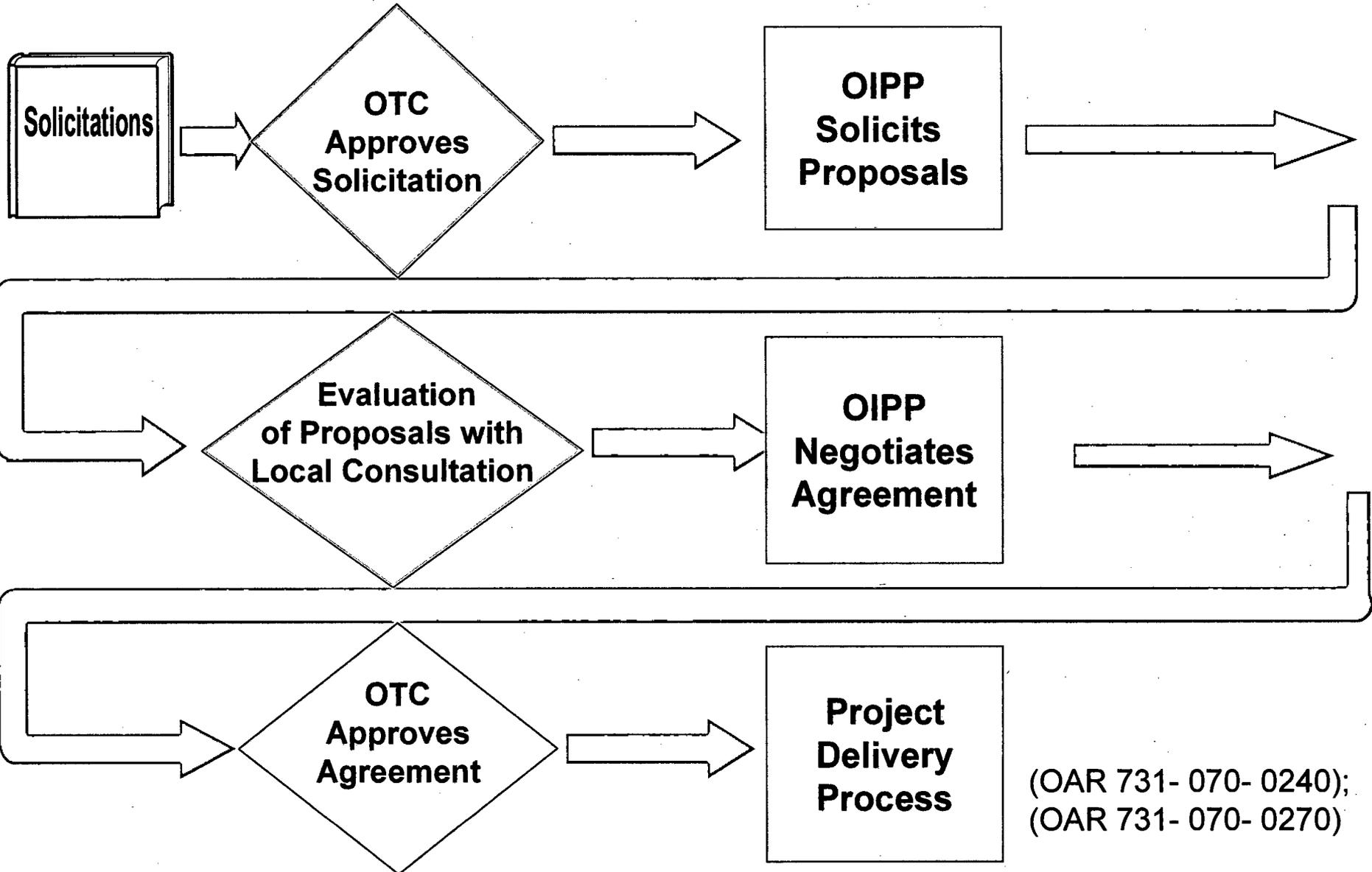


OREGON INNOVATIVE PARTNERSHIPS PROGRAM





OREGON INNOVATIVE PARTNERSHIPS PROGRAM



(OAR 731-070-0240);
(OAR 731-070-0270)



OIPP Public Records Disclosure Exemptions

- **Submitted Proposals** ... until selection for negotiation or sharing with local governments, MPOs and Area Commissions on Transportation or evaluation complete (ORS 367.804(6))
- **Sensitive Business, Commercial or Financial Information** not customarily provided to business competitors ... until submitted to Oregon Transportation Commission (OTC) in connection with review and approval (ORS 367.804(6))
- **Documents, Communications and Information Developed in Negotiations** ... until submitted to OTC in connection with review and approval (ORS 367.806(7))
- **Terms of Proposed and Final Agreements** submitted to OTC are NOT exempt from disclosure (ORS 367.806(8))



Other Relevant Provisions of OIPP Law

- **Local Consultations** (ORS 367.804(3)(c))
- **Consistency with Local, Regional and State Transportation Planning** (ORS 367.806(2)(h))
- **Formation of Local Fee or Tax Districts** (ORS 367.820)
- **State Transportation Enterprise Fund** (ORS 367.810)
- **Labor & Subcontracting Provisions** (ORS 367.806(5),(6))
- **Expanded Eminent Domain Authority** (ORS 367.818)



OIPP Currently Soliciting Proposals In One Procurement For Multiple Projects

1. **The Sunrise Corridor** - New limited-access 4-lane facility
 2. **South I-205 Corridor Improvements** – Possible tolled expressway in SE Portland
 3. **Newberg-Dundee** - Bypass of congested state highway
- **Two Phase Procurement Process**: Pre-development Agreement followed by Implementation Agreement
 - **RFP allows Enhancements and Modifications** beyond project descriptions



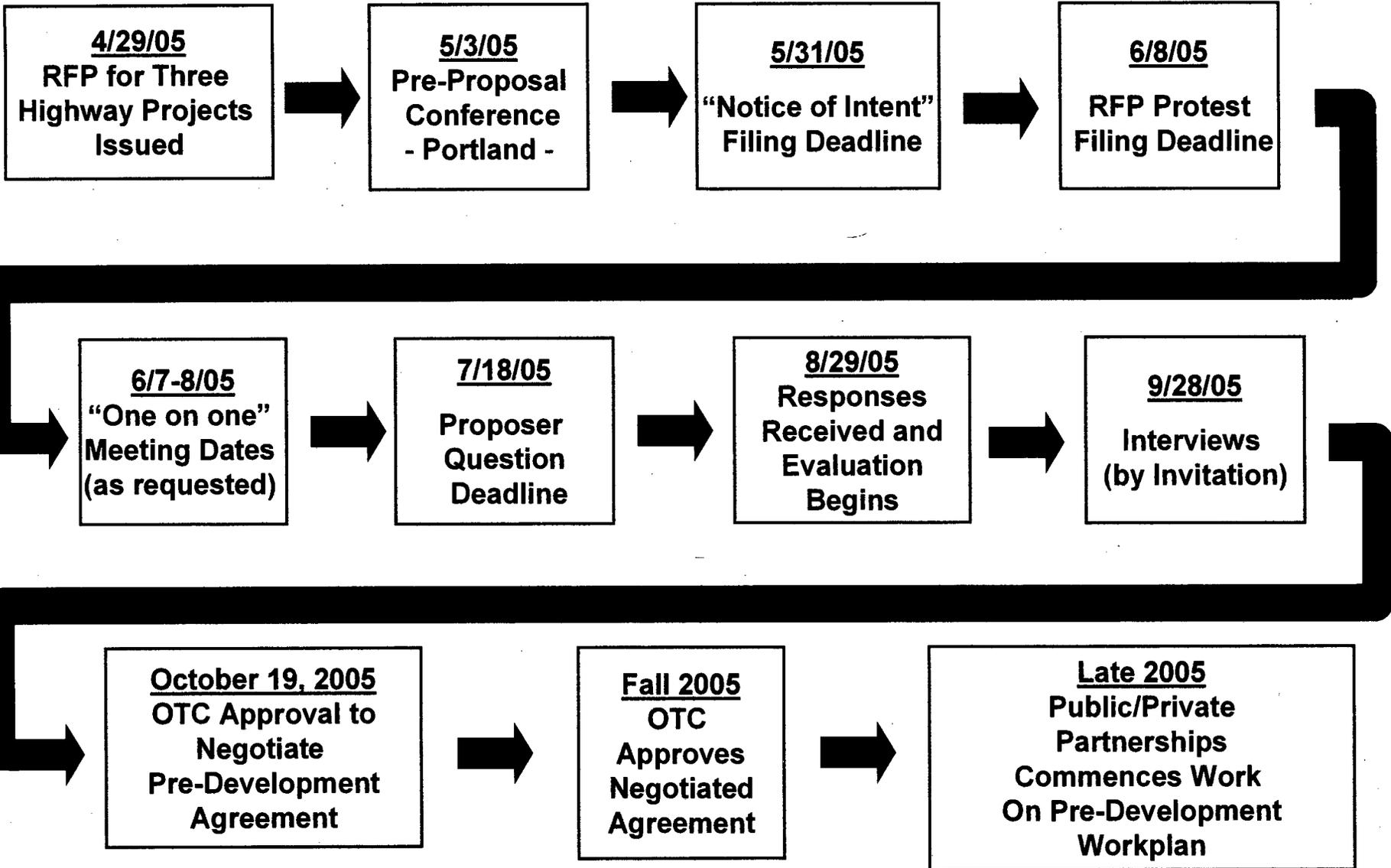
Characteristics of Pre-Development Agreements

- **Selection.** Choose partner based on qualifications, project understanding, financing approach and proposed compensation
- **Early Project Entry.** Private partners brought in early to undertake activities to support NEPA process and speed up project delivery
- **Financial resources.** Contributed from both sides
- **Work Tasks.** Concurrent rather than sequential work:
 - Development of funding and financing plans
 - Public and political consensus building
 - Design innovation and project staging
 - Optimizing transportation solutions (modifications)
 - Formation of necessary districts or authorities

If phase one is successful, ODOT and Private Partner enter into negotiations for subsequent implementation agreements



OIPP 2005 Procurement Timeline





FHWA Special Experimental Project 15 (SEP-15)

On May 6, 2005, FHWA granted ODOT exemptions from certain federal requirements of CFR Title 23 for the current OIPP procurement for three highway projects, ...

... subject to negotiation of Early Development Agreement (EDA).



Future OIPP Procurements

- **Real Property for Services Transactions** (HB 2115 (2005))
 - ODOT Maintenance Station Land Swaps – ODOT Issued SOI on August 2, 2005
 - Overpass Construction in exchange for ODOT Surplus Property
- **Second Wave of Highway Projects**



Opportunities for Local Government

- Local governments may access the OIPP procurement process for local projects (ORS 367.802(3) & 367.804(3))
- Local governments may join private firm in submitting unsolicited proposal to ODOT under OIPP (ORS 367.804(3)(b))
- Local governments may enter into project agreements with ODOT for an OIPP project without submitting proposal (ORS 367.806(3))

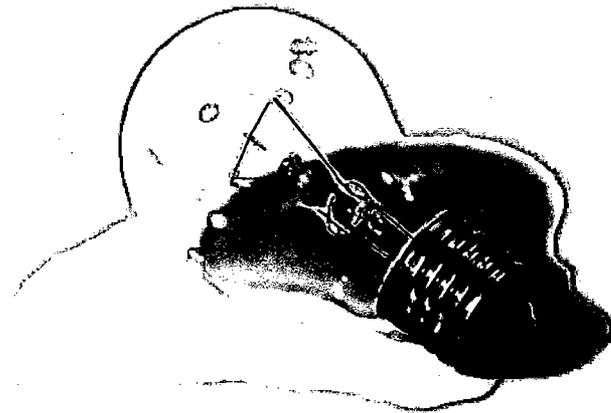


Oregon Department of Transportation



*Website for Oregon Innovative
Partnerships Program*

www.oregon.gov/ODOT/HWY/OIPP/innovative.shtml





FHWA Special Experimental Project 15 (SEP-15)

FHWA Approval of OIPP Experimental Feature

#1 A modified procurement approach.

- (a) Ability to accept and review proposal modifications requested by ODOT**



FHWA Special Experimental Project 15 (SEP-15)

FHWA Approval of OIPP Experimental Feature

#1(b) Price negotiations occur after selection of best proposer. Other proposal ideas may be shared with successful proposer during Negotiations. If negotiations fail with best proposer, negotiations may proceed with second best proposer.



FHWA Special Experimental Project 15 (SEP-15)

FHWA Approval of OIPP Experimental Feature

- #1(c) Authority to issue RFP and execute OIPP Pre-Development Agreements prior to receiving final NEPA approval



FHWA Special Experimental Project 15 (SEP-15)

FHWA Approval of OIPP Experimental Feature

- #2 In lieu of FHWA approval of RFP, FHWA reviews for further processing the OIPP procurement and contract documents and facility implementation and finance plans. Project authorization to follow completion of NEPA analysis.**



FHWA Special Experimental Project 15 (SEP-15)

FHWA Approval of OIPP Experimental Feature

**#3 Project developer to undertake
responsibility for maintenance services
for toll facilities**



FHWA Special Experimental Project 15 (SEP-15)

FHWA Approval of OIPP Experimental Feature

- #4 The combined two step procurement and price reasonableness assessment process prior to project authorization constitutes a competitive process for title 23 purposes, provided there is compliance with state and local laws



FHWA Special Experimental Project 15 (SEP-15)

FHWA Approval of OIPP Experimental Feature

- #5 Developer may provide NEPA support for the project, provided (a) unaffiliated consultant compiles NEPA documents, (b) all services are subject to control and direction by ODOT and FHWA; and (c) ODOT and FHWA are responsible for preparation, content and conclusions of NEPA documents**



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-2 DATE 08/18/05
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: R-2
Est. Start Time: 10:15 AM
Date Submitted: 08/08/05

BUDGET MODIFICATION: NOND - 02

Budget Modification NOND-02 Reclassifying One Position in the County
Agenda Title: Attorney's Office as Determined by the Assistant Class/Comp Manager

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>5 minutes</u>
Department:	<u>Non-Departmental</u>	Division:	<u>County Attorney</u>
Contact(s):	<u>Agnes Sowle</u>		
Phone:	<u>503 988-3138</u>	Ext.	<u>83138</u>
		I/O Address:	<u>503/500</u>
Presenter(s):	<u>Agnes Sowle</u>		

General Information

1. What action are you requesting from the Board?

Approve reclassification of one Assistant County Attorney2 position to Assistant County Attorney, Sr. as recommended in the attached Reclassification Decision dated June 3, 2005.

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

This reclassification is the result of the County Attorney's request to reclassify one Assistant County Attorney 2 (CA2) position. The Assistant Class/Comp Manager recommends changing the classification of this position upwards to Assistant County Attorney, Senior (CASr) as the incumbent's assigned responsibilities have increased and the incumbent has been doing the work of the higher classification for longer than the 6 months required by Personnel Rule 5-50-030 .

As stated in the reclassification decision, the CASr position performs a variety of the most advanced and complex legal work, representing the County in litigation and advising the Board and other officials on questions of law. The CASr position is distinguished from the CA2 position in providing advanced and specialized professional legal work, advice and assistance. The CA2

classification "assists attorneys with case preparation and advises county employees on legal matters." The incumbent operates at a more advanced level and no longer fits the CA2 classification.

The CASr position is distinguished from CA2 by the level of responsibility assumed and the complexity of the duties assigned, including litigation and claims supervision, risk management and consultation. The decision found this position performs at the CASr level and reclassified the incumbent to CASr.

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

Change to classification is within the pay range of the new position, so there will be no budget impact.

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

This is a non-represented classification. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age marital status, disability, political affiliations, sexual orientation, or any other non-merit factor.

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

None

ATTACHMENT A

Budget Modification

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

- What revenue is being changed and why?
There is no revenue change, this is a housekeeping budget modification.
- What budgets are increased/decreased?
No budgets or FTE were increased or decreased.
- What do the changes accomplish?
Adjustment of pay range consistent with County Policy.
- Do any personnel actions result from this budget modification? Explain.
The change increases the subject Assistant County Attorney pay range from Range 128 to Range 132.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
Because there are no changes in revenue, there are no changes, likewise in indirect and operational costs.
- Is the revenue one-time-only in nature?
N/A
- If a grant, what period does the grant cover?
N/A
- If a grant, when the grant expires, what are funding plans?
N/A

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

ATTACHMENT B

BUDGET MODIFICATION: NOND - 02

Required Signatures

**Department/
Agency Director:**



Date: 08/08/05

Budget Analyst:



Date: 08/08/05

Department HR:

Date:

Countywide HR:



Date: 08/08/05

ANNUALIZED PERSONNEL CHANGE

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

						ANNUALIZED			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3500	9190		Ass't County Attorney 2	706153	(1.00)	(78,748)	(24,073)	(13,551)	(116,372)
3500	9440		Ass't County Attorney Senior	706153	1.00	78,748	24,073	13,551	116,372
									0
									0
									0
									0
									0
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									0
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									0
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGE

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

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

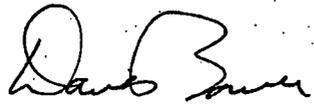


MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS
& COMMUNITY SERVICES
HUMAN RESOURCES
CLASS/COMP UNIT

MULTNOMAH BUILDING
501 SE HAWTHORNE BLVD
4TH FLOOR
PO BOX 14700
PORTLAND OR 97293-0700

PHONE (503) 988-5000
FAX (503) 988-3048
TDD (503) 988-5170

TO: Susan M. Dunaway, Assistant County Attorney, Senior
FROM: Dave Bower, Assistant Class/Comp Manager 
DATE: June 3, 2005
RE: Reclassification Decision

Decision:

Class/Comp received a request to reclassify your position on June 2, 2005. After reviewing the documentation provided and the class specifications for Assistant County Attorney 2 and Assistant County Attorney, Senior; and, meeting with Agnes Sowle, we have determined that, subject to Board of County Commissioner approval, position #706153 will be reclassified from Assistant County Attorney 2 to Assistant County Attorney, Senior.

The incumbent's assigned responsibilities have increased gradually and the incumbent has been doing the work of the higher classification for at least 12 months. Under County Personnel Rule 5-050-30, the incumbent will be reclassified with the position.

Facts:

This position performs a variety of the most advance and complex legal work done by the County Attorney's Office, representing the County in litigation in Federal District Court, State Circuit Court, State and Federal Court of Appeals, and administrative tribunals. The position provides legal advice to the County Board and other officials on questions of law that arise in the course of managing county government.

Review of class specification:

The definition of a Assistant County Attorney 2 is:

To perform a variety of professional legal services on behalf of Multnomah County, including advising County Officials on questions of civil law which arise in the course of managing County government; to represent the County in

litigation initiated on the County's behalf and in cases where the County or its employees are named as defendants.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Assistant County Counsel series.

Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Assistant County Counsel in that the latter provides advanced and specialized professional legal work, advice and assistance.

The County Attorney 2 classification "assists attorneys with case preparation and advises county employees on legal matters.

Position 706153 operates at a more advanced level of performance. Assistant County Attorney 2 is not the best available classification fit.

The definition of Assistant County Attorney, Senior is:

To perform a variety of advanced and specialized professional legal work on behalf of Multnomah County, including advising the Board of County Commissioners and other officials on questions of law which arise in the course of managing County government, representing the County's interest in litigation initiated on the County's behalf and in cases where the County or its employees are named as defendants.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Assistant County Counsel series.

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned.

Employees perform the most difficult and responsible types of duties assigned to classes within this series including litigation supervision, claims supervision, risk management, and consultation. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

This position performs at the level defined for the Class of Assistant County Attorney, Senior. The position is reclassified to that class.

Allocation/Reclassification of Position:

The effective date of the reclass is December 2, 2004. Your seniority date (time in class) is December 2, 2004, the effective date of the reclassification.

	Date	Class	JCN	Pay Scale Group	Pay Range
Old	12/2/04	Assistant County Attorney 2	9190	128	\$54,186 – \$75,861
New	12/2/04	Assistant County Attorney, Senior	9440	132	\$65,871 – \$92,219

Reclassifications within the County are typically done on a least-cost basis. However, according to Personnel Rule 4-10-010, G, "Employees in positions reclassified upward will be brought up to the minimum of the range if they are currently being paid below the minimum. If an employee is paid within the reclassified range, pay may be adjusted but not to exceed the maximum of the new salary range." Your current annualized rate of pay as of December 2, 2004 was \$74,663. No salary action is necessary to implement this reclassification.

If you have any questions, please feel free to contact me at ext - 24827.

cc: Agnes Sowle
Patti Hollaman
Jaci Burns
File Copy



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-3 DATE 08-18-05
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: R-3
Est. Start Time: 10:20 AM
Date Submitted: 08/08/05

BUDGET MODIFICATION: NOND - 01

Agenda Title: Budget Modification NOND-01 Authorizing Use of Federal Fund Extension Revenues

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

Date Requested: August 18, 2005 Time Requested: 5 minutes
Department: Non-Departmental Division: CCFC
Contact(s): Janet Hawkins, Wendy Lebow
Phone: 503-988-6981 Ext. 86981 I/O Address: 167/2/200
Presenter(s): Janet Hawkins

General Information

1. What action are you requesting from the Board?

The Commission on Children, Families, and Communities (CCFC) recommends approval of Bud Mod Nondepartmental 01, which would authorize a total of \$33,880 in grant funding to be used in the current year.

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

The CCFC receives the bulk of its funding in a biennial allocation from the state Commission on Children and Families (OCCF). Funds recommended for appropriation via this budget modification are federal grant balances from FY 05 for using in the first three months of FY 06. These federal funds will be used to enhance programs and initiatives in the following ways:

\$24,000 in Child Care Development Funds will be used for expanding early childhood education support and training at the Child Care Resource & Referral agency to help parents and child care providers handle behavioral issues; and child care quality enhancement through the Directors' Certificate Program continuing development.

\$9,880 in state Youth Investment Funds will be used for teen pregnancy prevention activities for Latino/a youth, including developing an inventory of current services and best practices, convening interested partners including youth, and teen pregnancy prevention programming

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

This action provides one-time-only extension of two Federal funding sources. Neither of the projects were submitted as program offers for FY 2006. Funds must be spent by September 30, 2005.

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

State grant funds not spent by the end of the biennium revert to the State at the end of FY 05, with the exception of these Federal funds, for which state approval is needed. Approval for spending these funds has been received.

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

The various citizen advisory boards staffed by the CCFC have reviewed and made recommendations about each of the above-listed projects.

ATTACHMENT A

Budget Modification

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

- What revenue is being changed and why?

The following federal-through-state grant revenues are increased for FY 06 due to unspent amounts remaining from FY 05:

 - Child Care Development Fund: \$24,000
 - Youth Investment Fund: \$9,880
- What budgets are increased/decreased?
 - \$24,000 in the CCFC Early Childhood program for child care quality enhancements at the Child Care Resource and Referral agency. These dollars will provide training and technical assistance to assist providers and parents in dealing with behavioral challenges, and in the area of early childhood development.
 - \$9,880 in the CCFC Youth program for Latina/o teen pregnancy prevention activities - Of this funding, \$4,500 will be allocated to provide contract funds for services to middle-schoolers, and one-half of the dollars to convene community stakeholders (including youth), best practices literature, data on the extent of the issue. \$880 would be for CCFC staff to develop materials and help coordinate the efforts.
- What do the changes accomplish?

These funds will allow the CCFC to provide additional, one-time-only support to ongoing County efforts to increase the quality of available child care; and to advance teen pregnancy prevention activities.
- Do any personnel actions result from this budget modification? Explain.

None.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?

Direct and indirect charges are covered by the grants.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

Yes. These functions are ongoing; this budget modification provides support for specific, one-time-activities related to these functions.
- If a grant, what period does the grant cover?

These funds must be spent by September 30, 2005.
- If a grant, when the grant expires, what are funding plans?

N/A.

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

ATTACHMENT B

BUDGET MODIFICATION: NOND - 01

Required Signatures

**Department/
Agency Director:**

Wendy Lebn

Date: 08/08/05

Budget Analyst:

Debra

Date: 08/08/05

Department HR:

Date:

Countywide HR:

Date:

Budget Modification ID: **Nond 01**

EXPENDITURES & REVENUES

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

Budget/Fiscal Year: 2006

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
1	10-50	21100	40			ccfc.ec.21100	50190	(230,596)	(254,596)	(24,000)		CCDF carryforward
2	10-50	21100	40			ccfc.ec.21100	60160	212,725	236,569	23,844		
3	10-50	21100	40			ccfc.ec.21100	60350	1,489	1,645	156	0	
4									0			
5	10-50	21490	40			ccfc.youth.21490	50190	(57,898)	(67,778)	(9,880)		Youth Inv. carryforward
6	10-50	21490	40			ccfc.youth.21490	60160	0	9,816	9,816		
7	10-50	21490	40			ccfc.youth.21490	60350	321	385	64	0	
8									0			
9	19	1000	20		9500001000		50310		(220)	(220)		Indirect
10	19	1000	20		9500001000		60470		220	220		Indirect
11									0			
12									0			
13									0			
14									0			
15									0			
16									0			
17									0			
18									0			
19									0			
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22									0			
23									0			
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26									0			
27									0			
28									0			
29									0			
									0	0		Total - Page 1
									0	0		GRAND TOTAL



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-4 DATE 08-18-05
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: R-4
Est. Start Time: 10:25 AM
Date Submitted: 08/08/05

BUDGET MODIFICATION: DCHS - 02

**Budget Modification DCHS-02 Adding a .67 FTE Mental Health
Agenda Title: Consultant Located at Lincoln Park School**

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>5 mins</u>
Department:	<u>Dept. of County Human Services</u>	Division:	<u>Mental Health</u>
Contact(s):	<u>Al Stickel</u>		
Phone:	<u>503 988-3691</u>	Ext.	<u>84135</u>
		I/O Address:	<u>167/620</u>
Presenter(s):	<u>Godwin Nwerem/Keith Mitchell</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services recommends approval of budget modification DCHS-2 adding a .67 FTE Mental Health Consultant for School Based Mental Health Program Offer 25077A.

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

The Health Department received a grant, which includes funding for a Mental Health Consultant. Due to notification timing, the position was not included in the adopted budget. Mental Health & Addiction Services will supervise this position and funding is provided by the Health Department as part of the Healthy Schools Healthy Communities grant.

School Based Mental Health Consultants provide mental health screenings, assessments, crisis intervention, classroom observation, and a focus on direct mental health services, including individual and family treatment. In addition to consultations with school administrators, teachers, councilors, as well as county school based health clinical professionals.

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

Service reimbursement to the Risk fund increases by \$9,893.

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

N/A

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

N/A

ATTACHMENT A

Budget Modification

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

- What revenue is being changed and why?
N/A
- What budgets are increased/decreased?
Service reimbursement from the Fed/State fund to the Risk Fund increases by \$9,893
- What do the changes accomplish?
Creates a new .67 FTE Mental Health Consultant position.
- Do any personnel actions result from this budget modification? Explain.
Creates a new .67 FTE Mental Health Consultant position.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
N/A
- Is the revenue one-time-only in nature?
No
- If a grant, what period does the grant cover?
12/1/2004 to 11/30/2005
- If a grant, when the grant expires, what are funding plans?
The Health Department is in the process of reapplying for this grant again. The new grant period would most likely be for 3-5 years.

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

ATTACHMENT B

BUDGET MODIFICATION: DCHS - 02

Required Signatures

**Department/
Agency Director:**



Date: 07/20/05

Budget Analyst:



Date: 08/05/05

Department HR:



Date: 07/20/05

Countywide HR:

Date:

EXPENDITURES & REVENUES

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

Budget/Fiscal Year: 06

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
1	72-10	3500	0020		705210		50316	(9,893)	(9,893)		Svc Reim to Risk Fund	
2	72-10	3500	0020		705210		60330	9,893	9,893		Claims	
3												
4	40-45	26020	0030			44525-00-26020	60170	5,355	0	(5,355)		
5	40-45	26030	0030			44525-00-26030	60170	2,551	0	(2,551)		
6	40-45	40140	0030			44525-00-40140	60170	259	0	(259)		
7	40-45	1000	0030			44525-GF	60170	5,775	0	(5,775)		
8	40-45	21330	0030			4FA37-04-1	60170	45,900	872	(45,028)	(58,968)	
9								0				
10	40-45	26020	0030			44525-00-26020	60000	8,455	11,949	3,494		
11	40-45	26030	0030			44525-00-26030	60000	4,028	5,692	1,664		
12	40-45	40140	0030			44525-00-40140	60000	409	578	169		
13	40-45	1000	0030			44525-GF	60000	9,117	12,885	3,768		
14	40-45	21330	0030			4FA37-04-1	60000	72,469	101,846	29,377	38,472	
15								0				
16	40-45	26020	0030			44525-00-26020	60130	2,585	3,548	963		
17	40-45	26030	0030			44525-00-26030	60130	1,231	1,690	459		
18	40-45	40140	0030			44525-00-40140	60130	125	172	47		
19	40-45	1000	0030			44525-GF	60130	2,787	3,825	1,038		
20	40-45	21330	0030			4FA37-04-1	60130	22,153	30,249	8,096	10,603	
21								0				
22	40-45	26020	0030			44525-00-26020	60140	2,115	3,013	898		
23	40-45	26030	0030			44525-00-26030	60140	1,008	1,436	428		
24	40-45	40140	0030			44525-00-40140	60140	102	145	43		
25	40-45	1000	0030			44525-GF	60140	2,280	3,249	969		
26	40-45	21330	0030			4FA37-04-1	60140	18,126	25,681	7,555	9,893	
27								0				
28								0				
29								0				
									0	0	Total - Page 1	
									0	0	GRAND TOTAL	



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-5 DATE 08-18-05
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: R-5
Est. Start Time: 10:27 AM
Date Submitted: 08/08/05

BUDGET MODIFICATION: DCHS - 03

**Budget Modification DCHS-03 Modifying Bienestar Program Staffing
Agenda Title: Levels to Reflect the Current Clinical Model, Net Increase of .07 FTE**

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>5 mins</u>
Department:	<u>Dept. of County Human Services</u>	Division:	<u>Mental Health</u>
Contact(s):	<u>Al Stickel</u>		
Phone:	<u>503 988-3691</u>	Ext.	<u>84135</u>
		I/O Address:	<u>167/620</u>
Presenter(s):	<u>Keith Mitchell/Nancy Winters</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services recommends approval of budget modification DCHS-03

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

The FY06 budget process resulted in a reduction of funding for the Bienestar de la Familia program in the Mental Health Addiction Services Division. The reduction was taken by eliminating the Program Supervisor position and reducing the sole Alcohol and Drug Evaluation Specialist [ADES] position that exists in the program from 1.0 FTE to 0.53 FTE.

The Bienestar clinical model consists of a balance between alcohol and drug and mental health services provision. An existing Mental Health Consultant [MHC] in this program has requested a reduction in hours by 0.20 FTE. This provides an opportunity to increase the ADES position by 0.27 FTE with the equivalent funding and help ensure the least disruption of the Bienestar model and the optimal service delivery.

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

The fiscal impact is neutral for the current year and ongoing. The pay range for a Mental Health Consultant (\$47,898.72 - \$58,923.36) is higher than the pay range for an Alcohol & Drug Evaluation Specialist (\$37,062 - \$50,571.36); however, the funding from reducing the MHC by 0.20 FTE is being used to increase the ADES by 0.27 FTE in the current year and ongoing.

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

N/A

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

N/A

ATTACHMENT A

Budget Modification

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

- What revenue is being changed and why?
N/A
- What budgets are increased/decreased?
N/A
- What do the changes accomplish?
The change helps balance the provision of alcohol & drug and mental health services, per the Bienestar model.
- Do any personnel actions result from this budget modification? Explain.
A Mental Health Consultant position is reduced from 1.0 FTE to 0.80 FTE; an Alcohol & Drug Evaluation Specialist position is increased from 0.53 FTE to 0.80 FTE.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
N/A
- Is the revenue one-time-only in nature?
N/A
- If a grant, what period does the grant cover?
N/A
- If a grant, when the grant expires, what are funding plans?
N/A

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

ATTACHMENT B

BUDGET MODIFICATION: DCHS - 03

Required Signatures

**Department/
Agency Director:**



Date: 07/20/05

Budget Analyst:



Date: 08/05/05

Department HR:



Date: 07/20/05

Countywide HR:

Date:

ANNUALIZED PERSONNEL CHANGE

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

						ANNUALIZED			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
20-80	6365	63283	MEN HLTH CNSLT	701098	(0.20)	(11,732)	(3,586)	(2,469)	(17,787)
20-80	6291	63283	ADES	706856	0.27	11,732	3,586	2,469	17,787
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
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									0
TOTAL ANNUALIZED CHANGES					0.07	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGE

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

						CURRENT YEAR			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
20-80	6365	63283	MEN HLTH CNSLT	701098	(0.20)	(11,732)	(3,586)	(2,469)	(17,787)
20-80	6291	63283	ADES	706856	0.27	11,732	3,586	2,469	17,787
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TOTAL CURRENT FY CHANGES					0.07	0	0	0	0



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: R-6
Est. Start Time: 10:30 AM
Date Submitted: 07/25/05

BUDGET MODIFICATION: -

Agenda Title: **RESOLUTION Adopting a Facilities Strategic Plan for Multnomah County**

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>15 minutes</u>
Department:	<u>County Management</u>	Division:	<u>Facilities</u>
Contact(s):	<u>Steve Pearson, Doug Butler</u>		
Phone:	<u>503 988 3278</u>	Ext.:	<u>83278</u>
		I/O Address:	<u>274/FM</u>
Presenter(s):	<u>Doug Butler</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Management requests this Resolution be considered at the August 18, 2005 Board Meeting.

Requested action is to approve a resolution adopting the Facilities Strategic Plan for Multnomah County as described in the Multnomah County Strategic Facilities Plan attached to the Resolution.

The Department of County Management, Facilities and Property Management Division, recommends adoption of the Resolution.

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

The Facilities Strategic Plan for Multnomah County (Plan) is intended to align County real estate assets with County goals and missions. After two decades of expansion of County services and facilities, the County has faced 4-5 years of budget constraint and funding issues. The Strategic Plan follows on the Consolidation and Disposition Strategy adopted by to Board as Resolution 04-168 in November, 2004 with the aim of ensuring the County has the right space at the right time at

an affordable cost to support its programs.

The Strategic Plan is targeted to map the strategy for the County's facility portfolio over the next 10-15 years. Goals and strategies to achieve this mission are:

- Goal 1: Migrate the County's real estate portfolio to include only well-sited, high-performance, affordable, and sustainable facilities by 2015.
- Goal 2: Fully fund the operating costs of owned Tier I facilities including compliance and preventative maintenance. In addition, the County will stay completely current on its non-seismic capital maintenance program.
- Goal 3: Ensure that FPM is utilizing the best practices for buildings and operations.
- Strategy 1: Dispose of all Tier III facilities by 2010.
- Strategy 2: Migrate all facilities to be retained to Tier I by 2015 (an exception is the courthouse which is to be Tier I by 2020).
- Strategy 3: Consolidate the County's real estate portfolio into fewer buildings in a hub environment and minimize the number of special purpose spaces. Instead focus on larger flexible facilities that require little or no renovations to be utilized by a different County occupant.
- Strategy 4: Assign sufficient funding to all retained owned facilities in order to maintain their Tier I status for the life of the facility, using one time sources to address portfolio transition, deferred maintenance and seismic issues.
- Strategy 5: Match facilities leasing, financing and ownership to the length and stability of the funding stream. Weigh the advantages and disadvantages of leasing and owning without a stated preference for either.
- Strategy 6: Update and enforce the County's Building and Space Standards no later than December 31, 2005. This effort will include comparing all Tier I facilities to performance benchmarks that will be included with the standards.
- Strategy 7: Initiate and Implement best operating practices regarding lease administration, transaction management and project management

The implementation plan that will follow the adoption of the Strategic Plan includes:

1. All facilities will be reviewed by December 31, 2006 for possible inclusion in one of the proposed hubs described in Strategy 1. This review will include significant input from the affected departments and programs. The results for each proposed hub will be presented to the Board for project approval as they are completed.

2. All Tier III owned and leased facilities not included in a future hub plan will be recommended to the Board for disposition along with a plan for relocating the current occupants. All Tier III building dispositions shall occur no later than the year 2010.
3. All Tier II owned and leased facilities which are not included in a future hub and are slated to be retained will have a tier migration plan created for them. These tier migration plans will outline how each Tier II building will be migrated to Tier I by the year 2015. These plans will be created on a building by building basis rather than one large report and will only be presented to the Board if Board approval is necessary.
4. FPM will immediately begin work on creating Benchmarks for use in evaluating all facilities that are to be retained. This will be completed no later than October 31, 2005. A plan of action for each building not meeting the benchmarks will be presented to the Board for approval by June 30, 2006.
5. FPM will immediately begin work on updating the County's Building Standards as described in Strategy 11. The new standards will be presented to the Board for approval prior to December 31, 2005.
6. FPM will complete a Best Practices manual for its own internal use no later than December 31, 2005.

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

There is no fiscal impact for FY06. The principle financial impact will come from three sources:

1. Consolidation into fewer, more efficient buildings. This builds on the Consolidation and Disposition Strategy currently being implemented. All facilities will be reviewed by December, 2006 for possible inclusion in a hub setting. Additionally, buildings will be identified that should be disposed of which are not in the County's long term best interest to keep. It is expected that costs will be reduced in future budget years over what they would otherwise be, but it is not possible to quantify at this time.
2. Change in Asset Preservation (AP) and Capital Improvement Fees (CIP). For FY06, AP fee rate is \$1.95 per square foot for Tier 1 buildings (scheduled to rise to \$2.10 in FY07). The comparable rate for CIP fees applied to Tier II and III buildings is \$1.65 for FY06 (proposed to rise to \$1.80 in the FY07 Capital Plan).

The Strategic Plan proposes to change capital maintenance collections in several ways:

- a. Rates for Tier I and Tier II buildings would be set at the same level and established to recover current capital maintenance charges over a 10 year period. This would result in an average rate of \$3.20 (2005 dollars) over the next 10 years.
- b. Ramping up to the 10 year average, a rate of \$2.25 for FY07 is proposed. This will increase capital costs approximately \$900K over FY06 levels (\$600k over currently proposed FY07 levels). Tier III buildings would increase by 8% to \$1.80 for FY07 consistent with the currently proposed FY07 levels
- c. The proposal separates seismic charges from other deferred maintenance needs and proposes to address them individually when major retrofitting occurs.
- d. Minor deferred and current maintenance items (such as walls, paint, carpet, sidewalks) are removed from capital life cycle costing and an overall amount is

allocated as part of the capital maintenance fees for such minor expenditures. Specific projects would be managed on an as-needed basis.

3. Use of Building Standards and Best Practices. Although not specifically quantified, the expansion and enforcement of building standards as well as use of best practices should decrease the amount of space needed and make the operation of the Facilities Division more efficient.

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

Passage of this Resolution will establish Board policy to meet the goals listed above.

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

The Executive Team, as well as the Administrative Service Managers have been instrumental partners in developing this proposal. Additionally, the Board Staff, individual Commissioners and Department Directors as well as key County subject matter experts have provided invaluable assistance in the preparation of this Strategy. Finally, the Facilities Division staff reviewed several drafts of this document and provided important input which resulted in substantial improvements in several sections of the document.

Required Signatures

**Department/
Agency Director:**

Mindy Harris

Date: 07/25/05

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

ADOPTING A FACILITIES STRATEGIC PLAN FOR MULTNOMAH COUNTY

The Multnomah County Board of Commissioners Finds:

- a. The County continues to face programmatic reductions and expansions over time. This puts differing requirements on the County's facility portfolio to house the programs and serve the public.
- b. The facility portfolio has not always been flexible enough to respond to changes in the needs of County programs.
- c. The County's current facility portfolio contains a multitude of buildings, including many that are too small, poorly laid out, need significant capital maintenance, and are ineffective for programs and customers.
- d. The County should size its facility portfolio to those buildings it can afford to keep in proper condition for its programs.
- e. The County will benefit from migrating its real estate portfolio toward well-suited, affordable, and sustainable facilities.
- f. Adherence to building and space standards and following best practices for facility operations will further County goals.
- g. The Facilities Strategic Plan for Multnomah County addresses the above issues and provides a blueprint for the next 10-15 years.

The Multnomah County Board of Commissioners Resolves:

1. The makeup of the County's portfolio should be changed to be more responsive to its changing needs over time.
2. The attached Facilities Strategic Plan for Multnomah County dated August, 2005 is adopted as the framework for a logical and orderly realignment of the County facilities portfolio.

ADOPTED this 18th day of August, 2005.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
John S. Thomas, Deputy County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 05-148

Adopting a Facilities Strategic Plan for Multnomah County

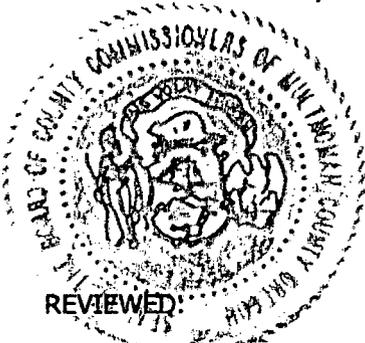
The Multnomah County Board of Commissioners Finds:

- a. The County continues to face programmatic reductions and expansions over time. This puts differing requirements on the County's facility portfolio to house the programs and serve the public.
- b. The facility portfolio has not always been flexible enough to respond to changes in the needs of County programs.
- c. The County's current facility portfolio contains a multitude of buildings, including many that are too small, poorly laid out, need significant capital maintenance, and are ineffective for programs and customers.
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- e. The County will benefit from migrating its real estate portfolio toward well-suited, affordable, and sustainable facilities.
- f. Adherence to building and space standards and following best practices for facility operations will further County goals.
- g. The Facilities Strategic Plan for Multnomah County addresses the above issues and provides a blueprint for the next 10-15 years.

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ADOPTED this 18th day of August, 2005.



AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

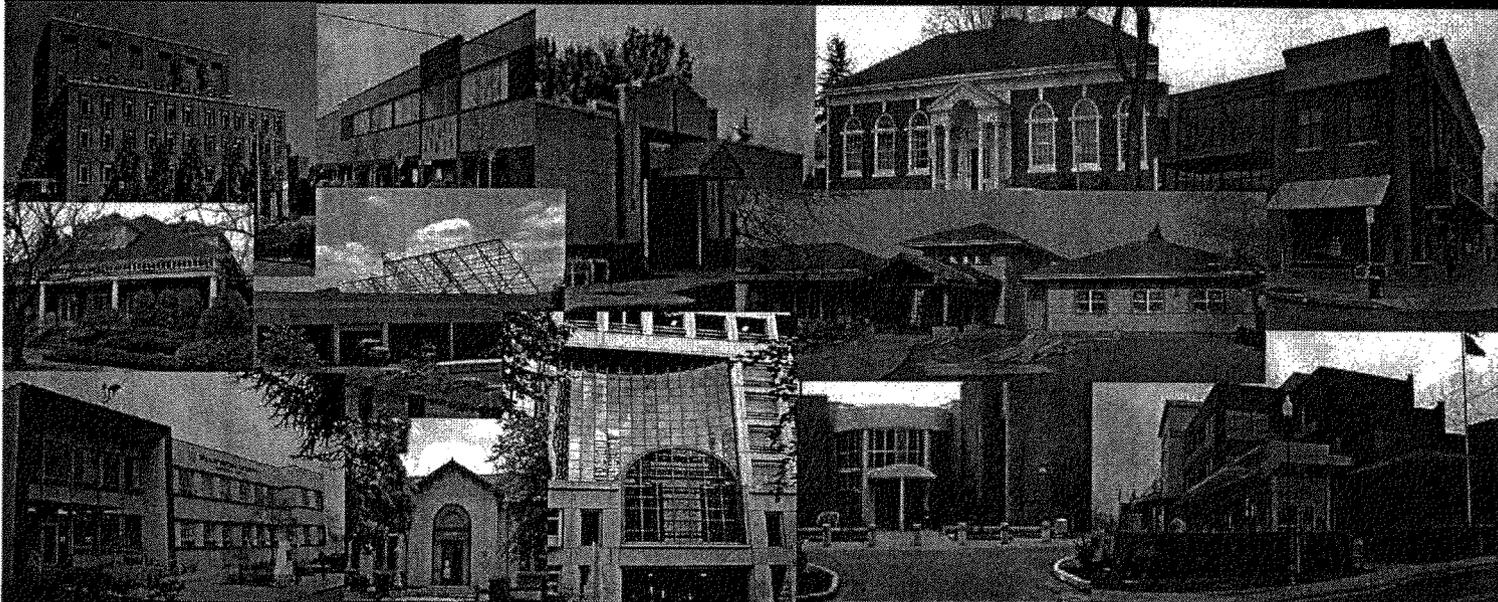
By _____

John S. Thomas, Deputy County Attorney

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

Multnomah County Facilities...



2005 Strategic Plan



Multnomah County
Facilities & Property Management Division

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EXECUTIVE SUMMARY

The goal of a strategic real estate plan is to align an organization's real estate assets with the organization's goals and mission. Real estate should support and enhance the objectives of the organization. This Strategic Facilities Plan attempts to accomplish this by evaluating the County's current real estate portfolio and the County's real estate needs, then setting in place new goals and strategies that when implemented will provide the County well-sited, quality buildings at a lower overall cost.

The County has approximately 88 primary buildings and 54 secondary buildings. These have for the most part been sited at the direction of a particular program without taking into account the affect on the County as a whole. This has led to a difficult to manage and maintain portfolio of buildings that have not been able to adapt well to the changing funding constraints and service delivery models of the County.

Following is a comparison of what the County's real estate portfolio looks like now and what we think it could look like in the year 2015 assuming a constant employee headcount, today's dollars and full implementation of this plan. While formulating this comparison required us to make extraordinary assumptions, it provides a vivid picture of where we believe the County's real estate portfolio must go.

Where We are Now

Current Portfolio Statistics (2005)

Square Footage =	3,150,000
Non-seismic	
Deferred Maintenance =	\$46,800,000
Seismic Def. Maint. =	\$85,800,000
% of Tier I Facilities =	57%
Annual Portfolio Cost =	\$39,000,000
Cost per Employee =	\$8,700 per year

Where We are Going

Future Portfolio Statistics (2015)

Square Footage =	2,600,000
Non-seismic	
Deferred Maintenance =	\$0.00
Seismic Def. Maint. =	TBD
% of Tier I Facilities =	100%
Annual Portfolio Cost =	\$35,000,000
Cost per Employee =	\$7,800 per year

The basic tenant of this plan is to reduce the overall cost of the portfolio while at the same time getting rid of the deferred maintenance backlog and moving to a portfolio of facilities that are all well-sited, affordable and high performance. The portfolio is then to be maintained in top quality condition moving forward. This will be accomplished by the establishment of three new goals and seven new strategies needed to implement those goals.



The goals established by this plan are:

- Goal 1:** Migrate the County's real estate portfolio to include only well-sited, high-performance, affordable, and sustainable facilities by 2015.
- Goal 2:** Fully fund the operating costs of owned Tier I facilities including compliance and preventative maintenance. In addition, the County will stay completely current on its non-seismic capital maintenance program.
- Goal 3:** Ensure that FPM is utilizing the best practices for buildings and operations.

In order to reach these goals, the County is adopting the following new strategies:

- Strategy 1:** Dispose of all Tier III facilities by 2010.
- Strategy 2:** Migrate all facilities to be retained to Tier I by 2015 (an exception is the courthouse which is to be Tier I by 2020).
- Strategy 3:** Consolidate the County's real estate portfolio into fewer buildings and minimize the number of special purpose spaces. Instead focus on larger flexible facilities that require little or no renovations to be utilized by a different County occupant.
- Strategy 4:** Assign sufficient funding to all retained owned facilities in order to maintain their Tier I status for the life of the facility, using one time sources to address portfolio transition, deferred maintenance and seismic issues.
- Strategy 5:** Match facilities leasing, financing and ownership to the length and stability of the funding stream. Weigh the advantages and disadvantages of leasing and owning without a stated preference for either.
- Strategy 6:** Update and enforce the County's Building and Space Standards no later than December 31, 2005. This effort will include comparing all Tier I facilities to performance benchmarks that will be included with the standards.
- Strategy 7:** Initiate and Implement best operating practices regarding lease administration, transaction management and project management.

The need for full implementation of this plan is clear – the County has the opportunity have better facilities at a lower cost by acting in new ways. The



benefit to the public will be better sited facilities that are more user friendly at a lower cost. The benefit to County employees will be high quality working environments in well-located facilities. The benefit to the County will be a portfolio of facilities that efficiently and cost effectively supports delivery of County services.



INTRODUCTION

The goal of a strategic real estate plan is to align an organization's real estate assets with the organization's goals and mission. Real estate should support and enhance the objectives of the organization. Multnomah County is currently employing a budget process which prioritizes county functions. Over the past 5 years the county has cut \$70 million from spending and, with the loss of the iTax (temporary income tax) in 2006, another \$32 million in cuts are coming next year.

Across the County, all programs are being examined for efficiency, effectiveness, their usefulness to core functions of the County and their value versus competing choices. Facilities are an inherent need for virtually all programs and therefore cannot be eliminated from County expenditures. It is imperative that the facilities of the County support County goals for quality, service, cost, safety and accessibility. The County's real estate portfolio must be realigned to reflect the changing fiscal environment. Simply cutting expenses without realigning the real estate portfolio to match the County's current and future needs is not an option.

This long range planning document supports the budget prioritization process already underway at the County. Real estate is a long term asset requiring long term financial commitments that greatly influence annual operating costs, level of service and employee satisfaction. This document will focus on how the County can realign the leased and owned assets in its real estate portfolio to maximize the value they provide to the County. While there will be many immediate successes, this process is expected to take at least ten years to be fully realized.

Multnomah County Goals

From the 2006 Priority Based Budgeting documents, the citizens of Multnomah County expect the following from the County:

Provide Safety Net Services such as behavioral and physical health, affordable housing, and economic independence;

Elevate the Public Safety system to prevent crimes and respond to a crime once committed as well as support social conditions to decrease crime;

Encourage Thriving Communities by supporting factors that support jobs and increase wages;

Support policies that will allow all children in Multnomah County to succeed in **School**;

Promote Vibrant Communities by ensuring clean, healthy environments with a vibrant sense of community;

Ensure government Accountability at every level.



FPM Mission and Vision Statements

The Facilities and Property Management Division has created Mission and Vision statements to help guide activities in support of the County's goals:

FPM Mission

The Facilities and Property Management Division proactively and aggressively plans, maintains, operates, and manages all County owned and leased properties in a safe, accessible, and effective manner.

FPM Vision

Provide a facility portfolio of well-sited, high-performance, and affordable buildings that provide access and support for County programs and services to employees, customers, and the public.

The FPM vision and mission statements support all of the goals outlined in the 2006 Priority Based Budgeting by providing space for the programs the County delivers. As such, FPM is accountable for ensuring that the County has the right space at the right time at an affordable cost to support these programs. The goal of this document is to outline a strategy for FPM to fulfill our mission and achieve our vision.



OVERVIEW

This Strategic Facilities Plan envisions a different real estate portfolio by 2015 than the County has today. It will be comprised exclusively of well-sited, affordable and high performance buildings. High performance buildings are those that maximize operational savings; improve comfort, health and safety of occupants and visitors; and limit detrimental effects on the environment. The real estate portfolio will also be flexible enough to adjust to changing needs and provide opportunities for continuous improvement in program and portfolio performance.

This plan focuses on both improving the overall quality of the County's real estate portfolio and achieving this at a lower overall cost to the County. It is important to make the point that we are improving quality while reducing facility costs because simply focusing on the least expensive facilities would not support the mission of the County to provide services to its citizens. This plan provides an opportunity to create the optimum portfolio by 2015: cost effective for the taxpayers, functional and healthy for County employees and accessible for the public.

In this Plan we will discuss the current state of the County's real estate portfolio, how we got to where we are, where we need to be and how to get there.

Following is a comparison of what the County's real estate portfolio looks like now and what we think it could look like in the year 2015 assuming a constant employee headcount, today's dollars and full implementation of this plan. While formulating this comparison required us to make extraordinary assumptions, it provides a vivid picture of where we believe the County's real estate portfolio must go.

Where We are Now

Where We are Going

Current Portfolio Statistics

Future Portfolio Statistics

Square Footage =	3,150,000	Square Footage =	2,600,000
Non-seismic		Non-seismic	
Deferred Maintenance =	\$46,800,000	Deferred Maintenance =	\$0.00
Seismic Def. Maint. =	\$85,800,000	Seismic Def. Maint. =	TBD
% of Tier I Facilities =	57%	% of Tier I Facilities =	100%
Annual Portfolio Cost =	\$39,000,000	Annual Portfolio Cost =	\$35,000,000
Cost per Employee =	\$8,700 per year	Cost per Employee =	\$7,800 per year

As you can see from the chart above this plan calls for a modest 17.5% or 550,000 square foot reduction in overall square footage and a 13% or \$5 million annual reduction in total facility cost. The bulk of the benefit in transitioning the portfolio to high performance buildings comes from freeing the County from its



backlog of deferred maintenance, improvement in the ability of the remaining facilities to meet the needs of the County and the operational savings associated with having half the number of buildings.

The reduction in operational costs for the departments and programs utilizing the remaining facilities is not ours to estimate; however, we believe it to be significant. As an example, in the County's recent move from the Commonwealth Building to the Lincoln Building, receptionists on every floor were replaced by one reception area for the whole building resulting in well over \$100,000 in annual savings for the Department of County Human Services. We expect these types of efficiency improvements will be repeated throughout the portfolio however these are not reflected in our facility cost savings estimates.

Approximately 67% or 1.8 million square feet of the County's real estate portfolio is already concentrated in 11 large facilities that are 80,000 square feet or larger. These facilities will be evaluated to ensure they are properly supporting the County's needs, they will be improved if necessary and in most instances will be retained. This means that the bulk of the changes in the portfolio will be focused on the 77 other primary sites that average approximately 14,000 square feet each as well as the approximately 50 secondary sites.

How we get to a future of high performance buildings is the meat of this plan. We have created three new goals for the portfolio and seven strategies to assist in the implementation of those goals. Discussion of these strategies begins after the following background section which puts our current situation into context.



BACKGROUND

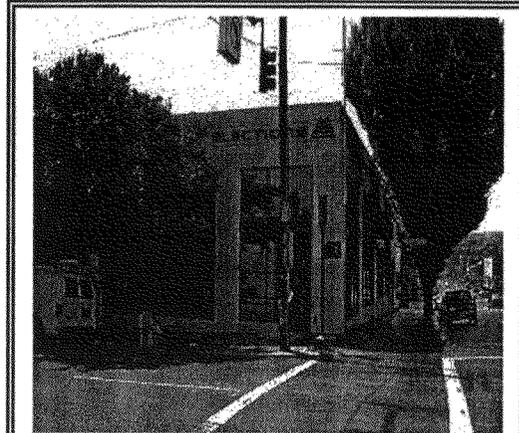
How Multnomah County's Facilities Changed Over Time

Increases in the County facility portfolio historically lag behind the growth of County population and mandated programs. The County had three periods of heavy facility construction activity during economically stable times that followed such population growths. After each period of heavy construction activity, the County returned to several decades with very little activity in its facilities portfolio.

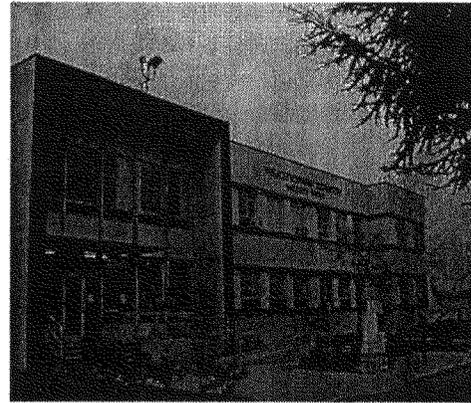
Between 1910 and 1920, the County developed an unusually large number of County buildings. Furthermore, the population growth prompted construction of many schools and the Portland Police Building. This facility investment responded to a decade of very high growth in the County population and provided space that the County has used for over 80 years. Some buildings are still in use as originally intended (e.g. Courthouse) and others are not (e.g. Edgefield Poor Farm).

In the 1950's, a smaller burst of facility construction activity responded to another growth in the County population. Most buildings constructed during that period are still in use, but are among the most underperforming in the facility portfolio. For example, conditions got so bad at the Donald E. Long Home in the mid-90's that a court order required that it be replaced.

In the 1990's, another period of significant population growth fueled new demands for County programs and services. Several other factors, coupled with this population growth, combined to increase the demand for new facilities and major renovations of existing facilities. These efforts were funded with borrowing and three successful general obligation bond votes.



Elections Building
Owned Tier I
41,249 Square Feet
Built in 1925



Hansen Building
Owned Tier III
31,866 Square Feet
Built in 1956

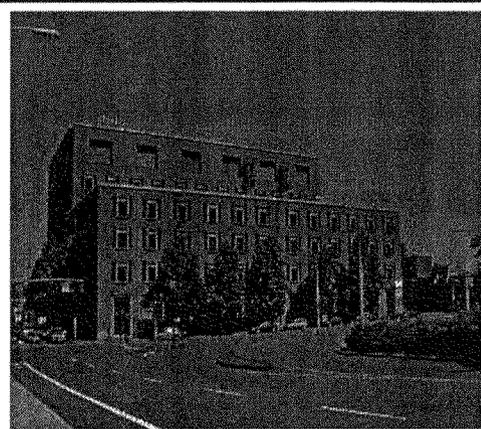


The factors contributing to the growth in the County's portfolio were:

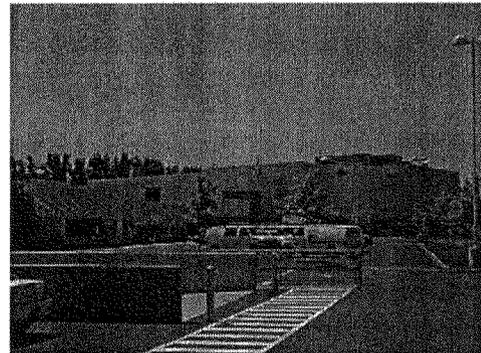
1. The State reassigned certain programs to be housed and/or operated by the County;
2. The increase in the number and size of County programs and services outgrew the existing space in old facilities;
3. Many of the 50 to 90 year old buildings became functionally obsolete or deteriorated to the point of requiring major renovation or replacement; and
4. Geological discoveries triggered changes in the Building Code that increased the required response to seismic hazards.

County Departments and elected officials had their hands full during the period of very strong growth in the 1990's. Buildings were added to meet individual needs. With such strong growth, the immediate recession which followed took everyone by surprise, just as it did for corporate America. It became clear to FPM that a new strategy was needed to address the changed funding environment created by the economic downturn.

Ninety years ago, the County had a generally consolidated portfolio relying heavily on three large new buildings: the Courthouse (General Government and Public Safety), the County Hospital (now part of OHSU) and Edgefield Manor and Farm (the Human Services Department of its day). Since that time, a century of community-based, non-institutional solutions have been pursued. While a community-based approach to service delivery has many advantages, it is more costly from a facilities standpoint. One of the major efforts of this plan is to seek a new balance between community-based service delivery and the facility benefits of larger multi-functional County facilities.



Multnomah Building
Owned Tier I
201,197 Square Feet
Built in 1985



Inverness Jail
Owned Tier II
233,342 Square Feet
Built in 1989

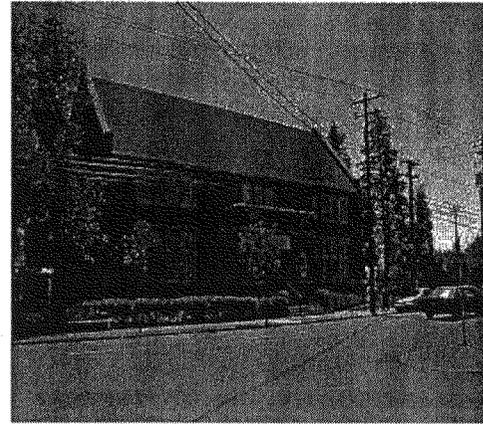


Multnomah County's Current Real Estate Portfolio

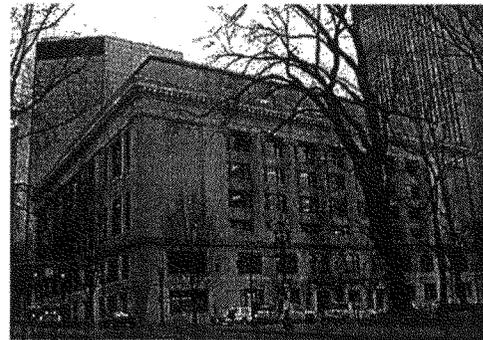
In May of 2004, FPM completed a comprehensive evaluation of the entire real estate portfolio. This was a critical step toward creating this strategic facilities plan. The County is now able to readily access in consolidated format critical information relating to its real estate assets including such things as how it is being used, by whom, operational costs and capital requirements.

What became clear when all of the critical building, program and employee information was compiled in one location is that the County's real estate portfolio is full of opportunity if it can be appropriately realigned to match the current and future needs of the County and its citizens. Capitalizing on this opportunity will create better working conditions for County employees at a lower cost. We see the changes we are suggesting in this plan not as a condemnation of previous facilities decisions, but as a new direction reflecting the current and probable future environment.

For the past few years, the County has reported having more than 120 buildings including both significant and insignificant buildings. It became increasingly clear during the development of the Disposition Strategy and this plan that the focus of FPM and the County in general must be on the 88 "Primary" buildings defined as those facilities around which decisions are made. There is a current total of 54 "Secondary" buildings which consists mostly of small buildings which are ancillary to a primary building (Blanchard and Hansen sheds), school clinics or minor road shop buildings. Appendices C and D are our list of primary and secondary buildings. The key difference is that decisions are made about primary buildings and secondary buildings follow along. Primary buildings, half of which are owned, average only 33,500 square feet per building in size. This is a small average building size when compared with national averages for similar sized government entities. The average secondary building size is less than 2,000 sq ft (excluding Multnomah Building Parking Garage). Having a greater number of small buildings increases maintenance costs since every building has separate building systems – HVAC,



North Portland Library
Owned Tier I
8,828 Square Feet
Built in 1914

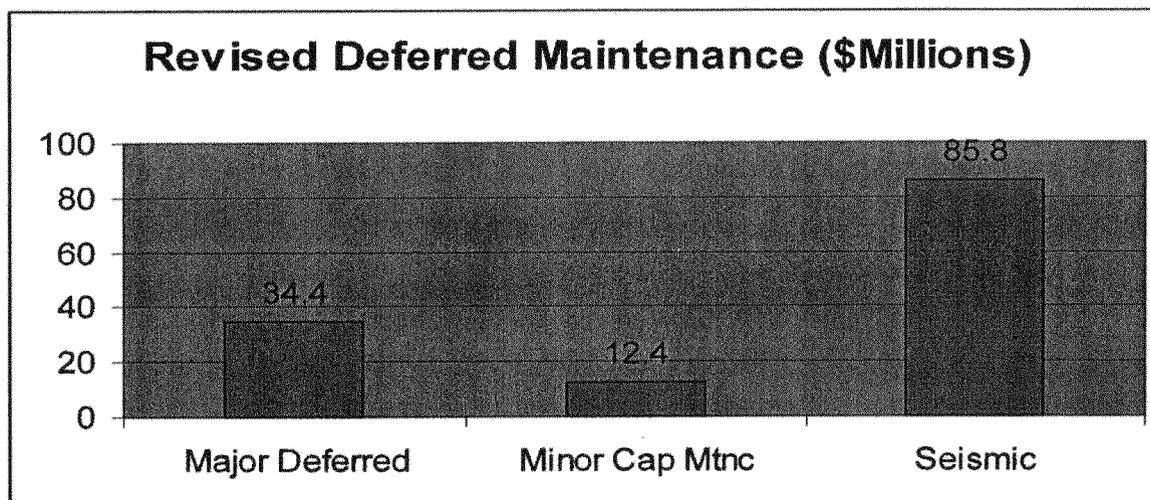


Multnomah County Courthouse
Owned Tier II
258,498 Square Feet
Built in 1912



roofs, etc. It also increases operational costs for such things as energy, transportation, phone systems and additional staff. Each building, just by being in the portfolio, causes work and attention. As an illustration of the number of small buildings we have, 65 percent of our primary buildings – 50 out of 88 - provide just 14 percent of our usable space.

Beyond the problems associated with an inefficient portfolio comprised of many small and, often, poorly configured buildings are the difficulties created by chronic under funding. The County currently has an over \$132 million deferred capital maintenance liability including seismic liability and minor capital maintenance items (sidewalks and carpets for example). Deferred maintenance has become so significant that later in the plan we propose treating deferred maintenance on a case by case basis and not with AP or CIP fees. Extraordinary increases in rates would be required to fix this backlog and we do not see that as a feasible approach. Making the problem even more difficult we cannot simply borrow our way out with a bond measure since state law prohibits the issuance of general obligation bonds for maintenance that could be "reasonably anticipated" – a product of ballot Measure 50 in 1997. The chart below shows the update of the deferred capital maintenance database segmenting deferred maintenance into three parts: Major Deferred, Minor Capital and Seismic. It should be noted that Morrison, Peninsula, Medical Examiners, MCCF and Hooper have been removed due to imminent sales or demolition.



Nearly \$20 million of the revised deferred maintenance of \$34.4 million is from the Courthouse and Justice Center (please see Strategy 2 for chart).

As we will address later in this document there is also no funding for facilities replacement or major renovation at the end of their useful life and, until the recent development of the Consolidation and Disposition Strategy, no funding for consolidation or improved space utilization was available.



Lack of adequate facilities funding for the County real estate portfolio in its current form has left the County with more than one-half of its facilities in poor condition. This places these buildings at risk of operational failures which could force their closure and the interruption of the services housed within them. Many facilities are poorly utilized and inefficiently organized which often means they are both expensive and only marginally support the programs they house. Many facilities are also unattractive and uninviting to the public.

This should not lead to the conclusion that all of the County's sites are in poor condition. Many are in excellent condition and do a good job of supporting the programs they house. All of the library facilities are relatively new or have been overhauled recently. This was accomplished through voter approved bonds. General use buildings like Multnomah County East and the John B Yeon Annex are in excellent condition.

In order to best utilize scarce funds for the existing portfolio, FPM created a tiered system for owned buildings. This tiered system prioritizes facilities into those designated to be maintained and kept vs. those to be disposed of or that require other solutions. Prior to the existence of this tier system the County's best performing buildings essentially had to wait until they had deteriorated before significant capital needs were addressed. The tier system instead allocates resources where they are most appropriate. The tier system works as follows:

Tier I – Retain and Maintain:

This tier includes owned buildings that are scheduled for long-term use by the County and are new or are in very good condition. These facilities should require only minor maintenance and will be maintained in very good condition using only Asset Preservation (AP) funds to finance work not covered by Building Base funds. The County intends to maintain these buildings and sites in very good condition.

Tier II – Retain and Improve:

These owned facilities are scheduled for long term use by the County, though they are in only fair-to-good condition. The facilities may have significant repair and maintenance needs that require Capital Improvement Program (CIP)

Definitions

Base Building Fund: Facilities charges tenants a flat "Base" fee according to the type of space (e.g., \$5/sf/yr for office) to cover the costs of ongoing building operations and routine maintenance.

Asset Preservation Funds (AP): AP is used to fund capital maintenance projects in Tier 1 buildings. For 2006, tenants in these buildings are assessed an annual fee of \$1.95/sf to create a reserve to fully fund long term capital needs.

Capital Improvement Program Funds (CIP): CIP charges are assessed at an annual fixed rate of \$1.65/sf against tenants of Tiers 2 and 3 buildings. The revenues from these assessments are not sufficient to keep up with capital maintenance, much less reduce deferred maintenance.



funds to finance work that is not covered by Building Base funds. The County intends to upgrade these buildings and sites to a Tier I classification as funds allow. Funding is currently inadequate to support Tier II buildings.

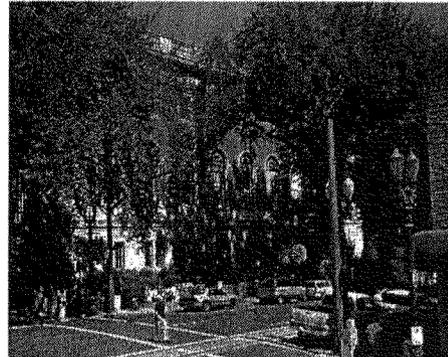
Tier III – Maintain Functionality: The County assigns owned buildings to this tier while a determination is made about their long-term strategic role. Until then, significant capital improvement funds will not be invested. Maintenance work will address fire/life safety issues and building operations only. The County intends only to keep these properties operating safely until they are disposed of or reassigned. In almost every instance, these buildings are beyond rehabilitation without extraordinary effort and capital expense.

Current Portfolio Examples

Tier I Owned Example – The Multnomah County Central Library is an example of a Tier I facility. This 137,000 square foot building was originally built in 1912 as a library and continues to be used for its original purpose. It was significantly remodeled in 1995. This building serves a core function for the County and it is anticipated that library services will continue to be a core County function as long as the County is in existence. Therefore, it is critical that buildings such as this be maintained in their Tier I status. In the long term it should be less expensive to maintain a Tier I building than it is to allow it to build up substantial deferred capital maintenance and then have to do a major rehabilitation.

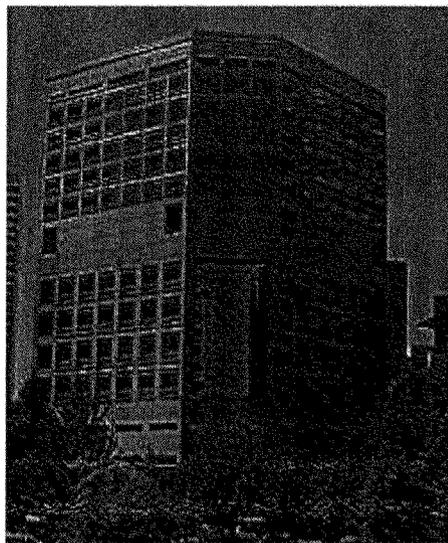
Tier II Owned Example – The Justice Center located at 1120 SW 3rd Avenue in downtown Portland is an example of a Tier II building. The County has a condominium interest in this facility along with the City of Portland. The building totals approximately 440,000 square feet with the County occupying approximately 270,000. The Sheriff utilizes the majority of the County controlled space. The building was built in 1981 in order to meet the Sheriff's needs at that time. The building still functions

Tier I Example



Central Library
801 SW 10th Avenue, Portland

Tier II Example



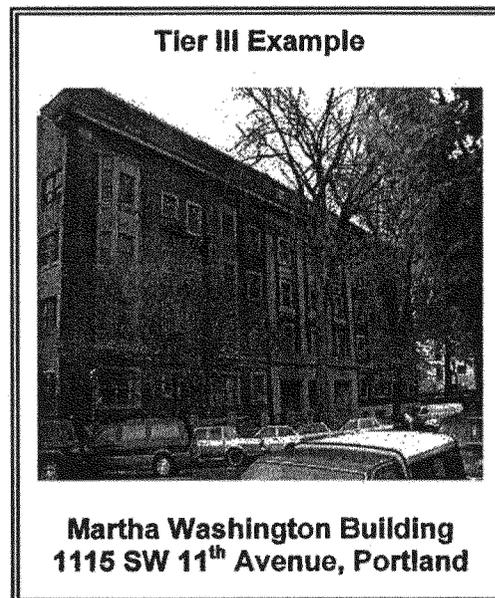
Justice Center
1120 SW 3rd Avenue, Portland



relatively well, but is Tier II because it is in need of a general rehabilitation after 24 years of wear and has substantial seismic risks relative to more stringent recent building codes. The estimated five year deferred maintenance costs could be as much as \$35 million (including seismic) or \$80 per square foot. While this is significant, it is substantially less than the cost to develop a new location. Since one of the County's core functions is public safety and this building meets the Sheriff's needs, it is a classic Tier II. The building needs to be "migrated" to Tier I status as soon as possible and then maintained at that quality level. Later in the document we discuss how each non-Tier I building that is to be retained will be studied and a plan of action will be put in place to make the improvements necessary to bring the building up to Tier I status. This is what is meant by Tier migration.

There are several benefits to migrating Tier II buildings to Tier I immediately. Tier I buildings are safer and healthier for both County employees and the public. The County may be able to save money by implementing energy efficiency programs and more effectively utilizing the space. The County will likely save money in the long term by making needed repairs now rather than allowing the building to fall further into disrepair and likely incur costly one time emergency repair expenses.

Tier III Owned Example – The Martha Washington Building located at 115 SW 11th Avenue in downtown Portland is an example of a Tier III building. It is occupied by the Department of Community Justice and the Sheriff. The building does not do a good job of supporting their needs and future funding for the programs located there are in question. The level of deferred maintenance five years from now is estimated to be \$5.5 million, creating a low estimated market value. This particular building is debt free. This is an example of a single use building in poor condition with high operating costs and deferred maintenance requirements exceeding its market value. As the future viability of the resident programs is resolved, the future of this building can likewise be determined. The most likely future of buildings similar to Martha Washington is to dispose of them. The benefit will be fewer buildings to maintain and the ability to avoid deferred maintenance expenditures and high operating costs.



Lease Examples – Leases are not currently part of the Tier system; however, they will be rated using a similar system in the future and definitions are included in Appendix B. Following are examples of a poorly performing leased asset and a high performance leased asset, the Commonwealth and the Lincoln buildings



respectively. The County recently ended its lease in the Commonwealth and moved those functions along with others into the Lincoln.

Commonwealth and Lincoln Building: The County had been in the Commonwealth Building in downtown Portland for over 10 years. It is a Class C building in poor condition where complaints from County employees about building problems were common. Initially the County had approximately 40,000 square feet in the building, but expanded to 110,372 square feet over time. The acquisition of this lease and the growth that followed preceded the space standards that the County now uses for new facilities. Consequently, except for a few portions of the space, little effort was put in to maximizing the efficiency of the space. At a full service equivalent rental rate of approximately \$16.68/SF/year fully allocated (includes FPM overhead and County indirect) it has been considered cost effective space for its occupants. Utilizing this measure it is relatively cost effective, but that is not necessarily the best measure. With 440 County employees at this location the space utilization is at a rate of approximately 250 square feet per employee.

The Lincoln Building is a newly leased modest downtown Class B building in excellent condition, compliant with ADA and well suited for the needs of the users. The fully allocated rental rate is \$16.75/SF/year on approximately 99,000 square feet. With 535 employees at the building, the square feet per employee is 185. At a \$16.75 per square foot rate it would appear at first glance that the Lincoln Building is no less expensive than the Commonwealth Building; however, using the more appropriate measure of cost per employee per year the true cost of each building becomes clear.

Analysis

Historical benchmarks used by the County have, in some cases, led to the wrong conclusion. The County often focuses on the rates for real estate. Rates in this case mean dollars per square foot per year. While this is a commonly used measure for commercial real estate, it is misleading without additional information.

The most important measure for the County when it comes to administrative office space should be the annual real estate cost per employee located in a particular facility and how effectively a space is being utilized as measured by the number of square feet required for each employee.

Keep in mind that we are only discussing administrative office space in this short analysis. Special use facilities such as jails, libraries and health facilities require other measures.

Following are five example locations with their associated annual cost per square foot, square foot per employee and annual cost per employee. A couple of these have some non-office functions at the site, but are still instructive.

	<u>\$/SF</u>	<u>SF/Emp</u>	<u>\$/Emp</u>
Library Admin	\$8.46	324	\$2,735
Lincoln Building	\$16.75	183	\$3,058
Portland 15 th Floor	\$20.18	332	\$6,693
Multnomah Building	\$21.39	444	\$9,502
Yeon Annex	\$27.12	368	\$9,992



It costs approximately \$3,050 per year to provide office space for each employee located in the Lincoln Building. The Commonwealth cost was approximately \$4,184 per year. The Lincoln Building is an example of a new acquisition housing multiple user groups while strictly conforming to the County's space standards throughout the entire space. Commonwealth is an example of a lease that the County sited at the request of a specific program and then grew over time without the benefit of space standards.

Consolidation and Disposition Strategy

The May 2004 documentation of the entire real estate portfolio combined with ongoing County-wide budget cuts led FPM in concert with departmental representatives to create the Consolidation and Disposition Strategy. This effort sets out to achieve the following goals:

1. Reduce the portfolio square footage by 10% or 320,000 square feet
2. Reduce the number of primary sites by 25% or 25 sites in total (revised)
3. Cut on-going Operating Expenses by \$2.5 million per year
4. Reduce the deferred Capital Backlog by \$10 million

This document and the process that it launched is a move toward addressing the funding shortfall, not with across-the-board reductions in service, but instead by identifying specific properties for consolidation and disposition. On November 18, 2004, the Multnomah County Board of Commissioners adopted the Consolidation and Disposition Strategy and it is anticipated that it will take approximately three years to achieve all of the desired results. This is a solid step toward rationalizing and realigning the County's real estate portfolio and it meshes perfectly with the goals of this strategic plan. The Consolidation and Disposition Strategy effectively addresses the most clear-cut opportunities to improve the portfolio and its results will be realized in the short-term.

Transition to the Strategic Plan

This strategic plan continues the work of the Disposition Strategy and details how the County can make the hard choices that it will take over the next five to ten years to create a real estate portfolio that supports the County's ever changing needs. These two efforts are complimentary and will blend together as the short-term goals of the Consolidation and Disposition Strategy are realized and the long-term goals of this plan get implemented.

This strategic plan will not take away from other essential programs. It will help the County avoid costs through the disposition of the worst buildings in the County's portfolio and the acquisition of cost effective high performance buildings if necessary. The portfolio will be viewed as a single unit rather than as 140 separate buildings. This move to a more cost effective, high performance portfolio will be accomplished without competing for currently identified resources. It will accomplish this by harnessing cashflow, building sale proceeds



and using other mechanisms described later in this document. A major roadblock to making a systematic change to the County's portfolio in the past has been lack of funding; therefore, this plan anticipates that a limited funding environment will continue and identifies new or under-utilized resources.

Service Delivery Model

The County's acquisition of property and its service delivery approach has tended to be focused on the needs of individual departments rather than considered from a County-wide perspective. This has led to a widely dispersed portfolio of mostly single use facilities that do not flex well as needs change. In some cases, different departments serving similar clients have located within blocks of each other without coordinating their facilities needs.

Properties should be acquired or disposed of based on how the County wants to provide service. There is a continuum of service delivery choices. At one end, the small neighborhood outlets with limited service choices at relatively high cost with maximum location convenience for a small group of customers (such as a AM/PM convenience store), through a series of zonal service locations (the Albertsons or Thriftway model), and at the other end a few large sites that serve an entire region (Outlet Mall model).

The larger the site, the more efficient it is from a facilities cost perspective. Larger sites also create operating efficiencies. Examples are lower administration costs, centralized areas such as reception can lower employee costs and less travel expense between facilities. Larger sites can also be more effective for customers, providing "one stop shopping" and fewer sites to travel to for service delivery. Currently, the Library provides service delivery close to the convenience store model when compared with most of the rest of the County departments which utilize a combination of the convenience store model and the zonal service model.

The trade off between the higher expense of managing a significant number of small neighborhood sites and the lower expense of shared facilities is less apparent in times of growth. With the constrained budgets the County is now facing, the added cost of this model compared with shared facilities becomes more apparent.

Geographic Location and Demographics

Zoning and convenience issues dictate where some programs and services should be located. As an example, the policy-making center of Multnomah County should be located in or near downtown Portland. Also, downtown Portland houses courts, judges, district attorneys and most of the trial lawyers. Moving one of these would require the other parties to move as well.

Clients of the County live throughout the County but are not evenly distributed throughout the population. To the extent possible, facilities should be sited to



reflect the location and needs of the client population, both today and expected in the future. This would lead to siting on or near public transportation and consolidating services to afford our customers better service.

Core Program and Service Delivery Needs

For the FY06 budget year, the County went through a strategic exercise to determine what its core values and goals are. Programs were ranked as to importance to the County's mission. Facility decisions should be made that will match long term facility commitments with long term service delivery needs and program funding for the highest ranked programs. Conversely, shorter term facility commitments should be used for programs that are temporary or which do not have long term funding sources.

Partnering with Other Public/Private Agencies

Effective planning for future needs - both for space and effectiveness - may entail needing either more space early or late in the life of a facility. Prudence and cost savings would lead one to partner with other agencies that have space needs that compliment ours. Certain non-profit program partners (such as Pacific University Optometry or Loaves and Fishes) are complimentary to County programs and benefit both the County and its clients by collocation.

Additionally, program needs (such as detention, courts, local police) may benefit from being combined to provide all parties with a more effective working environment.



NEW GOALS AND STRATEGIES

The intent of this strategic facilities plan is to address the entire range of complex long-term issues required to align the County's real estate portfolio with its needs. In the process, this alignment will create a portfolio of efficient, flexible, user and client friendly facilities at a lower cost of occupancy than is currently being achieved. This plan envisions a very different real estate portfolio by 2015 comprised exclusively of well-sited, affordable and high performance buildings. High performance buildings are those that maximize operational savings; improve comfort, health and safety of occupants and visitors; and limit detrimental effects on the environment.

In order to meet the County facilities needs now and in to the future, the following specific new goals are proposed:

- Goal 1:** Migrate the County's real estate portfolio to include only well-sited, high-performance, affordable, and sustainable facilities by 2015.

- Goal 2:** Fully fund the operating costs of owned Tier I facilities including compliance and preventative maintenance. In addition, the County will stay completely current on its non-seismic capital maintenance program.

- Goal 3:** Ensure that FPM is utilizing the best practices for buildings and operations.



In order to reach these goals, the County is adopting the following new strategies:

- Strategy 1:** Dispose of all Tier III facilities by 2010.
- Strategy 2:** Migrate all facilities to be retained to Tier I by 2015 (an exception is the courthouse which is to be Tier I by 2020).
- Strategy 3:** Consolidate the County's real estate portfolio into fewer buildings and minimize the number of special purpose spaces. Instead focus on larger flexible facilities that require little or no renovations to be utilized by a different County occupant.
- Strategy 4:** Assign sufficient funding to all retained owned facilities in order to maintain their Tier I status for the life of the facility, using one time sources to address portfolio transition, deferred maintenance and seismic issues.
- Strategy 5:** Match facilities leasing, financing and ownership to the length and stability of the funding stream. Weigh the advantages and disadvantages of leasing and owning without a stated preference for either.
- Strategy 6:** Update and enforce the County's Building and Space Standards no later than December 31, 2005. This effort will include comparing all Tier I facilities to performance benchmarks that will be included with the standards.
- Strategy 7:** Initiate and Implement best operating practices regarding lease administration, transaction management and project management

While the Consolidation and Disposition Strategy is providing solutions that will be achieved in the next three years, this Strategic Facilities Plan will address the next five years and beyond. The length of time is important. An organization's investment in real estate – be it owned or leased – is a long-term commitment. Many of the County's facilities have long-term leases or debt service that, in the near-term, commits the County to their use. It will take time, commitment and persistence to implement this plan; however, the results will be worth the effort: better facilities, more productive employees and better service to the public at a lower cost.



Goal 1: Migrate the County's real estate portfolio to include only well-sited, high-performance, affordable, and sustainable facilities by 2015.

Continuing facility practices that accommodate single purpose buildings that are inefficient to staff, costly to maintain, confusing to find, and resistant to change of tenants cannot be the model for the future of the County portfolio.

The County's portfolio should include a core set of buildings that are flexible to use, easy to find, accessible to employees and clients, and efficiently designed. A good example of the principles described in Goal 1 would be the East County Justice Complex currently being planned. The building will fulfill a commitment to increase court space in Gresham, include space for companion County agencies, provide ease of access for community and workers, potentially include partners from other agencies and will be designed utilizing the County updated Building Standards.

This goal provides definition for where the County is going with its entire real estate portfolio by the year 2015. While reducing facility costs is an important component of what we are trying to accomplish it is only part of the solution. If saving money was the only goal, the County could simply squeeze as many people as possible into its least expensive buildings. Clearly, this would not support the mission of the County by severely compromising service delivery.

This goal commits the County to a future portfolio free of under-performing assets. In order to do this, we will need to think and act in new ways regarding our facilities. We will need to address location and functionality issues that go well beyond what Tier a facility is assigned to.

A facility may be Tier I from a building maintenance standpoint, but may not do a good job of supporting the needs of the County. These buildings will be reviewed along with the rest of the portfolio. An example is the John B. Yeon Annex, a 21,630 square foot building located at the County's maintenance facility in Gresham and housing portions of the Transportation Department. This is one of the County's best buildings from the standpoints of being in excellent condition, being energy efficient and using sustainable building techniques. Unfortunately it is in a very poor location, it is underutilized, and it is one of the County's most expensive buildings at \$27.12 per square foot per year. Purely for comparison purposes, the employees in this building could be located in the Brewery Blocks or the Fox Tower, the two most expensive downtown Class A buildings, for slightly less cost and the location would be superior. Even though this building is primarily general office space it is effectively a single purpose facility because of its location. The location is acceptable for Transportation, but is poor for just about any other department. Normally, we would look to backfill available space



in our highest quality buildings with similar uses, but with Yeon Annex this is nearly impossible because of its location. Using the goals and strategies outlined in this plan, this building would not have been built. Instead, the general office functions of the Transportation Department would be located with other office space users in a well-located, high-performance building capable of supporting the needs of a variety of departments and programs.

With this plan, we will attempt to address all underperforming facilities no matter how difficult it may appear to make a change. This will require flexibility and the willingness to implement all the strategies outlined in this plan in order to migrate the County's real estate portfolio to include only well-sited, high-performance, affordable, and sustainable facilities by 2015.



Goal 2: Fully fund the operating costs of owned Tier I facilities including compliance and preventative maintenance. In addition, the County will stay completely current on its non-seismic capital maintenance program

As the County realigns its portfolio of facilities, costs should decrease. In order to keep its portfolio in Tier 1 condition, the buildings must be maintained to provide quality space for employees and clientele and to protect the County's investment in the building. On the operations side, implementing the strategic plan should allow increased compliance with building codes and preventative maintenance for the buildings remaining at an overall cost to the County in line with current expenditures. Further, with buildings being kept current on capital maintenance, routine operating costs should be kept at an appropriately low level.

In order to keep rates as low as possible, the following cost categories have been excluded from future life-cycle capital funding.

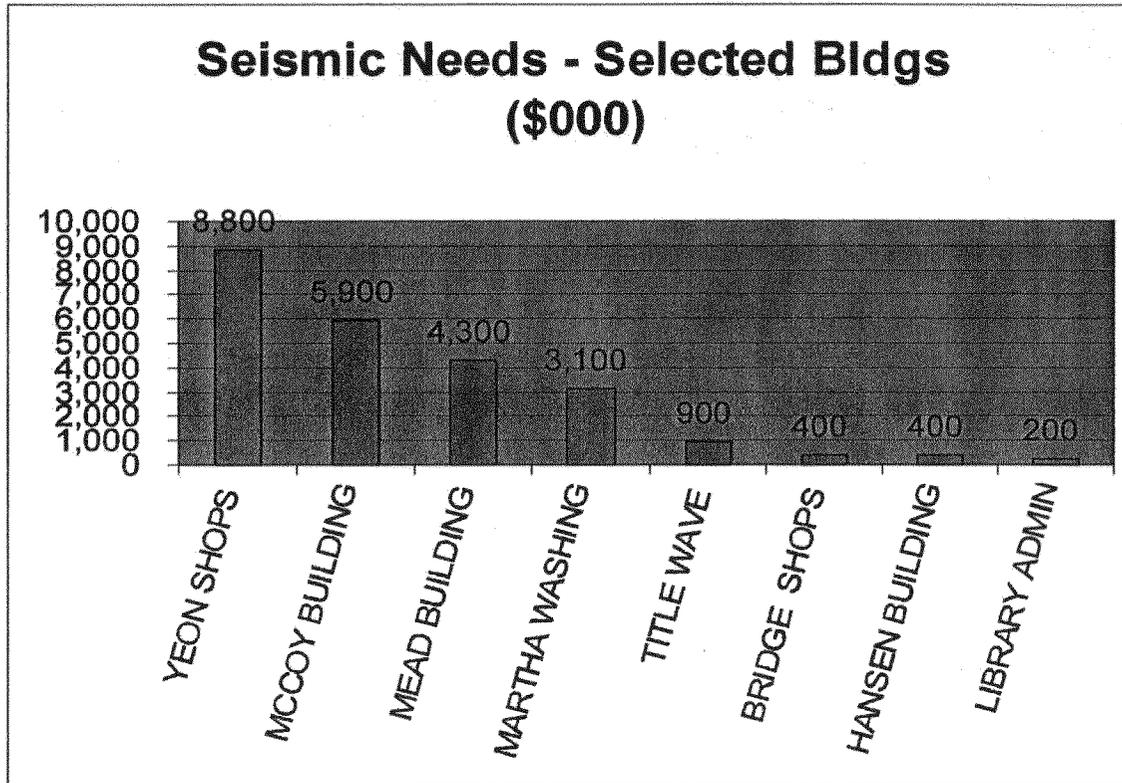
- **Seismic costs:** These costs are building liabilities, but would not be programmed for capital expenditure unless major renovation and a potential different use of the building was contemplated. As part of the disposition and consolidation review, FPM will also look to dispose of buildings with high seismic requirements that are not core to the County's mission. Buildings that have seismic requirements that are to be maintained in the portfolio will be addressed on a project by project basis.
- **Smaller capital needs:** These costs (such as doors, sidewalks, carpet, lighting fixtures) are more often replaced as needed rather than by life cycle. A square foot cost of \$.54/year (2005 dollars) of the AP/CIP assessment can be used to cover most of these smaller capital needs as well as specialized initiatives (ADA and security for example).

Seismic costs have been separated from the building capital maintenance costs because:

- They are not legally required unless major upgrades are performed;
- They typically do not impact the on-going operation or efficiency of the space;
- They are best performed in conjunction with other large capital projects such as a roof replacement or major tenant improvement; and
- They typically require major disruption or vacation of the space to be upgraded.



The chart below shows the cost of seismic upgrades for some of the County's buildings. The Courthouse (over \$45m) and Justice Center (over \$15m) are not shown for scale purposes.



Goal 3: Ensure that FPM is utilizing best practices for buildings and operations

Even though real estate is not one of the principle missions of the County, we are and will continue to be a large property holder of both owned and leased facilities. To insure that operating and construction activities are done in the most efficient and effective manner, FPM and the County must continually improve it policies and procedures within institutional confines and test them against best practices for buildings and facility operations. Measurement of County facility performance against industry standards will alert FPM and the Board of successes and opportunities for improvement. Adherence to best practices should provide bottom-line benefits and provide the confidence that FPM is doing the best job possible with the resources available.



In an effort to implement the above goals, the following strategies are adopted:

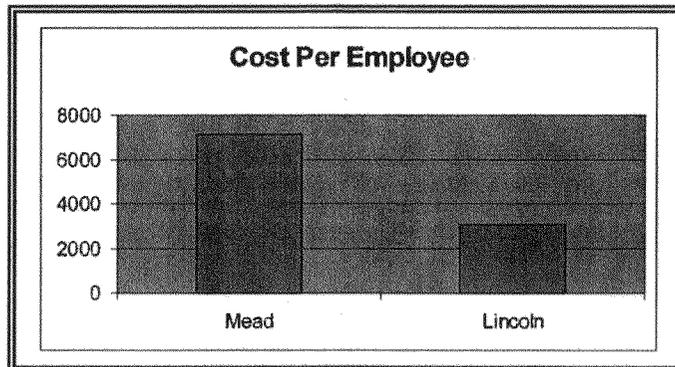
Strategy 1: Dispose of All Tier III Facilities by 2010

It is clear that the Tier III facilities do not appropriately meet the needs of the County. The problem with not having all facilities in Tier I status is multifaceted:

1. Buildings not properly maintained can build up a significant deferred maintenance backlog that becomes difficult or impossible to rectify
2. The building can become unsafe
3. Buildings become obsolete if not consistently maintained
4. When older, obsolete buildings continue to be used in the "as-is" configuration they tend to be inefficient
5. Operating expenses tend to be higher than Tier I buildings due to the lack of energy efficiency, operating efficiency and need for emergency maintenance rather than preventative (scheduled) maintenance
6. The market value depreciates and exit strategies are limited

An example of a Tier III building is the Mead located at 421 SW 5th Avenue in downtown Portland. This 76,343 square foot building that houses probation and other services costs the County \$15.80 per square foot per year or \$1,206,453 per year. It is in very poor condition with a five year deferred maintenance backlog estimated at \$6.5 million, debt at \$5 million and a market value less than \$4 million. The building is not up to current seismic standards and has had such problems (since corrected) as chunks of concrete falling off the building. One might expect that the County is saving money by avoiding improvements to this building, but the opposite is true. The annual cost to provide workspace for each

of the 169 employees in this building is \$7,150. This can be compared with the Lincoln Building which is a Class B+ leased facility two blocks away that would be Tier I if it were owned. The annual cost per employee at the Lincoln Building is \$3,050. If the employees in the Mead Building were in efficient,



quality space at a comfortable density of 250 square feet per person (Lincoln Building is 185 SF/Person) they should be able to fit in approximately 43,000 square feet. With their current \$1.2 million facilities budget for this site, Probation could afford \$28.50 per square foot per year - more expensive than highest price



Class A buildings in downtown Portland. The need to dispose of all Tier III facilities is urgent and will result in both a less expensive portfolio and better space for occupants and clients.

It is important to note that one of the key functions for the Mead Building is probation and there are challenges relating to siting this type of use. Consequently, the County did what appeared to make sense at the time this building was acquired – that is limit the upfront acquisition costs by attempting to use the building in “as is” condition for the most part.



Strategy 2: Migrate All Facilities to be retained to Tier I by 2015

All owned facilities are to be Tier I by the year 2015 (an exception is the Courthouse which is to be Tier I by 2020). The target of 2015 is aggressive but attainable. Determining what core functions will be performed is evolving and will be a particular focus of the difficult FY07 budget. Achieving the strategic goals in a focused orderly fashion so that the County is both clear on what facility model it wants and what buildings to retain and upgrade will take time to settle comfortably. Creating and implementing a plan to upgrade buildings will likely take the ten years running up to 2015.

The need to have all buildings in Tier I status is clear: safety, lower operational cost, more energy efficient, more occupant and client friendly and in most cases less expensive from a total cost of occupancy per employee standpoint.

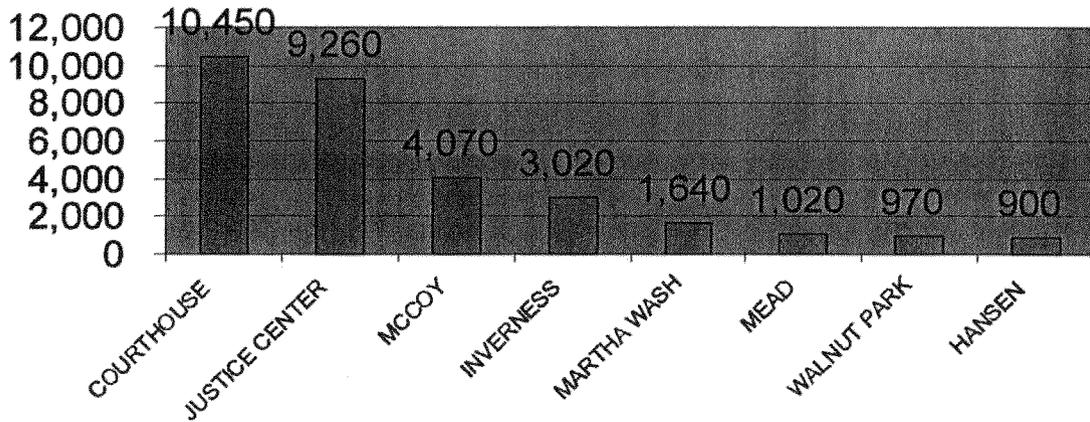
An example we have already discussed of a Tier II building that needs to be migrated is the Justice Center. It is clear that this building is going to be needed by the County for the foreseeable future and due to its importance to the County, it should be migrated to Tier 1 and maintained at that level along with the other corrections facilities (Inverness, Juvenile Justice, and Wapato). Strategy 5 discusses tier composition and funding issues.

In the case of the Courthouse, migration to Tier I status will take a different course than just addressing deferred maintenance. It is clear that a long term solution to the County's court needs will require development of a new facility for those purposes. The long-term use of the existing courthouse will be decided as a part of that effort.

Deferred maintenance is a major issue for County properties and remains at over \$34 million not included seismic requirements and minor capital maintenance. On the following page is a revised schedule of deferred maintenance for selected buildings excluding seismic and smaller systems.



Revised Deferred Maintenance - Selected Buildings (\$000)



Note that the Courthouse and Justice Center represent almost \$20 million of the total leaving approximately \$15 million for other primary buildings.



Strategy 3: Consolidate the County's real estate portfolio into fewer buildings and minimize the number of special purpose spaces. Instead focus on larger flexible facilities that require little or no renovations to be utilized by a different County occupant.

In order to have superior facilities at a lower cost, the County should reduce its facility portfolio by systematically and expeditiously replacing scattered, smaller, older and non-Tier I facilities with consolidated sites strategically located to best support the programs and the public. To consolidate facilities, the County will establish sites in a "hub" environment. Each hub will have a building or group of buildings from which more than one Department/Office may deliver services to the surrounding populations. Hubs may include special purpose or countywide functions not specific to the service district. Recently remodeled libraries may be excluded from consolidation in the near term. It is important that past prejudices and practices about who cannot be located with who are revised since proper design of hub sites should be able to mitigate concerns about client interaction. This said, we should look to past consolidation successes and failures for guidance on future projects.

In most cases there will be relatively little change in a program's delivery model with hub consolidations. Current sites were for the most part selected based on the needs of individual programs and the opportunities of the moment. This has led to many small sites that are located within a mile or two of each other providing different services to the same or similar clients. By consolidating functions that are already relatively close together service delivery will likely be improved.

FPM will collaborate with the Board, Executive Committee and each Department/Office to identify potential hub sites which will provide a positive community impact and be located near customer populations, community resources and mass transit. A hub may consist of one large building or several closely located sites. In some cases, it may be more appropriate to identify several buildings within a service district to create a "regional cluster" in lieu of a specific hub. The County should consider mixed-use sites with partners that provide complementary services. In all cases they should support the needs of the County as a whole and the programs that will be housed there.



In addition to facility related cost and quality benefits, hubs will also provide significant programmatic cost reductions in areas such as security, centralized reception, technology deployment and travel expenses.

FPM will study the feasibility of creating the following hubs:

Downtown Cluster: The goal will be to create a cluster consisting of no more than three or four closely located buildings: the historic Courthouse (renovated to accommodate a number of office uses), a new Courthouse and the Justice Center. The Mead, McCoy, Lincoln, YWCA Downtown Center and Martha Washington buildings could all potentially be eliminated. The Multnomah and Blanchard buildings (excluding the service/production operation of FPM) are other buildings that might be considered for consolidation as part of the Downtown Cluster.

Mid-County Hub: The goal of this hub will be to create a single, well located, highly efficient facility which could potentially include the consolidation of the following buildings at a minimum: South Powellhurst, Mid-County District Office, Tabor Square, East Portland Community Center, Mid-County Health, Central Probation, Gresham Probation, Kelly and Wikman. The Hansen site is a potential redevelopment opportunity for this effort.

East County Cluster: This will be a cluster comprised of Multnomah County East and the East County Justice Center. Planning for the East County Justice Center is well under way and would not require significant modification to meet this goal.

North/Northeast Hub: This study should include all facilities currently located in close-in Northeast and North Portland. One potential idea is to redevelop the Walnut Park site. This is a 74,000 square foot former department store in Tier 3 condition that is being used mostly for health and human services functions. Despite its Tier 3 rating the facility is well located to support North and Northeast Portland communities. The site is prime for redevelopment since it sits on a large lot and the Portland Development Commission controls adjacent parcels. A new North/Northeast hub could be created in cooperation with PDC and could be consistent with redevelopment plans in the area. Opportunities for consolidation include Walnut Park, La Clinica, North Probation, N Portland Health, King Facility, Library Administration, Blanchard and the Titlewave bookstore

These feasibility studies are a critical component of the migration of all County facilities to Tier I status. FPM will work with affected departments and programs to address their specific needs relating to each proposed hub location. This study effort will commence immediately and be completed for all sites no later than December 31, 2006.

There are many instances, such as jails, libraries and clinics where the special purpose use is not similar in any way to other County space needs. However,



there are other areas with significant overlap. Approximately 42% of the County space needs are for general office space. Thorough implementation of the County's office space standards will mean that as one program shrinks, another County program can backfill without the need for the expenditure of construction funds. The County will seek to create similar opportunities in the remainder of the portfolio to create standards that minimize the need for special purpose spaces.

There are areas that are now considered single purpose where in the future we might find opportunity. One example is with libraries. From a facilities standpoint these are large open space facilities and there is really no reason why they cannot be co-located with other compatible county users. If a library was part of a hub and it needed to grow, it is possible that they could expand in to underutilized office space. If the library was to no longer be needed, it could easily be converted to office space. Another significant benefit of co-locating a library with other County services is accessibility and convenience for customers. Someone who has to use the County's health services is going to also be more likely to use the library if it is conveniently located next door.

We need to keep in mind that the County's need for space to support its programs will continue in perpetuity. As we all know, a lot will change over the decades to come. By minimizing the number of special purpose facilities we can increase the flexibility required to address unforeseeable changes to the County's future mission.

It should be noted that some functions of the County are tied to specific sources of funding such as a library bond. Consequently, that money is dedicated to that particular use. With proper accounting we do not see this as an impediment to creating flexible facilities in the future.



Strategy 4: Assign sufficient funding to all retained owned facilities to maintain their Tier I status for the life of the facility, using one time sources to address portfolio transition, deferred maintenance and seismic issues.

Tier I Rates

The standard we are setting is that Tier 1 buildings are those the County wants to keep and for which it keeps current on capital maintenance. We do not believe the County actually saves money by deferring maintenance of its facilities. Deferred maintenance has created layers of problems that lead to inefficient use of space, higher operating costs, greater risk and depreciation in the value of the assets. There are numerous instances where the debt and deferred maintenance on a facility far exceeds its market value. As we migrate all facilities in the portfolio to Tier I, it is critical that the County remain committed to keeping them in that status.

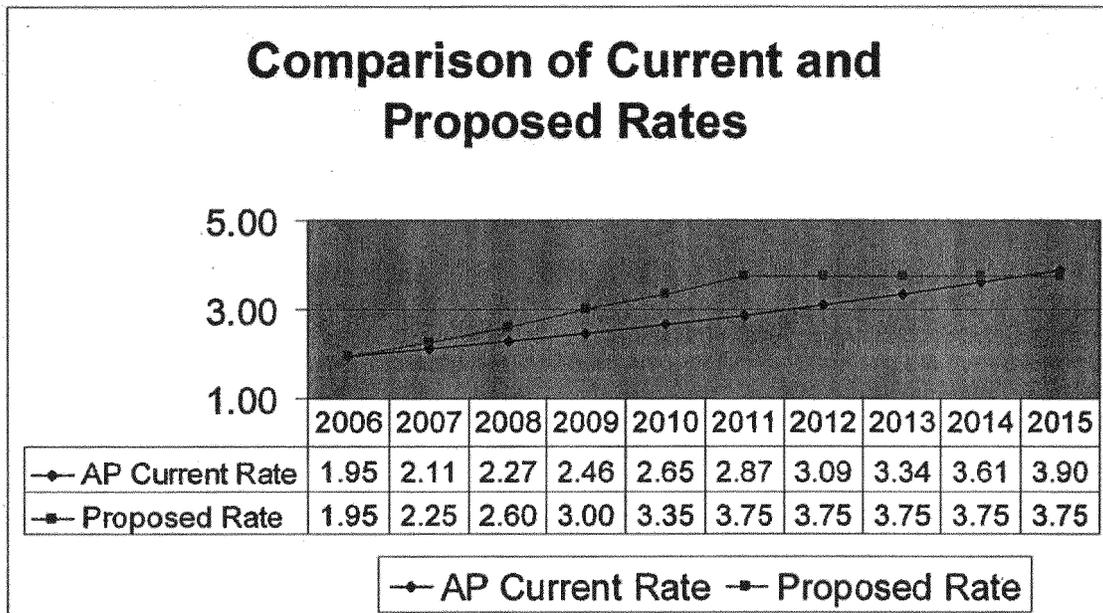
A fresh analysis has been performed of the capital maintenance database which eliminates smaller projects that can be performed as part of annual maintenance or are reoccurring but sporadic (wiring, carpet, paint, and lighting as examples). Instead an amount equal to approximately \$.54 per square foot is included in the standard capital maintenance charges to represent such costs and FPM will manage those dollars to meet the prioritized building capital needs in those categories. The analysis also segregated seismic needs as a separate building liability but not one that is projected as a life-cycle building capital need. A representative list of buildings expected to be kept (listed on the next page) has been reviewed for their cost to complete current capital maintenance in 2005 dollars over the next 10 years (2006-2015) consistent with Goal 2 and Strategies 1 and 2. As discussed elsewhere, seismic needs and deferred maintenance will be addressed on a case by case basis.

Based on this analysis, FPM has determined that an average rate of \$3.20 per square foot per year is required over the next 10 years (before annual escalations for construction cost increases) for the capital maintenance of all owned buildings that are to be retained. FPM is proposing that all buildings that the County intends to retain be charged the Asset Preservation (AP) level rates regardless of tier classification. This will help ensure that non-Tier I buildings that are to be retained do not have growing deferred maintenance issues and will avoid "rate shock" in the future when these buildings are migrated to Tier I status.

Currently the rate for capital maintenance charged to users of Tier I buildings is \$1.95 per square foot per year and this is being increased 8% annually. This level of increase is not sufficient to generate the funding needed over the next



decade for current and anticipated Tier I buildings. The current AP rate increase plan, even with no capital cost inflation, falls over \$6.5 million short of covering current capital maintenance needs over the 10 year period. Below is a comparison of the current AP rate structure and the new rate structure FPM is proposing for all buildings to be retained. The rate will climb approximately 15% per year from the current \$1.95 to \$3.75 by 2011 at which time the rate would stay level through 2015. This will allow the County to move to a sustainable level of funding for the capital needs for all retained buildings while avoiding rate shock for current users.



These rates are stated in 2005 dollars and would be adjusted for changes in construction costs over time (currently estimated at 4% per year by Budget office).

Tier II Rates

There are a number of changes proposed in how rates are determined and used. Most important is that rates for Tier II will be increased to provide the capital necessary to keep all of those buildings current on capital maintenance. The proposal is to increase the capital maintenance rate to be the same as Tier I building rates.

Tier III Rates

Tier III building rates would be decoupled from Tier II and would be calculated separately. Capital maintenance charges for Tier III buildings would be used to principally perform emergency, fire, life, safety and compliance projects. The 5-year plan submitted for the FY06 budget included an increase of \$.15 for CIP charges. The Strategic Plan includes that increase (approximately \$60,000) to



account for some of the cost inflation of the last few years. The following chart summarizes the changes.

	Current	2007 5-Year Plan	2007 Strategic Plan
Tier I	\$1.95	\$2.10	\$2.25
Maintenance Current - 1 Year	yes	yes	yes
Maintenance Current - 10 Years	no	no	yes
Tier II	\$1.65	\$1.80	\$2.25
Maintenance Current - 1 Year	no	no	yes
Maintenance Current - 10 Years	no	no	yes
Tier III	\$1.65	\$1.80	\$1.80
Maintenance Current - 1 Year	no	no	no
Maintenance Current - 10 Years	no	no	no

Notes:

"maintenance current" in Tiers II and III indicates that the deferred maintenance will not grow but does not address existing deferred items

Rate Assumptions and Implications

For the purposes of determining the rates proposed FPM analyzed the following list of buildings. This is not a complete list since the future of many buildings is in question; however, these are representative of the County's overall portfolio.

JUSTICE CENTER	RD SHOPS #1 SKYLINE	BELMONT LIBRARY
JUVENILE JUSTICE	MID COUNTY HEALTH	CAPITAL HILL LIBRARY
INVERNESS	RD #5 SPRINGDALE	GREGORY HEIGHTS LIB
LIBRARY ADMIN	MULTNOMAH CO EAST	GRESHAM LIBRARY
INVERNESS LAUNDRY	GCC- MDT	HOLGATE LIBRARY
INVERNESS STORAGE	BRIDGE MAINTENANCE	MIDLAND LIBRARY
ANIMAL CONTROL	GCC SERVICES	N PORTLAND LIBRARY
N PORTLAND CLINIC	GCC RES.	ROCKWOOD LIBRARY
ELECTIONS	YEON ANNEX	ST. JOHN'S LIBRARY
SE HEALTH CLINIC	MULTNOMAH BUILDING	TITLE WAVE BOOKS
YEON SHOPS	CENTRAL LIBRARY	WOODSTOCK LIBRARY

Consistent with the strategy outlined above, FPM proposes that the Board authorize \$2.25 and \$2.60 as the FY2007 and FY2008 AP rates. A list of buildings that are likely to be retained by the County, and therefore charged the



AP rate, will be prepared by December 31, 2005. FPM will redo the analysis of capital requirements once the hub studies are completed and the portfolio of buildings to be kept is known with more certainty.

It should be noted that the graduated rate proposed for the 10 year time horizon does not cover expected capital needs through the 30 year period shown in the capital data base. The portfolio is expected to change over time and capital needs forecasting becomes more difficult beyond a 10 year period. FPM will review the portfolio, capital costs, and the rates required to ensure adequate capital maintenance at least every five years and will make modifications as needed.

The proposed rates represent an increase in total cost for capital maintenance even when the disposition of several buildings is factored in. While this comes at a rough time for use of County funds, it should not be surprising given that the County has been falling farther behind on capital maintenance for buildings it now looks like it will keep. It is essential that the County live up to the full cost of ownership.

On a portfolio-wide basis fully funding capital requirements will mean that even while the size and cost of the portfolio as a whole is reduced we will be making more substantial investments in the facilities that remain. On a building by building basis this may create some anomalies where individual County departments or programs will see higher rates for existing space even as the County reduces its facility cost exposure portfolio-wide. These individual building rate increases will in many cases be at least partially offset by creating more efficient space; however, in cases such as the Justice Center creating efficiency savings is unlikely. During the budgeting process the Board can take into account the differences in how each department's facilities costs are affected by this new way of managing the portfolio so that the overall goal of having a higher quality portfolio at less cost is not derailed. It is important that we not let small cost increases in some areas derail significant savings for the County as a whole.

In full support of this strategy the County should not acquire any new facilities that are not Tier I quality prior to occupancy. A sub-Tier I facility may be purchased if it is converted to Tier I prior to being occupied. This strategy for fully funding Tier I facilities is focused exclusively on owned buildings because full funding for maintenance of leased facilities is covered in the rental rate. If a landlord allows deferred maintenance to grow in a County leased facility, it is not the County's responsibility - in most cases there are remedies in the lease to compel the landlord to properly care for the facility and at the end of the lease term the County can always just relocate.

Segmenting the pieces of deferred maintenance takes a \$132 million dollar problem down to the level where it can be reasonably addressed and solved.



The following table shows the change in the amount of deferred maintenance the County needs to focus its attention on.

Deferred Maintenance (\$Millions)	2005 Deferred Maintenance	Remaining Deferred Maintenance	Notes
Total Deferred Maintenance	\$132.6	\$132.6	

Less:

Seismic	(\$85.8)	\$46.8	Separate decision on seismic to be made by building
Minor Capital	(\$12.4)	\$34.4	To be funded by \$.54 charge in new rate
Courthouse/Justice Center	(\$19.7)	\$14.7	Two buildings on their own major capital project track

Remaining Deferred Maintenance		\$14.7	Includes buildings expected to be recommended for disposal
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Additionally, over 60% of the \$14.7 million residual deferred maintenance resides in the Martha Washington and McCoy buildings, both of which are being studied for long term ownership need. In conjunction with the study of buildings to be kept/disposed, FPM will analyze and propose solution options for eliminating the deferred maintenance on the buildings it wants to keep and migrate from Tier II to Tier I.

Financing Portfolio Realignment

There are at least five resources that the County can access to realign its real estate portfolio or eliminate deferred maintenance and seismic problems: sale proceeds from existing properties, cashflow, the County's good credit, operating savings and creativity.

Sale Proceeds from Existing Properties: A special fund will be created to collect the proceeds from all owned property dispositions for use toward supporting the goals of this strategic plan. This idea appears to be working well for the East County Justice Center where it can be fully paid for with proceeds from the sale of the Edgefield lands and if necessary the Hansen property. This is a case of



converting an underperforming asset into a performing asset. It is important that one-time capital assets not be used to support on-going operating expenses or the County will continue to be plagued by underperforming assets in its real estate portfolio.

Cashflow and the County's Credit: The County is a good credit risk for landlords. This means that with effective negotiations, the County should be able to achieve lower than "market" rates and higher concessions on leases and achieve low borrowing rates when ownership is involved. In the case of leasing, the combination of relatively low rental rates and high concessions can help fund the transition. This is an effective use of a steady stream of cashflow combined with the County's good credit. It may also make sense to refinance some debt or consider bringing on new debt as debt expires. It should be noted that in many instances with owned buildings, when the debt on a building is retired after twenty years or more it is typically time for a major renovation at that building. The County should not be averse to creating new debt on a particular building if it supports the long term goal of the County to keep and maintain Tier I facilities.

Operating Savings: Through less than one year's implementation of the Disposition Strategy, FPM has already been able to save several Departments/Offices approximately \$1,400,000. In the future there may be situations where FPM is able to immediately create long-term operating savings, but with a short term cashflow requirement. In special circumstances, approved by the Board, these short term transition costs may need to be funded through debt which is repaid with some of the operating cost savings.

Creativity: By being creative and using the most appropriate form of financing for each situation, the County will achieve the maximum value from its assets. Examples include: ownership, leasing, sale/leasebacks of existing facilities the County intends to vacate, lease to own scenarios for full or partial equity and joint ventures with public and/or private entities. There are often multiple financing/leasing options available and the County should be free to explore all its options. A detailed analysis will be initiated by FPM whenever there are multiple opportunities in order to decide on the best alternative.



Strategy 5: Match facilities leasing, financing and ownership to the length and stability of the funding stream. Weigh the advantages and disadvantages of leasing and owning without a stated preference for either.

The first part of Strategy 5 is known in the real estate industry as Duration Matching and is one of several ways to manage risk in a real estate portfolio or with a specific facility. The idea is to examine future space needs and then attempt to create the appropriate flexibility in the portfolio or single facility to ensure that the user has the right space at the right time. In its most basic form this can be as simple as matching a lease term to available funding for a County program. Owning a building like the Central Library is also a form of Duration Matching. Since the need for a library is infinite in duration, owning and maintaining a facility in Tier I status is the best solution.

In the case of leases, a more complex way to accomplish Duration Matching is a technique called Flexibility Layering. Flexibility Layering is an attempt to manage future uncertainty in a portfolio or specific lease by designing flexibility into leases to help match future space needs. It can involve a combination of options to expand or contract, options to cancel all or part of a lease, staggering lease terminations and options to purchase. By layering as much flexibility throughout a portfolio as possible a user can increase the likelihood that they will have the right type and quantity of space at the right time.

Examples of both Duration Matching and Flexibility Layering can be found in the new Lincoln Building lease.

Duration Matching: Since the County will continue to need administrative offices for Human Services for the foreseeable future, the County signed a ten year lease with two five year options to renew. This effectively gives the County control of the space for up to twenty years if necessary. However, future funding and the downtown Courthouse strategy bring in to question exactly how much space will be needed in the Lincoln Building over time. That is where Flexibility Layering comes in.

Flexibility Layering: In order to provide flexibility during the long lease term, the lease includes options to expand and contract. Specifically, the County



has the option to terminate the entire lease if the programs located there lose funding; the County can reduce the space one time by up to 25% for any reason; and the County can terminate the entire lease after the seventh year if the programs will be moving in to the remodeled courthouse. The County also has a right of first refusal on all space that comes available in the building, an option to expand at set terms and options to renew the lease. Finally, the landlord is required to provide the County a \$2/SF refurbishment allowance (\$200,000) for remodeling after the fifth year of the lease to address any modifications that may be needed at that time.

This strategy mainly relates to future acquisitions, renewals and renegotiations of leases and refinancing current debt obligations. However, if opportunities present themselves, FPM will take advantage of them. An example is if the County has an owned building that we know we are going to need to vacate in five to ten years, it may make sense to sell the building now and lease it back for a period of time matching how long the building is required. The benefits could be substantial: reduced maintenance backlog, avoidance of future market risk, avoidance of future unscheduled/emergency maintenance requirements, use of landlord/investor funds to improve building performance and the sale proceeds could be invested in the buildings that are to be retained.

At some point in the relatively near future it is likely that the economy and the County's revenues will improve. When this occurs there may be a need for additional space to support growth in County services. It is critical during these times of growth that the strategies of duration matching and flexibility layering are implemented. We need to learn from the substantial growth in the 1990's and subsequent revenue shortfalls since 2001 as the economy dipped into recession – what may appear like a permanent need for space may actually be temporary.

In the past there has been a stated preference for the County to own its facilities. We believe this policy requires reassessment. If the County is not willing or able to maintain a property in Tier I status it should not be owned. To assume that ownership is less expensive and therefore preferred to leasing requires an assumption that the value of real estate will increase over time and that it will not become obsolete. This is not always a safe bet – especially if the facility is not maintained in Tier I condition. Commercial real estate is valued based on the economic return it can create for its owner. If there is a limited market for a property due to location, obsolescence, the cost to repair a building, limited use or a slow economy and it is in poor condition, a drop in value could occur. In addition, it is often assumed that a benefit of owning facilities is that when the



debt payment goes away after 25 years or so that the operating cost of the facility will substantially decrease. While this may work in some instances it is likely that at the time the building's debt is retired a significant capital project will be required in order to ensure the building continues to be Tier I and support the County's needs. This will likely mean that debt will be placed back on the building to pay for the required work.

The County currently makes no provision for the replacement of our facilities at the end of their useful life and the County carries inadequate reserves for ongoing maintenance of owned facilities. When reserves are built up it becomes very tempting to tap them to cover short-term operating shortfalls. Both of these issues are by their nature solved in a lease.

Leasing and ownership each have their advantages and disadvantages which need to be taken into account prior to acquiring a property:

Leasing Advantages:

- Increased liquidity
- Frees up capital for other uses
- Expansion and contraction flexibility
- Avoids risk of obsolescence
- Expense levels are relatively fixed
- Little or no down payment required
- Can be a source of financing
- More locations available
- Allows the tenant to focus on its core mission
- Short term commitments are possible
- No market risk of property devaluation
- Tenant can take advantage of market concessions
- Tenant to fund preventative maintenance as part of the lease agreement
- By definition operating expenses, capital maintenance and replacement costs are all fully funded

Leasing Disadvantages:

- Limited control
- Loss of appreciation potential
- Lease obligation may increase dramatically at termination in strong market
- May have to move at termination
- No equity at lease termination

Ownership Advantages:

- Realize property appreciation
- Potentially lower net present value
- Owning gives full control
- Lower cost after initial purchase paid for



- Provides protection against rising real estate costs
- Potential income from tenants

Ownership Disadvantages:

- Ties up capital that could be used for other purposes
- Property may depreciate in value
- General ownership risks such as greater liability and obsolescence
- Drain on owner's time and energy for matter not core to owner's mission
- Limited flexibility when entering and exiting a property
- Owners sometimes defer preventative maintenance for short term gain
- Community considerations in dispositions can limit ability to maximize value
- Real estate investment is not a core business
- Often owners need to sell during economic downturns limiting market value

The question of owning versus leasing will need to be addressed on a situation by situation basis; however, some references to large local corporations may be helpful. Local companies Nike, Intel, Tektronix, IBM and Mentor Graphics all own their hub facility and almost exclusively lease any space required off hub. This allows each of them to match the distinct and different benefits of owning versus leasing to the appropriate situation. By owning their hubs they have full control, they realize property appreciation and have a hedge against rising real estate costs. By leasing properties outside of their hubs they are able to create flexibility, increase cashflow, avoid tying up capital and avoid obsolescence.

Nike and Intel have used leasing extensively to create flexibility. During the 1980's and 1990's they would first grow by acquiring office space leases near their hubs. If the need for the space became permanent they would then build a building on their hubs. If the need went away they were able to just leave at the end of their lease term.

The County should have no predetermined policy which directs it toward owning versus leasing. Each situation should be dealt with on a case by case basis within the context of the overall strategy.

A specific example of where the County did an excellent job of weighing leasing and owning is the Medford Hotel. FPM was approached by the program manager for Department of Community Justice (DCJ) to pursue the purchase of the Medford Hotel (its historic name) for use as post incarceration housing. DCJ had a grant and funding to cover the purchase of the facility. The building was owned by Central City Concern and permitted for a homeless shelter. FPM did extensive due diligence on the building. We found that we were going to have to obtain a change of conditional use, satisfy the neighborhood association that our impact on the community would not be negative and make extensive tenant improvements. These costly and complicated hurdles would be effectively eliminated if we were to lease the facility rather than own it. The County ended



up leasing the facility for 15 years with all of the lease payments and tenant improvements prepaid with DCJ's available money. This satisfied the needs of the County program while limiting the County's costs and providing a clean exit strategy.



Strategy 6: Update and enforce the County's Building and Space Standards no later than December 31, 2005. This includes full implementation of the County's updated space standards to ensure that the County is getting the greatest amount of value possible out of its real estate assets.

The County requires flexible building layouts and adaptive building systems to accommodate frequent changes in personnel, technology, program scope and funding duration. FPM will update for the Board's adoption the County's Building Standards by December 31, 2005 in order to address the proposed consolidation of facility spaces, increasing utility costs and employee concerns about their workplace environment. To enhance building performance, these standards should apply to both new and existing facilities. High quality building standards coupled with effective operation and maintenance programs may forestall future costs associated with tenant moves and building replacement. The design of functional, safe and healthy workplaces will also facilitate personnel retention, employee productivity and customer satisfaction. The December, 2005 Building Standards will merge the existing building standards, space standards, and the Green Building Policy (in development) into one document.

It is important to point out the difference between building standards and space standards even though they will be combined into one document. Building standards address such things as location, maintainability, energy efficiency, sustainability, infrastructure and Americans with Disabilities Act compliance. Space standards address such things as who gets an office or a workstation, how large they are, appropriate number of conference rooms, coffee/break areas, etc.

In 1999, the County went through an exhaustive process of creating space standards to be used by all County Departments/Offices. We have reviewed the standards again and found only minor updates are needed. These updated space standards are attached in Appendix A. The only facility where the updated standards have been fully implemented is in the new 100,000 square foot Lincoln Building lease and the impact has been significant. The space utilization is just 185 square feet per employee. This compares with the Multnomah Building at 444 square feet per employee. Could the County's headquarters be half its current size and half its current cost by implementing updated space standards? The answer is – maybe. While this may not be an entirely fair comparison since the Multnomah Building houses the Commissioners, the Board Room and special purpose spaces, it is still very applicable. The Lincoln Building by comparison



has approximately 9,000 square feet on the first floor dedicated exclusively to client reception and various meeting rooms.

The opportunity to fully utilize the County's updated space standards is three-fold. First, when it comes to consolidated sites there is the opportunity to significantly reduce the amount of space required allowing the County to occupy high performance buildings at a lower total occupancy cost. Second, all Tier I offices would benefit by an analysis of what additional consolidation is possible by full implementation of the standards. This should involve a cost/benefit analysis before any modifications are made to the spaces. Finally, when space standards are fully implemented in large facilities it means that different user groups are able to flex into available space without having to make modifications.

FPM will fully implement the County space standards in all new facilities and where possible in existing facilities that will be retained. We propose that any variation from the standard must be approved by both the appropriate Department head AND the FPM Director or it will not be allowed.

The Green Building Policy and the County's building standards depend on the standards developed by the US Green Building Council called LEED: Leadership in Energy and Environmental Design.

LEED was created to:

- define "green building" by establishing a common standard of measurement
- promote integrated, whole-building design practices
- recognize environmental leadership in the building industry
- stimulate green competition
- raise consumer awareness of green building benefits
- transform the building market

LEED provides a complete framework for assessing building performance and meeting sustainability goals. Based on well-founded scientific standards, LEED emphasizes state of the art strategies for sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.

Another issue to be addressed in the Building and Space Standards is when new County facilities should include mixed use design and/or affordable housing development. The Board passed Resolution No. 99-78 establishing a policy to promote the goals of managed growth by making available vacant and/or surplus county lands for mixed-use and affordable housing development and pursuing these opportunities in the design of future County facility projects. We continue to support the goals of this resolution; however, it should be the policy of the County that involvement in mixed-use projects not materially increase the County's facility costs.



Basic comparisons can be made within the County's portfolio to assist in determining if one facility asset is performing as well as another; however, it is also important to compare the County's individual facilities and portfolio as a whole with similar sized outside organizations. This process of comparing the performance of facilities, portfolios and real estate management against outside organizations is known as benchmarking. Benchmarking can often reveal useful opportunities to improve performance and can help set new standards for future management of the portfolio.

There are three stages to the benchmarking process:

1. understand real estate assets and business drivers
2. identify opportunities to improve performance by comparing key real estate measures against similar sized organizations
3. identify solutions and implement new standards

As we discussed earlier, FPM has completed an exhaustive review of the County's real estate portfolio that includes all of the basic information needed to engage in a benchmarking effort. We also discussed the goals of the County and FPM earlier in this document. The benchmarking effort will focus on completing steps 2 and 3 of the process outlined above.

A common problem throughout the County's real estate portfolio is the assumption that the County is doing well if the cost per square foot of real estate remains low (one form of benchmarking). That of course is a good thing if, by all other measures, a facility is performing well; however, it is a misleading measure in the absence of other information. We previously discussed how the \$16.68/SF/Year Commonwealth lease actually cost the County 31% more than the new Lincoln Building lease at \$16.75/SF/Year. The County will attempt to focus on the most appropriate measures of portfolio performance through the use of benchmarking.

An example of a Tier I building that requires re-evaluation based on updated benchmarking and space standards is the Multnomah Building. With just 453 employees occupying 201,190 SF at the cost of \$4.3 million per year, the following metrics result: 444 SF per employee at a cost of \$9,500 per employee per year. This compares with 170 corporate, government and institutional headquarters facilities across the country that had a median rate of 344 SF per employee and a median cost per employee per year of \$5,754. A willingness to spend money now to improve the efficiency and increase the occupancy of the Multnomah Building and others like it could result in significant future savings.

The County's benchmarks will be updated by October 31, 2005 and included in the Building and Space Standards Document. By June 30, 2006 each Tier I facility will be compared against these benchmarks in order to determine if



improvements can be made to reduce costs and increase each facility's performance.



Strategy 7: Initiate and Implement best operating practices regarding lease administration, transaction and project management

In 2004, FPM engaged CRESA Partners, a corporate real estate services firm, to assist the County with a variety of real estate related needs. One of those is the implementation of best practices which is an ongoing effort. Below are some specific examples of where best practices are being implemented.

Lease Administration: FPM is tackling the task of implementing a new lease administration system. This includes establishing a database through file inventory and organization and then abstracting all leases and subleases. Abstracting is the process of taking a typical 20 – 30 page lease and summarizing the critical terms in a common format. With this detail the County will be able to better manage critical date information, have web-enable maintenance responsibility information, have a resource to reconcile rent payments and collections and create summary and benchmark reports to better manage the properties as a portfolio to minimize risk and exposure. Lease management processes will be documented and best practices developed to more effectively and efficiently manage administrative responsibilities for all leases. This includes leases in which the County is either the landlord or the tenant. All of the concerns discussed in the Multnomah County Auditor's audit of the County's building leases are being addressed by FPM.

Transaction Management: The transaction process in acquiring space either through purchase or lease has not been managed consistently in the past. As stated before, individual departments often directed major elements of the site search and selection. With the centralization of the FPM responsibilities, an organizational-wide view is being developed. From a transaction standpoint, this will include input into the planning as to the best use of negotiating leverage to create the greatest value for the County. FPM is in a position of managing negotiation with an understanding of the overall needs of the County including but not limited to, space standards, maintenance responsibilities, tenant improvement build out, tax exempt status, lease language requirements and risk issues. FPM is in the process of developing a standardized process for negotiations and required lease language.

Project Management and MAC's (Moves, Adds and Changes): FPM is in the process of creating County specific best practices documents for Project Management and MAC assignments. Management of all facilities-related projects is clearly a responsibility of FPM and one that we take seriously. The difference between a successful project and an unsuccessful one is in the overall management of the entire project. FPM will provide the best possible project



management services to the County. This includes full implementation of the County space standards.

Customer Service: FPM will continue to strive to provide the best possible customer service to its direct clients who are the departments and programs of the County. FPM will do this in such a way to ensure that the departments and programs have the facilities they need while FPM keeps in mind the needs of the County as a whole.

Leases as Assets: Leases are not commonly considered assets to the County, but they are. As a County asset it is critical that their performance is scrutinized in the same way as owned properties. Consequently, FPM will rank all leased facilities using the same tier system. Tier I will be top performing leases that are core to County operations, Tier II will need to either be improved or eliminated and Tier III leased facilities will be eliminated. More detailed descriptions of the leasing tiers can be found in Appendix B.

Best Practices Implementation: Implementing the best practices described above will take a coordinated effort. We are moving to a view of maximizing the benefit of the County's real estate assets for the County as a whole. In order to do this and effectively manage its implementation, facilities management needs to be unified. It is our recommendation that all facilities personnel in the County report to FPM. FPM will continue to be responsible for the planning and implementation of all facilities and property management related functions at the County in order to ensure all decisions are made with the entire real estate portfolio in mind. Individual departments and programs should continue to coordinate all facilities related needs with FPM. This not only helps to ensure a portfolio-wide view for even simple projects such as furniture moves, it also ensures that the County is benefiting from FPM's expertise.

FPM will continue the development and then full implementation of a set of best practices for effective management of the County's real estate portfolio.



IMPLEMENTATION

In order to fully implement this plan the following initiatives will be undertaken during fiscal year 2006 by FPM:

1. All facilities will be reviewed by December 31, 2006 for possible inclusion in one of the proposed hubs described in Strategy 1. This review will include significant input from the affected departments and programs. The results for each proposed hub will be presented to the Board for project approval as they are completed.
2. All Tier III owned and leased facilities not included in a future hub plan will be recommended to the Board for disposition along with a plan for relocating the current occupants. All Tier III building dispositions shall occur no later than the year 2010.
3. All Tier II owned and leased facilities which are not included in a future hub and are slated to be retained will have a tier migration plan created for them. These tier migration plans will outline how each Tier II building will be migrated to Tier I by the year 2015. These plans will be created on a building by building basis rather than one large report and will only be presented to the Board if Board approval is necessary.
4. FPM will immediately begin work on creating Benchmarks as described in Strategy 6 for use in evaluating all facilities that are to be retained. This will be completed no later than October 31, 2005. A plan of action for each building not meeting the benchmarks will be presented to the Board for approval by June 30, 2006.
5. FPM will immediately begin work on updating the County's Building and Space Standards as described in Strategy 6. The new standards will be presented to the Board for approval prior to December 31, 2005.
6. FPM will complete a Best Practices manual for its own internal use no later than December 31, 2005.



Conclusion

This plan sets the framework for both a performance evaluation and for solutions to the County's pressing real estate portfolio needs. As with any performance evaluation, it is both the first and last thing you need to do in order to effectively manage anything - particularly real estate. Therefore, this plan will be reviewed, and if necessary, modified every other year.

The County has the opportunity align its real estate portfolio with its current and future needs through a County-wide commitment to full implementation of this plan. FPM looks forward to working with everyone in the County to accomplish our shared goals.



Appendix A County Office Space Standards

MULTNOMAH COUNTY, OREGON

EXECUTIVE RULE NO. 243

Countywide Space Allocation Policy and Office Design Standards

- a. County facilities currently lack consistent standards for space design, air quality, natural light, climate control, and furniture.
- b. County work environments need to accommodate flexibility in how workspace is organized, allow for the creation of new ways of working collaboratively in teams and work groups, and encourage accessibility and open communications.
- c. The County has an obligation to its employees and the public to provide comfortable, safe, and healthy work environments that are conducive to efficient and productive work.
- d. Containing costs and using taxpayer dollars wisely is at the heart of the County's RESULTS initiative and the Good Government benchmark.
- e. The County has a clear responsibility to its employees, clients, and the public to assure that County facility resources are allocated efficiently and in the most cost-effective manner possible.

The *Countywide Space Allocation Policy and Office Design Standards* provides a framework to create consistency and equity in all County Department/Office spaces. It creates efficiencies of space and cost savings where new facilities are developed, and it allows for more affordable and more easily accommodated facility changes.

The attached *Countywide Space Allocation Policy and Office Design Standards* will apply to new, renovated, or relocated County facilities. It will not be retroactively applied to currently occupied work sites. The Facilities & Property Management Division (F&PM) will have administrative responsibility for space and furniture planning, design, and allocation. F&PM will work in collaboration with Departments/Offices to create functional, comfortable, and safe work sites.

The Office Design Standards for furniture and the appendices will be adopted by the Facilities Client Team consistent with this rule.

Dated this 4th day of August, 1999.

BEVERLY STEIN, Multnomah County Chair

REVIEWED:

Thomas Sponsler, County Counsel

for Multnomah County, Oregon

EXECUTIVE RULE #243

PREPARED BY:

FACILITIES CLIENT TEAM

- Larry Aab, MCSO
- Don Carlson, ADS
- Becky Cobb, Library
- Delma Farrell, Chair's Office
- Tom Guiney, DES
- Steve Pearson, DSS
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Space Allocation Policy and Office Design Standards for Multnomah County

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I. PREAMBLE

WORK ENVIRONMENT VALUES

Work environment values are guiding principles that reflect the broader organizational values of quality of service, fiscal responsibility and respect for employees. These values describe how we intend to operate as we pursue the vision where Multnomah County employees have an excellent place to work.

- Our commitment to quality supports a healthy work environment that is comfortable, safe, and conducive to efficiency.
- Employees have access to natural and adequate light, healthy air and water quality, good acoustics, sufficient workspace, and appropriate ergonomic equipment.
- The environment is designed and maintained for efficient use of space and the optimal operation of building systems – heating, ventilation, air-conditioning, and telecommunications.
- Floor plans are open, flexible, and adaptable for multiple uses.
- High health and safety standards ensure compliance with all applicable building codes including seismic requirements and standards for indoor air quality.
- Multnomah County is committed to meeting its financial obligations to design, construct, and maintain facilities as valuable public assets.
- The organization is committed to the long-term, consistent application of standards, and recognizes the need to balance consistency and flexibility in order to meet the unique service delivery needs of departments to interact with the public and other partners.
- Creativity and innovation is encouraged to improve efficiency and reduce costs through sharing of common space and resources and entrepreneurial partnerships.
- Efficiency and containment of operational costs are important considerations in the planning and allocating of workspace.
- Respect for employees and customers/clients is enhanced through the application of the Americans with Disabilities Act.
- Accessibility and good signage for way finding in all buildings are of high importance.
- Space is designed to ensure comfort, security and dignity of employees and customers, while at the same time enhancing opportunities for employees to communicate and work collaboratively.

ISSUES AND CHALLENGES

There are a number of factors that make this a fundamental challenge:

- **Healthy Work Environment for Employees and the Public**

An integral part of RESULTS is to provide employees with an excellent place to work. County facilities currently lack consistent standards for air quality, natural light, climate comfort, and furniture in the workplace. Conventional office models with offices around the perimeter have caused heating and cooling problems and air quality concerns in a number of County work sites. We have an obligation to our employees and the public to create comfortable, safe, and healthy work environments that are conducive to efficient and productive work.

- **Changing Organizational Culture**

This policy represents a significant change in Multnomah County's organizational culture. As with any change, this may not be popular with everyone. Our present office design is loosely based on a more conventional model where managers and administrative staff are in hard wall offices. The idea of the "private office" has evolved beyond the issue of addressing confidentiality and privacy—it has become synonymous with status or position in the organization. Offices tend to isolate people and curb accessibility and can represent a barrier to good communication. As we change the way we do our work—our work environment needs to accommodate our need for flexibility in how we organize the workspace, create new ways of working collaboratively in teams and work groups, and to encourage accessibility and open communication.

- **Containing Facility Costs**

Conventional hard wall offices are costly to construct, costly to remodel, and costly to furnish. Design, construction and remodeling costs for the conventional model typically exceed the open architecture model. Containing costs and using taxpayer dollars wisely is at the heart of the RESULTS initiative and the Good Government benchmark. We have a clear responsibility to our employees, clients and the public to assure that County facility resources are allocated efficiently and in the most cost-effective manner possible.

II. SPACE ALLOCATION POLICY

BACKGROUND AND PURPOSE

On January 5, 1999, Chair Beverly Stein assigned the Facilities Client Team (FCT) to develop Countywide Space Allocation Policy and Office Design Standards. The FCT recognized this as an opportunity for a collaborative and cooperative effort between Departments/Offices, and Facilities & Property Management (F&PM).

This policy applies to new, renovated, or relocated work sites. It will not be retroactively applied to currently occupied work sites. It is understood that it may not be possible or practical to incorporate all aspects of this policy immediately in renovated or relocated spaces. Departments/Offices must rely on the expertise of County space planners, common sense, and budget factors in redesigning work sites that will be efficient and cost-effective over the long term.

F&PM will have administrative responsibility over space and furniture planning, design, and allocation and will work in collaboration with Department/Offices to create functional, comfortable, and safe work sites. This policy provides a framework to create consistency and equity in all County Department/Office spaces. It creates efficiencies of space and cost savings where new facilities are developed. Facility changes may be more affordable and easily accommodated.

The following Values and Goals guided the FCT in developing this policy.

VALUES AND GOALS

- Space planning and design is aligned with work environment values.
- Administrative functions across all departments/offices will be housed in an open architecture environment with consistency and equity as long-term goals.
- New, innovative work practices will be developed and implemented to meet confidentiality and privacy needs.
- High standards for air quality, climate comfort, and access to natural light will be maintained in the work environment.
- Enclosed rooms should not be built that disrupt existing heating, ventilation, and air conditioning (HVAC) systems unless planning includes upgrading those systems.
- The appropriate use of public funds is a primary consideration in any space design, redesign, or relocation.

- Space will be designed for efficiency, flexibility, accessibility, and cost effectiveness.
- Efficient and flexible open architecture should encourage creative and innovative ways to organize the workplace and new ways to do work.
- Space planning is a collaborative process between Departments/Offices and F&PM.
- The County will adopt organization-wide systems furniture standards for office workspace sizes and furnishings. Multi-functional systems furniture is preferred.
- F&PM will be the space design area experts and will enlist help from professional design consultants for best practices when needed.

PLANNING CRITERIA

General

1. Departments/Offices will coordinate all moves, renovations, and relocations, or occupancy additions/reductions, with Facilities & Property Management. Departments/Offices will collaborate with F&PM in planning spaces that will optimize efficient business operations and provide fiscally responsible space solutions. F&PM will provide Departments/Offices with a range of professional space planning services, advice, and best practice options including:
 - Cost options
 - Lease information
 - Design and layout
 - Furniture and fixture recommendations
 - HVAC and environmental considerations
 - Lighting design
 - Code and policy compliance
 - Project management and implementation
2. A committee made up of representatives of each building tenant should develop a "user's manual" for each building. The user's manual will cover building specific topics such as scheduling conference rooms, requesting assistance in moving and changing workstations, protocol for working in an open office environment, evacuation procedures, etc. (See Appendix 13 for a sample outline.)
3. A 10% growth factor will be included in all planned moves to new space unless there is a known budgeted growth rate, planned downsizing, or the relocation is an interim solution.
4. All signage will be consistent throughout a single building and in accordance with County policy and standards. (See Appendix 2)
5. Only one primary space will be provided per employee. Employees who work at or have staff at multiple sites must choose where their primary

workspace will be. Extra open workstations should be planned in multi-tenant buildings with a telephone and network connection based on building occupancy and need, to be shared. The concept is often referred to as "hoteling".

6. Departments/Offices will be charged for space they occupy based on the operational cost of the building. Workspace reorganizing and enhancement will be the financial responsibility of the requesting Department/Office.

Common Services

To the extent possible, buildings with multiple County tenants will incorporate centralized mail, LAN, telecommunication, reception, copier, vending, and security functions into the design. Services in a new or renovated building affected by this policy may be done individually by Department/Office, by floor, or for the entire building. This will be determined by a building tenant committee representing the building occupants, F&PM, and FREDS. Common services, which should be included in a building user's manual, may include:

1. Parking and Motor Pool services.
2. Reception.
 - F&PM may have responsibility to provide primary or centralized reception, if required, in a facility shared by multi-tenants. Centralized reception (including information and security) and will be built into the rates for the building.
 - The area occupants should provide secondary reception possibly by floor. Floor occupants should decide variations of security, information, telephone backup, and accessibility.
3. Common file rooms should be planned by F&PM and the occupants. Space efficiency is created when space can be shared. The file space may be in a room or open area. Security issues and the archiving policy should be addressed.
4. Minimal supply storage due to central stores.
5. Copier, fax, and printer areas may be centralized or distributed as determined by tenant needs.
6. Mail will be handled by Distribution Services. Drop/pick up locations and schedules will be determined by the building tenants committee and Distribution Services.
7. Conference room scheduling will be determined by building tenants. Each floor may have priority for rooms in their area.
8. Training Rooms: The DSS Training Section will coordinate the use of these rooms. Storage for the training rooms is preferred to be with the rooms.

9. F&PM will plan for break areas, vending, and recycling spaces. Size, number and distribution will depend on the tenants and availability of nearby community services.
10. Other amenities to consider are daycare, shower facilities, and a cafeteria.
11. Emergency evacuation procedures will be developed for each site, in accordance with County Administrative procedures.
12. A key control plan will be developed by the building tenant committee. F&PM will provide all required services.
13. F&PM will develop a furniture inventory tracking system.
14. F&PM will maintain a small supply of systems furniture to respond to unforeseen growth and emergency needs.

ALLOCATION OF SPACE

General

1. Private hard wall offices are permitted for elected officials and their immediate executive/policy advisory staff, Deputy District Attorneys, Victim Advocates, and Sheriff's Office Internal Affairs Investigators only.** There are no exceptions for administrative positions.
2. *Functionally oriented interdepartmental work groups of no fewer than three employees are permitted to be enclosed by hard walls.***

**Permitted does not mean guaranteed. It means that as part of their functional space review, F&PM will provide design/layout options with and without hard wall offices and with cost comparisons for all options, including all costs related to any required HVAC, electrical, etc. changes. Choices should take broader organizational values, long-term functionality and budgets into consideration.

3. Special use spaces and functions may require different guidelines to be approved by the Director of the Department of Environmental Services.
4. Hard wall support spaces (copiers, break rooms, etc.) and offices will be located in the core of the building. Open offices will be located closer to the perimeter of the building. The immediate perimeter will be used for circulation, maximum light penetration from windows, and more efficient use of HVAC systems.
5. For purposes of calculating appropriate square footage, space planning criteria will consider temporary workers who work in offices into the headcount. Full time employees who work in the field will need to be evaluated for square footage on what responsibilities they carry out at their home base. (i.e., field nurses and outreach workers require desk space at their home base to carry out their duties then they return from the field, while other field staff only use the home base for a place to meet transportation and pick up supplies for the days work.)

6. Net usable office space (private offices, workstations, and aisles) should not exceed 152 square feet (sf)/person.
7. As growth occurs, offices will not displace conference rooms.
8. Space will be assigned according to job function and policy not status or length of service. F&PM will perform functional reviews and prepare space requirement forecasts for specific assignments. Refer to Appendix 4 for functional analysis.
9. Building features such as windows or columns will not be considered to add or detract from an office provided the function of the office is met. This includes small variations in square footage due to building constraints.
10. Walls typically will be insulated and constructed to the underside of the suspended ceiling system. Walls that extend above the suspended ceiling to the underside of the floor deck above (called demising walls) are recommended where limited access and acoustic control is critical.

Open Offices (Workstations)

1. Multi-functional systems workstations will be used to allow optimum use of limited floor space. (See Appendix 3 for standard configurations.)
2. Groups of similar job functions that work with confidential issues may be segregated for improved privacy.
3. Ergonomics are addressed in the adjustability of work surfaces, accessories, and primary desk chair.
4. Work areas and systems furniture configurations are to follow a general pattern. They will incorporate a central utility (electrical and data) spline. While there is flexibility to reconfigure workstations, the utility spline will not be reconfigured. This will greatly reduce the time and cost of making changes in an occupied space. For a best practice model to determine the functional application of each workstation refer to Appendix 4.

Private/Hard Wall Offices

1. Private hard wall offices are permitted for elected officials and their immediate executive/policy advisory staff, Deputy District Attorneys, Victim Advocates, and Sheriff's Office Internal Affairs Investigators only.** There are no exceptions for administrative positions.
2. *Functionally oriented interdepartmental work groups of no fewer than three employees are permitted to be enclosed by hard walls.***

**Permitted does not mean guaranteed. It means that as part of their functional space review, F&PM will provide design/layout options with and without hard wall offices and with cost comparisons for all options, including all costs related to any required HVAC, electrical, etc. changes. Choices should take broader organizational values, long-term functionality and budgets into consideration.

3. Special use spaces and functions may require different guidelines to be approved by the Director of the Department of Environmental Services.
4. Departments/Offices with special use functions should give careful thought to their needs for private offices due to high construction costs, negative impact on internal environments, and limiting affect for future remodel/renovation opportunities. Client privacy may be achieved through shared conference or interview rooms.
5. To the extent possible within existing and new facilities, hard wall private offices will be located in the building core.
6. Furniture and desk chair should be adjustable to meet ergonomic needs of occupant.

Conference Rooms

1. Conference rooms will be planned and distributed for optimum use by all facility occupants and will be located in the building core as much as building constraints allow.
2. Conference rooms will be designed as shared space and will be comparably furnished and equipped. Equipment recommendations include telephone, white board/s, tack boards, projection screens, LAN connections, built-in projection systems and audio. (See further outline in following Design Guidelines and Appendix 6 for standard configurations and equipment.) Built-in projection systems will be specified in the larger conference rooms (for 16 – 20 and 25+ people).
3. Smaller conference rooms and huddle areas (for <6, and 6 – 10 people) will be for the use and control of the programs residing closest to them.
4. Scheduling and "ownership" of conference rooms is building specific information and should be covered in a building user's manual.
5. Conference rooms will comprise approximately 10% of total building square footage. The size, quantity and distribution will be based on the number of occupants per the following guideline:

Capacity	General Distribution per Number of Staff*	Minimum Square Footage	
		Huddle Areas	Hard Wall
<6	1/12	72 SF	144 SF
6 – 10	1/45	-	192 SF
16-20	1/60	-	448 SF
+25	1/200	-	960 SF

POLICY ADMINISTRATION FOR EXCEPTIONS

Department/Office requests space needs

F&PM applies standards and guidelines, performs functional review, assesses systems impact, structural requirements and limitations, etc., and prepares space forecast

F&PM and the requesting department/office negotiate agreement

No Yes - Implement

Management of requesting department/office, Chair designate (DES Director), and F&PM workout a solution.

III. OFFICE DESIGN STANDARDS

PURPOSE

Standards are created for efficiency, performance, and consistency to support the planning and development of the work environment. They also create a consistent image in diverse facilities. The application of standards provide overall cost effectiveness, increase flexibility, and enable F&PM to better respond to County needs. Cost effectiveness improves by maximizing resources and reducing costly change.

GENERAL INFORMATION & DESIGN GUIDELINES

Codes and Industry Standards

1. Appropriate codes and industry standards designed for health, safety, and universal accessibility will be applied in all areas. Where conflicts may occur, the more stringent will be used. Codes and industry standards include, but are not limited to:
 - American Disabilities Act Accessibility Guidelines (ADAAG)
 - Indoor Air Quality (IAQ) as defined by the Environmental Protection Agency (EPA).
 - Seismic reinforcement as defined by the Uniform Building Code (UBC).
 - Energy Efficiency as defined by Oregon State Energy Code. This will apply to lighting and HVAC requirements.
 - Exit access and circulation requirements as defined by UBC.
 - Acoustics as defined by American Society for Testing & Materials, Standard Guide for Open Office Acoustics and Applications.
 - Lighting for general office and computer use as recommended by the Illuminating Engineers Society and Occupational Safety & Health Administration (OSHA).

OPEN OFFICES (WORKSTATIONS)

Construction Building Criteria

1. FLOORS: Carpet tile, with conductivity rating of 1.8 kilovolts or less. Installation will be in accordance with the recommendations by the Carpet and Rug Institute (CRI).
2. BASE: Rubber, 4 inch.
3. WALLS: Painted gypsum board, insulated

4. **CEILING:** Suspended acoustical tile with noise reduction coefficient (NRC) rating of .70 or better
5. **WINDOW COVERINGS:** Dependent on the building and site and based on need for light control and security.
6. **ELECTRICAL:** 1 power feed equals 4 circuits. There will be no more than 8 workstations per power feed or 2 workstations per circuit. (See Furniture, item 6, for additional information concerning duplex outlets.) The preferred power supply to the workstations is from walls or the floor (i.e.: Walker duct, flat wire or floor core.) Junction boxes, cable trays and other mechanical and electrical devices will be coordinated with office layouts to be accessible from aisles.
7. **TELECOM:** 2 lines/cube: one for telephone service and the other for data. Extra lines will be provided as needed for additional equipment such as fax machines or network printers. Preferred source is from the floor. (i.e.: Walker duct, flat wire or floor core.)
8. **LIGHTING:** 2X4 fluorescent light fixture with parabolic lenses or indirect ambient fixtures. Uniform placement in relation to the building and coordinated with the workstation layout. Tasklights will be provided with the furniture.

Furniture (Workstations)

1. Workstations are modular open office systems furniture consisting of panels and components. To allow for design consistency, save on storage costs, part, etc., Multnomah County has standardized on Herman Miller furniture. Manufacturer's lines to be used in planning are Ethospace and Action Office III.
2. Conventional furniture such as lateral files and tables, etc., will be standardized on specific furniture lines.
3. A chair standard will be developed. While one chair may suit 90% of employees, there should be choices available for those with special needs. The primary desk chair will be ergonomically adjustable, will be "owned" by an individual and may transfer with them within the County if a comparable chair is not available in a new position. One model will be selected for guest chairs.
4. Panels are fabric covered, sound absorbing, and provide a base for the distribution of electricity and channels to route data and telephone wiring. Glazed panels may be strategically placed where a line of vision is needed.
5. The use of power or data poles is discouraged.
6. 4 duplex outlets will be installed per cubicle. This provides space to plug in 8 pieces of equipment. 1 to 3 spaces may be needed for tasklights leaving at least 5 for equipment. More may be added for support spaces which may have more equipment, i.e. fax, printers, etc.
7. Components include work surfaces, storage, and paper management.
8. Lockable components within a workstation will be keyed alike. Occupants will be provided one key for their workstation. One master key should be

- provided to security. Control will need to be determined by the building tenant committee for duplicate keys.
9. Workstation layout will be in straight and aligned blocks incorporating a center spline for electrical and communications utilities. The spline will be considered as "fixed" and designed in a way that allows compression and expansion of the adjoining workstations without changing the spline. Openings to workstations will be opposite from the spline on secondary circulation aisles and staggered to maximize privacy where needed. Openings will be a minimum of 32" wide.
 10. 63" is the maximum height for panels and required for utility splines. Lower panels may be used on sides other than the spline as needed for improved visibility and communication. Ethospace may be used for utility splines to allow for height adjustments without removing utilities.
 11. Under shelf tasklights will be ordered with the modular furniture and may need to be supplemented by a "swing arm" type light fixture.
 12. Existing systems furniture will be refinished and reconfigured in a manner comparable to the standard whenever possible. This will apply only if the group is undergoing major changes or a relocation. This is not retroactive to existing offices that have no need to move or change.

PRIVATE/HARD WALL OFFICES

Construction Building Criteria

1. FLOORS: carpet tile, installation in accordance with guidelines by CRI, with conductivity rating of 1.8 kilovolts or less.
2. BASE: Rubber, 4 inch.
3. WALLS: Painted gypsum board, insulated.
4. CEILING: Suspended acoustical tile with NRC rating of .70 or better. Use sound shield batts laid across top and hooded plenum air returns for sound control.
5. DOORS AND HARDWARE: Solid core compressible seals at the top and sides, doorstop, lock. Relites (12" windows at side of door) are recommended for visibility and security.
6. WINDOW COVERINGS: This will depend on the building, site, and be based on need for light control and security. If using relites, mini blinds are recommended.
7. ELECTRICAL: Electrical outlets and light switches per code. Outlets and switches on opposite sides of the same wall should be offset for improved acoustic control.
8. TELECOM: Two lines per office; 1 each data and telephone. Additional will be added if needed.
9. LIGHTING: 2X4 fluorescent light fixture with parabolic lenses or indirect ambient fixtures. Uniform placement must be used in relation to the building and coordinated with the furniture and wall layout.

10. **MECHANICAL:** Devices such as variable air volume (VAV) controls are to be located outside the room above an aisle to allow service access that does not disrupt the occupants.

Furniture

(In development)

CONFERENCE ROOMS

Construction Building Criteria

1. **FLOORS:** carpet tile, installation in accordance with guidelines by CRI (Carpet and Rug Institute), with conductivity rating of 1.8 kilovolts or less.
2. **BASE:** Rubber, 4 inch.
3. **WALLS:** Painted gypsum board, insulated.
4. **CEILING:** Suspended acoustical tile with NRC rating of .70 or better. Use sound shield batts laid across top and hooded plenum air returns for sound control.
5. **DOORS AND HARDWARE:** Solid core, compressible seals at the top and sides, doorstop, passage set, no lock. Relites (12" windows at side of door) are recommended for visibility and security or a reverse peephole in the door. Conference areas, which require after hours access for use by County departments and the public may require a lockset.
6. **WINDOW COVERINGS:** This will depend on the building, site, and be based on need for light control and security. If using relites, mini-blinds are recommended.
7. **ELECTRICAL:** Install convenience outlets in floor for equipment use relative to furniture layout. Outlets and switches on opposite sides of the same wall should be offset for improved sound control.
8. **TELECOM:** Provide speakerphone. Where feasible, install telecom jack in floor for phone and LAN connection relative to furniture layout.
9. **LIGHTING:** 2X4 fluorescent light fixtures with prismatic lenses or direct/indirect lighting design. Uniform placement must be used in relation to the building and coordinated with the furniture and wall layout. 16' x 28' or larger rooms will be controlled by A/B switching to reduce light near the screen wall. Front half and back half of room to be separately controlled.
10. **EQUIPMENT:** Larger rooms may have an electric projection screen, audio and an overhead projection system (such as In Focus) installed in the ceiling. Planner or project manager will provide locations in collaboration with building occupants.
11. **MECHANICAL:** Devices such as variable air volume (VAV) controls are to be located outside the room above an aisle to allow service access that does not disrupt the occupants.

Furniture

(In development)

SUPPORT SPACE - COPIERS, MAIL, BREAK AREAS, etc.

Construction Building Criteria

1. **FLOORS:** Resilient flooring such as vinyl composition tile (VCT) or sheet vinyl with conductivity rating of 1.8 kilovolts or less. Carpeting is recommended to reduce sound transference, if applicable.
2. **BASE:** Rubber, 4 inch.
3. **WALLS:** Painted gypsum board, insulated.
4. **CEILING:** Suspended acoustical tile with NRC rating of .70 or better. Use sound shield batts laid across top and hooded plenum air returns for sound control.
5. **DOORS AND HARDWARE:** Solid core, compressible seals at the top and sides, doorstop, door closer, passage set. (Locks if needed.) Sidelights (12" windows at side of door) are recommended for visibility and security.
6. **WINDOW COVERINGS:** This will depend on the building, site, and be based on need for light control and security.
7. **ELECTRICAL:** Duplex outlets and light switches per code. Additional special outlets may be added as needed for special equipment. Outlets and switches on opposite sides of the same wall should be offset for improved sound control.
8. **TELECOM:** Wall phones if needed.
9. **LIGHTING:** 2X4 fluorescent light fixture with prismatic lenses. Uniform placement must be used in relation to the building and coordinated with the furniture and wall layout.
10. **MECHANICAL:** Devices such as variable air volume (VAV) controls are to be located outside the room above an aisle to allow service access that does not disrupt the occupants. All air will be exhausted to the extent possible to minimize odor propagation.

Lobbies and Reception Areas

(In development)

Storage and Records Retention

The Multnomah County Records Program (248-3741) maintains retention schedules for county agencies. Storage requirements will generally be derived from these guidelines.

a. Non-case file records, such as general correspondence, budget preparation documents, and purchasing records, are usually maintained in active files in the immediate work area for one to two years and then transferred to the Records Center for in-active storage or destruction, depending on their retention.

b. Case files, such as project files, personnel files, and legal case files are maintained in active files in the immediate work area until the case is either closed, or inactive, then transferred to the Records Center.

- If there is a need for interim file storage for semi-active records (for example, for on-going long term projects), the files should be located in non-premium space, such as a basement or storeroom that is free of leaks, infestations, or high temperature extremes; be properly inventoried and labeled according to records management guidelines; and be actively monitored to ensure that the files are ultimately forwarded to the Records Center for in-active storage or destruction in accordance with retention policies. Agencies may contact the Records Program for assistance in properly setting up such interim storage areas.

EXCEPTIONS TO DESIGN STANDARDS

There may be instances where it is reasonable not to adhere strictly to the standard. The following situations are some examples of approved options:

- Building configurations vary and location of permanent fixtures such as walls, columns, aisles, power panels, etc. could require a deviation in office size to optimize the available space. F&PM planners can use judgment in developing equivalent office sizes and components.
- The published office standards do not cover all areas. Special situations, such as file areas, bullpen areas, and space consuming equipment will require the F&PM planner to use judgment in establishing component requirements.
- Deletions from the standard are always acceptable where standard components exceed the requirements of the occupants.
- Within a workstation, standard items may be substituted. For example, file space can be reduced to provide an additional work surface.
- The space adjacent to window walls will be used for circulation. Workstations will not be built along window walls unless a higher density of office configuration can be attained and is required.

IV APPENDICES

APPENDIX 1

DEFINITIONS (In development)

APPENDIX 2

SIGNAGE (In development)

APPENDIX 3

WORKSTATION STANDARD CONFIGURATIONS & SPECIFICATIONS

APPENDIX 4

FUNCTION MATRIX FOR ASSIGNMENT OF WORKSTATION TYPES

Per policy:

"Office space, whether open or private, will be assigned according to job function and policy, not status or length of service. F & PM will perform functional reviews and prepare space requirement forecasts for specific cubicle assignments."

Refer to Appendix 3: Workstation Standard Configurations. To analyze and match an individual to a specific workstation, compare typical administrative work tasks performed by an individual and whether a certain style and size of workstation supports those tasks. Key tasks are:

1. Use of telephone and PC

- If 4 hours or more per day, ergonomics are of special concern. All workstations will support this.
- Clerical, professional or supervisory positions typically have high use.

2. Reading and writing – paperwork

- Task lighting may need to be supplemented if paperwork is extensive
- Most positions typically need space to prepare or review reports, invoices, etc.

3. Storage needs: files, books, binders, supplies

- Often depends on individual work style. People may be "filers" or "pilers."
- All workstations will have space for 2 to 6 drawers for files. Space for centralized group filing is encouraged and can be provided as needed.
- All workstations provide overhead shelves or bins for books and binders.

4. Meeting with people in office: co-workers or outside visitors

- Meetings between employees, regardless of job level, may be informal for casual discussions and may just need a side chair.
- Staff who have frequent, small impromptu meetings of 2-3 may benefit by adding a peninsula table or have access to a huddle space.
- Staff who have frequent meetings may need an adjoining huddle space for more formal meeting settings.

5. Posted communication: need for whiteboard or tackable surface.

It is anticipated that a majority, 80% or higher, of employees will be in the 8.5 x 8.5 size workstation.

Office Type	Nominal Office Size	Supported Tasks	Proposed <u>Functions</u> (Generic titles)
Open	6.5 x 6.5	PC, phone, paper work, minimal storage	Seasonal temp, clerical, operator
Open	6.5 x 8.5	PC, phone, paperwork, file, internal	Clerical, professional

		guests (1)	
Open	8.5 x 8.5	PC, phone, paperwork, file, internal guests (1-2)	Clerical, professional, supervisor, manager, director
Open	8.5 x 12.5	PC, phone, paperwork, file, int./ext. guests (2-3)	Supervisor, manager, director
Closed	100-120 SF	PC, phone, paperwork, file, external guests (2-3)	Chair approved position
Closed	180-240 SF	Per policy	Elected Official

APPENDIX 5

PRIVATE HARD WALL OFFICE STANDARD CONFIGURATIONS (In development)

APPENDIX 6

CONFERENCE ROOM STANDARD CONFIGURATIONS (In development)

APPENDIX 7

AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (In development)

APPENDIX 8

INDOOR AIR QUALITY STATEMENT (In development)

APPENDIX 9

SEISMIC REINFORCEMENT STATEMENT (In development)

APPENDIX 10

ENERGY EFFICIENCY STATEMENT (In development)

APPENDIX 11

EXIT ACCESS REQUIREMENTS (In development)

APPENDIX 12

LIGHTING DESIGN GUIDELINES (In development)

APPENDIX 13

BUILDING USER'S MANUAL (Suggested outline for contents)

I. INTRODUCTION

- Welcome, names of tenant committee, purpose

II. BUILDING FEATURES AND AMENITIES

- The "friendly" things such as building hours and access, cafeteria and hours, fitness room, location of vending machines, break and smoking areas, parking and motor pool information, bus lines, area restaurants, ATM location, etc.
- Primary contact phone numbers for telephone, LAN, Facilities, custodial services, etc.

III. CONFERENCE ROOMS

- List of conference room names, location, capacity, and equipment
- Scheduling information
- Use rules i.e.: remove from schedule if meeting cancels, leave it clean, return borrowed furniture (chairs travel)

IV. RULES OF THE ROAD

Guidelines on how to live together in an open office environment:

(It may seem like common sense but a friendly reminder may create some order!)

- Noise abatement (Open communication is great but those hallway birthday parties may be interrupting someone's concentration), radio use, etc.
- Housekeeping (keep personal items within own cube? Designate a central area to tack up notices for department or floor, boxes or things which accumulate in hallways. Pest control – dispose of food properly and treat personal plants)
- Shared spaces such as printers, supplies, copiers
- Use of heaters, coffee pots, fans, and extension cords in cubicles (Safety Committee)
- How to request cubicle changes or relocating people

V. SAFETY COMMITTEE

- Safety Committee members and role
- Evacuation procedures
- Maps showing location of first aid kits, fire extinguishers, etc.

VI. BUILDING MAPS

- Note where departments are located, conference rooms, etc.

Appendix B Updated Tier Definitions

Owned Building Tier Definitions

Tier I – Retain and Maintain: This tier includes owned buildings that are scheduled for long-term use by the County and are new or are in very good condition. These facilities will require normal life cycle maintenance and will be maintained in very good condition using only Asset Preservation (AP) funds to finance work not covered by Building Base funds, excluding seismic requirements. The County intends to maintain these buildings and sites in very good condition. Rates will be set to cover life cycle costs over time.

Tier II – Retain and Improve: This is a temporary classification. These owned facilities are scheduled for long term use by the County, though they are in only fair-to-good condition, and may have significant repair and maintenance needs that require one time only funds to finance deferred maintenance and seismic work. Asset Preservation funds will be used for ongoing life cycle maintenance that is not covered by Building Base funds. The County intends to upgrade these buildings and sites to a Tier I classification without deferred maintenance liability by 2015.

Tier III – Maintain Functionality: The County assigns owned buildings to this tier while a determination is made about their long-term strategic role. Until then, significant capital improvement funds will not be invested. Maintenance work will address fire/life safety issues and building operations only. The County intends only to keep these properties operating safely until they are disposed of or reassigned. Disposition target for all Tier III buildings is 2010

Leased Building Tier Definitions

Tier I Leases - A Tier I Lease is a highly visible, well-located Class A- or B+ building centered on its service area and with multiple transit lines. It has superior space utilization and lease economics. The tenant improvements are current and the building operation (maintenance, janitorial, HVAC, etc.) are without issue. Ideally, a Tier I leasehold has renewal or option periods on favorable terms.

Tier II Leases - A Tier II Lease is a visible, well-located Class B- to B+ building centered in its service area and with at least one transit line. It has good space utilization with the ability to re-stack to superior space utilization. The tenant improvements can be dated, but, with the ability to be cost effectively improved. If building operation (maintenance, janitorial, HVAC, etc.) issues are unable to be addressed, it will be disposed. Lease terms may be extended if the leasehold can be improved to Tier I.

Tier III Leases - A Tier III Lease is a poorly-located Class B- or lower building centered at the edge of its service area without sufficient transit service. It has poor space utilization without the ability (physical or fiscal) to re-stack to superior space utilization. The lease economics on a per employee or per square foot basis are poor, although the face rate may be attractive. The tenant improvements are dated without the ability to be cost effectively upgraded due to building, ownership, or economic constraints. Building operation (maintenance, janitorial, HVAC, etc.) issues are an ongoing concern and cannot be improved either because of physical constraints or an uncooperative landlord.

Appendix C Primary County Buildings as of August 2005

Building Name	Status	Building Rentable Area	Building Name	Status	Building Rentable Area
Lincoln Building	Leased	99,478	Walnut Park	Owned	74,294
Robert W Blanchard Education Service Center	Leased	39,650	Martha Washington Building	Owned	65,189
Portland Building	Leased	37,520	Elections Building	Owned	41,249
Tabor Square Office Building	Leased	29,086	Library Administration	Owned	35,265
Banfield Industrial Park Building A	Leased	26,028	Hansen Building	Owned	31,866
South Powellhurst Building	Leased	21,610	Midland Library	Owned	24,579
Medford Building	Leased	18,844	North Portland Health Clinic	Owned	24,018
YWCA Downtown Center	Leased	12,095	Southeast Health Center	Owned	23,384
North Disability Services Office	Leased	10,311	Multnomah County Correctional Facility	Owned	23,023
Columbia Pacific Plaza	Leased	9,987	Gateway Childrens Center Multi-Disciplinary Team Building	Owned	22,871
Dexco Building	Leased	8,661	Hillsdale Library	Owned	22,383
Banfield Industrial Park Building B	Leased	8,400	John B Yeon Annex	Owned	21,630
Baltazar F Ortiz Community Center	Leased	7,738	Mid-County Health Center	Owned	21,212
Robert W Blanchard Fleet Shops	Leased	7,055	Gresham Library	Owned	19,306
Powell Villa	Leased	6,865	Penumbra Kelly Building	Owned	18,484
Gresham District Court	Leased	5,600	Bridge Shops	Owned	18,360
Mid-County District Office	Leased	4,972	Gateway Childrens Center Service Building	Owned	14,296
Northwest Library	Leased	4,639	Title Wave Bookstore	Owned	13,409
Sellwood Lofts	Leased	4,303	Animal Shelter	Owned	13,148
Fairview Library	Leased	4,000	Hollywood Library	Owned	13,075
Rockwood Neighborhood Health Access Center	Leased	3,654	State Medical Examiner	Owned	10,928
Fremont Shopping Center	Leased	3,550	Gateway Childrens Center Residential Building	Owned	10,802
Martin Luther King Jr Neighborhood Facility	Leased	3,280	Multnomah County Inverness Jail Storage	Owned	9,525
Gazelle House	Leased	2,668	North Portland Library	Owned	8,828
9th & Kelly Building	Leased	2,300	Central Office	Owned	7,618
Scholls View Plaza	Leased	2,204	Peninsula Building	Owned	7,285
River Patrol Columbia	Leased	1,985	Woodstock Library	Owned	7,066
Rockwood Fred Meyer Retail Development	Leased	1,591	Capitol Hill Library	Owned	6,441
East Portland Community Center	Leased	490	Holgate Library	Owned	6,441

**Appendix C
Primary County Buildings
as of August 2005**

St Francis Dining Hall	Leased	180	Rockwood Library	Owned	6,331
Blanchard Building	Leased	170	Belmont Library	Owned	6,004
Cascade Plaza	Leased	130	Multnomah County Inverness Jail Laundry	Owned	5,932
Justice Center	Owned	265,745	Gregory Heights Library	Owned	5,864
Multnomah County Court House	Owned	258,498	St Johns Library	Owned	5,582
Multnomah County Inverness Jail	Owned	233,342	Wikman Building	Owned	5,171
Multnomah Building	Owned	201,197	Montavilla Building	Owned	4,702
John B Yeon Facility	Owned	181,934	Springdale Road Shop	Owned	4,621
Juvenile Justice Complex	Owned	179,841	Vance Crusher Road Shop	Owned	4,141
Multnomah County Wapato Facility	Owned	145,985	Skyline Road Shop	Owned	4,117
Central Library	Owned	106,631	Gresham Probation	Owned	4,054
Gladys McCoy Building	Owned	97,649	Womens Transition 1	Owned	2,576
Multnomah County East	Owned	82,155	Womens Transition 3	Owned	2,519
Mead Building	Owned	76,344	Womens Transition 2	Owned	1,773

Appendix D Secondary County Buildings as of August 2005

Building Name	Status	Building Rentable Area	Building Name	Status	Building Rentable Area
Edgefield Childrens Center	CS	-	Multnomah Building Garage	Owned	103,159
Towne Building	Leased	13,400	Hansen Building C	Owned	9,651
Robert W Blanchard Maintenance Building 1	Leased	4,688	River Patrol Willamette	Owned	2,505
Vector Control Parking Shed	Leased	4,105	Skyline Road Shop Garage	Owned	2,314
Kipers Building	Leased	4,000	Skyline Road Shop Shed	Owned	2,268
Parkrose High School	Leased	3,000	Springdale Road Shop Shed	Owned	2,228
Vector Control	Leased	2,596	Vance Crusher Storage Building	Owned	2,122
Portsmouth Middle School	Leased	2,132	Spindrift Cottage	Owned	1,916
Vector Control Modular Office	Leased	2,089	Hansen Station	Owned	1,146
Whitaker Lakeside Middle School	Leased	2,000	Hansen Building B	Owned	995
George Middle School	Leased	2,000	Hansen Building D	Owned	870
Grant High School	Leased	2,000	Springdale Road Shop Storage	Owned	784
Cleveland High School	Leased	2,000	State Medical Examiner Garage	Owned	754
Marshall High School	Leased	2,000	Animal Shelter Modular Office 1	Owned	734
Lincoln Park High School	Leased	2,000	Hansen Building A	Owned	731
Binnsmead Middle School	Leased	2,000	Rocky Butte	Owned	570
Lane Middle School	Leased	2,000	Yeon Car Wash	Owned	556
Roosevelt High School	Leased	1,640	Vance Wash Plant Building	Owned	538
Robert W Blanchard Maintenance Building 2	Leased	1,203	Vance Crusher Equipment Shed	Owned	400
Robert W Blanchard Parking Shed	Leased	1,160	Skyline Road Shop Pump House	Owned	266
Madison High School	Leased	1,155	Vance Crusher Pump House	Owned	265
Jefferson High School	Leased	857	Yeon Gas Station	Owned	173
Bridge Shop Modular Office 2	Leased	846	Motor Pool Modular Office	Owned	157
Bridge Shop Modular Office 1	Leased	444	River Patrol Columbia Boathouse 3	Owned	
Biddle Butte	Leased	188	River Patrol Willamette Boathouse	Owned	
River Patrol Chinook Landing	Leased	164	River Patrol Chinook Landing Boathouse	Owned	
River Patrol Chinook Landing Garage	Leased		River Patrol Columbia Boathouse 1	Owned	
			River Patrol Columbia Boathouse 2	Owned	



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-7 DATE 08-18-05
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: R-7
Est. Start Time: 10:40 AM
Date Submitted: 07/25/05

PROJECT REALLOCATION: FPM-02

Agenda Title: Reallocation of Facilities Capital Project Funds FPM-02, Multnomah Building Chiller Replacement, Skyline Road Shop HVAC, Inverness Jail Kitchen Floor, and two Women's Transition Projects

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>5 min</u>
Department:	<u>Department of County Management</u>	Division:	<u>Facilities & Property Mng.</u>
Contact(s):	<u>John Lindenthal, Gail Hochhalter</u>		
Phone:	<u>503 988 4213</u>	Ext.:	<u>84213</u>
		I/O Address:	<u>274</u>
Presenter(s):	<u>John Lindenthal, Gail Hochhalter</u>		

General Information

1. What action are you requesting from the Board?

The request is to approve an increase in project authorization for the following adopted projects:

- Increase by \$285,000 the Multnomah Building Chiller Replacement (CP10.04.22) consisting of \$90,000 new funds and \$195,000 carry over from the FY05 project. Original project authorization was \$215,000 in FY06. Revised project authorization will be \$ 500,000 with this action.
- Second request is to authorize a new project to replace the HVAC system at NW Skyline Road shop for \$80,000.
- Third request is to authorize an increase in project authorization by \$150,000 for the Multnomah County Inverness Jail Kitchen Floor project. Original project authorization was \$115,000 in FY06. Revised authorization will be \$265,000 with this action.
- Fourth request is for an increase in project authorization by \$50,000 for the Women's Transition Center Houses project. Original project authorization was \$20,000 in FY06. Revised authorization will be \$70,000 with this action.

- Fifth request is to authorize a new project for the Women's Transition Center Houses plumbing upgrades project for \$50,000.

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

The Board included the following Budget Note in the FY05 Adopted Budget: "No reallocation of funds from capital or maintenance projects shall occur without review and approval from the Chief Financial Officer. Projects that will exceed their budgeted appropriation in excess of five percent up to \$25,000 will need to be approved by the Chief Financial Officer; over \$25,000 will need to be brought back to the Board for approval. Facilities shall report to the Board on a semi annual basis the progress of capital projects and the financial status of capital and maintenance projects." This filing is in response to that requirement and complies with the new County Administrative Procedure, Fin-15, created to implement this process.

First request - The Multnomah Building chiller replacement project requires additional funding of \$90,000 due to scope changes, and authorization to use carryover available from the project of \$195,000. We are requesting to shift budget authority from Gateway Children's Center (GCC) Landscaping & Parking Lot Lighting project in the amount of \$90,000 to add to the Multnomah Building Chiller replacement project. The GCC project will be reprioritized during FY07.

The chiller project was conceived last year as a response to the phase-out of CFC refrigerants due to their contribution to depletion of the ozone layer (Montreal Protocol) and advanced technologies that increase chiller efficiency. An energy efficiency study was completed in January this year which identified additional opportunities to save energy during the replacement, including installing high efficiency modular chillers instead of standard efficiency chillers, and converting the existing constant flow chilled water system to primary variable flow. This requires replacing the existing three-way valves on the chilled water coils to two-way valves. New pumps will be installed and everything will be integrated with the building DDC system.

The modular chillers being proposed are centrifugal chillers that use non-HCFC refrigerant in response to the Kyoto Protocol and Montreal Protocol. The original budget was based on a typical replacement using standard national construction costs estimates.

The total estimated construction cost, including overhead is estimated to be \$500,000. The total energy savings anticipated for this proposal is estimated to be about \$12,000 annually. The Energy Trust is expected to provide a \$25,000 incentive for us to complete the project and the State of Oregon Business Energy Tax Pass-through incentive is over \$20,000. Due to the low energy costs realized in the Multnomah building, the incentives are related to the incremental cost difference between a standard chiller and the high efficiency chillers selected for this project. These energy incentives are currently at a high level and will decrease each year as the programs continue so now is the best time to take advantage of these cash offers.

The Chiller project was budgeted for \$410,000 in FY05, and then \$200,000 was transferred to Dispositions in BudMod FPM-04 approved by the Board. The \$200,000 was restored as new funding in FY06, however the adopted budget carryover inadvertently only included the design phase amount of \$15,000 rather than the \$210,000 left in the project in FY05. We request the Board to approve using the actual FY05 budget less FY05 expenses as the carryover for this project.

Second request - The Skyline Road Shop is approximately 50 years old and is operating with the original cooling and ventilation equipment. The HVAC system could fail at any time, an experience which was duplicated at the Springdale Road Shop last year.

This project proposes to replace the existing aging system with a modern efficient system similar to the installation at Springdale for a total cost of \$80,000. This project was not identified in time to include in the approved budget. We are requesting to shift budget authority from the Mead Building Duct Cleaning project (\$70,000) and supplement with \$10,000 in Beginning Working Capital (BWC) for a total budget of \$80,000. We expect actual beginning working capital for the fund to be more than sufficient to support this charge.

Third request – The Multnomah County Inverness Jail Kitchen Floor project is to fix the floor drainage issues in the Inverness Jail kitchen and make necessary upgrades. This project was budgeted at \$290,000 in FY05, however, only \$115,000 was carried over into FY06 rather than the almost \$265,000 remaining in the project balance. This action will correct this oversight. Revised authorization will be approximately \$265,000 with this action.

Fourth request – This request is for finishing up the second Women’s Transition Center Houses project. It was originally planned that this project would finish in FY05. Due to construction issues on the first Transition Center house we added additional scope of work in the design phase to houses #2 and #3. This extended the overall project timeline farther into FY06. Only \$20,000 carryover was projected into FY06 in the adopted budget. This action will correct this problem. Revised authorization will be \$70,000 with this action.

Fifth request - This request is for funding the third Women’s Transition Center Houses plumbing upgrades project. It was originally planned that this project would finish in FY05. Due to construction issues on the first house we added additional scope of work in the design phase to houses #2 and #3. This extended the overall project timeline into FY06 and work was not started in FY05. The budget authority, however, was not carried-over into FY06. This action will correct this problem. Project authorization will be \$50,000 with this action.

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

There is no overall fiscal impact on the Capital Improvement Fund, Fund 2507. Preliminary year end analysis indicates an ending working capital balance (the Beginning Working Capital (BWC) balance for FY06) significantly greater than the BWC used in the budget development. Thus using the higher actual rather than adopted carryover in these instances will not cause problems with fund revenue.

Increasing the expenditure authorization for the specific carryover amounts requested must be balanced with decreased expenditures on other projects so as not to exceed the overall fund level actual expenditures compared to adopted. There are several projects (including McCoy Roof (\$67,000), Mead Roof (\$125,000), Yeon Skylights (\$175,000) adopted for FY06 that Facilities planned for and still expects to be carried over to FY07. This normal expected carryover is caused by weather timing, program concerns, project management work load, contracting procedures, and overall length of project. The overall expenditures authorized in the adopted budget will not be exceeded.

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

None

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

None

ATTACHMENT A

Budget Modification

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

- What revenue is being changed and why?
N/A
- What budgets are increased/decreased?
No budget change at fund adopted budget level. Some changes at listed project level
- What do the changes accomplish?

- Do any personnel actions result from this budget modification? Explain.
No
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
N/A
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
N/A
- If a grant, what period does the grant cover?
N/A
- If a grant, when the grant expires, what are funding plans?
N/A

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

ATTACHMENT B

PROJECT REALLOCATION: FPM-02

Required Signatures

**Facilities &
Property
Management
Director:**



Date: 07/21/05

**Chief Financial
Officer:**



Date: 07/25/05

Budget Director:



Date: 07/25/05

Project Reallocation Bud Mod: FPM06-02

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											
2	72-50	2509			CP10.04.22	60530	215,000	305,000	90,000	Multnomah bldg chiller	
3	72-50	2509			CP10.04.22	60530	305,000	499,680	194,680	Multnomah bldg chiller	
4	72-50	2509			CP10	60530	3,794,465	3,599,785	(194,680)	BWC for carryover	
5	72-50	2509			CP10	60530	3,599,785	3,509,785	(90,000)	BWC for GCC Landscape	
6	72-50	2507			CP08.06.37	60530	0	80,000	80,000	Skyline HVAC	
7	72-50	2507			CP08.06.21	60530	70,000	0	(70,000)	Mead Duct Cleaning	
8	72-50	2507			CP08	60530	9,000,000	8,990,000	(10,000)	BWC	
9	72-50	2507			CP08.04.26	60530	115,000	264,579	149,579	Inverness Kitchen	
10	72-50	2507			CP08	60530	8,990,000	8,840,421	(149,579)	BWC	
11	72-50	2507			CP08.40.03C	60530	20,000	70,000	50,000	Transition Housing #2	
12	72-50	2507			CP08	60530	8,840,421	8,790,421	(50,000)	BWC	
13	72-50	2507			CP08.06.42	60530	0	50,000	50,000	Transition Housing #3 Plumbing (previously CP10.05.22)	
14	72-50	2507			CP08	60530	8,790,421	8,740,421	(50,000)	BWC	
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								0	0	GRAND TOTAL	



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: R-8
Est. Start Time: 10:45 AM
Date Submitted: 08/08/05

BUDGET MODIFICATION: -

Agenda Title: **RESOLUTION Supporting the Issuance of Industrial Development Revenue Bonds by the State of Oregon for Mutual Materials Company**

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>10 minutes</u>
Department:	<u>County Management</u>	Division:	<u>Director/CFO</u>
Contact(s):	<u>Dave Boyer</u>		
Phone:	<u>503 988-3903</u>	Ext.: <u>83903</u>	I/O Address: <u>503/531</u>
Presenter(s):	<u>Dave Boyer</u>		

General Information

1. What action are you requesting from the Board?

Approve resolution supporting the issuance of Industrial Development Revenue Bonds (IDRB) by State of Oregon to Mutual Materials Company

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

Mutual Materials Company wants to expand a facility for the manufacturing of concrete pavers by Mutual Materials Company located in Gresham, Oregon. It is estimated that the bonds would be in the amount of approximately \$9 million. This project would foster the economic growth and legislative policy in ORS 285B.320.

The Project complies with the provisions of the County's economic development plan and ORS 285B.322 which requires, before the issuance of revenue bonds by the State of Oregon, that the undertaking of any eligible project be requested by official action of the governing body of the county in which the eligible project will be located. It also complies with Oregon Administrative

Rule 123-011-0035(2)(d) which requires, before the issuance of revenue bonds by the State of Oregon, that the county having jurisdiction over the proposed project should provide a statement with regards to the potential benefit to be derived by the county from the project.

The potential benefit of project to the County include:

- (a) Anticipated hiring of 10 additional employees;
- (b) Anticipated annual profit increase from the Project estimated to be \$200,000, \$600,000 and \$600,000 in years 1 through 3, respectively;
- (c) Additional trucking activity and indirect support people will be required leading to the hiring of other such service providers.

Attached is the Department of Economic and Community Development staff report.

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

No impact on the County funds. About \$9 million will be spent on the project which will foster economic development. The obligation to repay the bonds is Mutual Materials and no public funds are paid or pledged.

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

The Project complies with the provisions of the County's economic development plan, ORS 285B.322 related to the issuance of revenue bonds by the State of Oregon and Oregon Administrative Rule 123-011-0035(2)(d) that requires the County to approve of the bond issue.

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

This public hearing, the City of Gresham will hold a public hearing and pass a similar resolution on Aug 16, 2005 and the Economic and Community Development will hold a public meeting. All meetings are advertised to the public.,

Required Signatures

**Department/
Agency Director:**

David A. Boyer

Date: 08/08/05

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

DATE: July 6, 2005

TO: Finance Committee for the
Economic and Community Development Commission

FROM: Mike Foresee, Finance Officer
Business Finance

SUBJECT: Application of Mutual Materials Company for Industrial Development
Bond Financing

I. Company Information:

Mutual Materials Company (the "Company") is a privately held manufacturer and distributor of masonry and hardscape products. The Company is the largest manufacturer of brick and concrete block in the Pacific Northwest. They have averaged \$99,000,000 in yearly sales over the last three years. The Company currently operates twelve manufacturing facilities in Oregon, Washington, and British Columbia. The facilities include three brick plants, four block plants, three paver plants, an architectural slab plant, and a bagged mortar and grout plant. The Company operates 17 branches in Washington and Oregon for direct distribution to contractors and masons. The distributors include independent lumberyards, major home improvement centers, masonry suppliers, and retail outlets.

The Company's fastest growing product is pavers. Their largest paver plant is located in Lacy, Washington. This plant was financed from Industrial Development Revenue Bonds. The Lacy Plant currently supplies Washington, Idaho, and Oregon. However, the plant is at full capacity. They are running three shifts. Pavers are very heavy and it's not cost effective to construct them and transport them large distances. The Company would like to begin constructing pavers in Oregon. This would lead to decreasing transportation expenses. It would also alleviate the backlog at the Lacy Plant.

The Company currently operates a plant in Gresham that constructs clay brick. The plant currently employs 23. The Company is proposing to expand its Gresham plant to manufacture pavers. The expansion will add 46,650 square feet and new equipment.

II. Project Information:

Applicant:

Mutual Materials Company
2300 SE Hogan Road, Gresham, OR 97030
Gresham, OR 97030

Tax Exemption Qualifying Activity:

- Manufacturing or Other Industrial Production - State of Oregon
- Manufacturing Facility - Federal

Project Location:

2300 SE Hogan Road, Gresham, OR 97030
Multnomah County
Redmond, OR 97756

The project includes constructing a 46,650 square foot building on 10 acres of land in Multnomah County, Oregon. The Company has owned the property for several years.

The building will house several major pieces of equipment including a paver machine. The machine produces concrete pavers of various sizes. The building will also house a kiln and racking system to dry the product. The bare property around the building will be paved with concrete pavers and will be used to receive raw materials and to store finished products.

The Company's main product, concrete pavers, are two to three inches thick and of various widths and lengths. Users of their products include contractors, landscapers, retail home improvement stores (Home Depot, etc.), and individual homeowners. The pavers are typically used to lay driveways, sidewalks, walkways, patios, and to highlight landscape areas.

Products and Markets:

Pavers are interlocking concrete blocks that are used for any application that requires paving. Pavers are used for patios, driveways, pool decks, sidewalks, parking lots, pedestrian plazas, roof plaza decks medians, streets and industrial pavement.

The joints between pavers eliminate cracking normal to conventional asphalt and concrete pavements. Interlocking concrete pavers are composed of cement and fine and course aggregates. Color is often added. Pavers are made in factory-

controlled conditions that apply pressure and vibration. The result is a high strength concrete that can be molded into many shapes.

The project will add 46,650 square feet of manufacturing at the Gresham facility. The financing is expected to lead to the creation of 11 new jobs.

Bond Proceeds:

Equipment	\$ 3,860,000
Building	2,140,000
Other (1)	<u>3,000,000</u>
Total Project	\$ 9,000,000
Total Bond:	\$ 9,000,000

Total of Bond to Project Value: 100%

(1) Other expenses include permits, civil engineering, structural engineering, site work, and miscellaneous (laying pavers on 348,480 sq. ft. of land).

Local Government Expenditures:

- None

Project Schedule:

- Construction Start Date: May 2005
- Expansion Completion Date August 2006

The project is currently in the permit process with the City of Gresham. The property is currently being connected to utilities and its road connections are being modified.

III. Project Labor Force, Payroll and Profits:

Labor Force:

- Total Current Employees 537
- Additional employees to be hired at new site 11
- Production Laborers 10
- Manager 1

Payroll and Profits:

- Payroll 2006 \$ 460,000*
- Payroll 2007 \$ 460,000
- Payroll 2008 \$ 460,000

- Profits
- Profits
- Profits

*The company expects to hire an additional 11 employees shortly after project completion. The new positions include 10 production jobs averaging \$40,000 per year and a manager slot at \$60,000 per year. To be conservative, they are not projecting to hire additional personnel in years 2007 and 2008. The jobs will include full benefits including health care coverage and enrollment into a company sponsored, 401k plan.

**

The taxes foregone for the tax-exempt bond issue are part of the "Public Cost." The Resolution for Project Eligibility and Declaration of Intent is applicable to the Oregon Industrial Development Bond Program issue. Staff used the traditional cost effectiveness to measure the evaluation of public cost.

IV. Legal Compliance and Public Notice:

1. The project is consistent with the Department's policy and programs.
2. The project will permit the following qualifying activities:

 Manufacturing or Other Industrial Production – State of Oregon
3. The Multnomah County Board of Commissioners is expected to certify that the project is consistent with local zoning and the County's Comprehensive Plan on July 28, 2005.
4. Notice that the Finance Committee would consider this project for revenue bond financing and inviting public comment was published in *The Oregonian* newspaper.
5. The Oregon Housing and Community Services Department has been informed of the application.
6. The State of Oregon Treasury, Department of Debt Management, has been informed of the application.

V. Findings

1. The Mutual Materials Company project is expected to create 11 jobs over the next 3 years, of which 10 are projected to be production in nature and 1 is projected to be managerial. The average wage of the new jobs will be \$41,818 for the per year. The average annual wage for Multnomah County in 2003 was \$38,920.
2. This project is cost-effective in that the major public benefits as of the operation for 2006 total \$283,300 and the major public costs total \$109,179 for a total net public benefit of \$174,121 (see Attachment B).
3. The project will produce goods or services that are sold in markets for which national or international competition exists.
4. Revenue bond financing as used for the project will further the objectives of the Department's policy. The project is located in an economically distressed area.
5. This project is eligible for industrial development revenue bond financing under ORS 285B.323, OAR 123-011-0035(2)(a)(B) and Economic & Community Development Commission policy as a Manufacturing or Other Industrial Production facility.

Recommendation

The Department recommends that the Finance Committee of the Economic and Community Development Commission find the project sponsored by Mutual Materials Company in Multnomah County to be eligible for economic development bond financing, subject to the approval by Multnomah County Board of Commissioners, and adopt a Resolution for Project Eligibility and Declaration of Intent.

VI. Disclaimer:

Figures for new employment, salaries, and profits are those supplied by the applicant and are believed, but not guaranteed, to be accurate. Neither the Department nor the Finance Committee has undertaken an independent verification of these data. Assumptions as to investor and employee tax brackets and rates are estimated from the best available data and are believed but not guaranteed to be accurate. Neither the Department nor the Finance Committee make any representations as to the feasibility of the project or the salability of the bonds.

If you have any questions about this project or need further information, please call

Mike Foresee at (503) 986-0169.

Attachments

- A. Confidential Financial Statements
- B. Cost Effectiveness Analysis
- C. Proposed Form of Resolution for Project Eligibility and Declaration of Intent

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Supporting the Issuance of Industrial Development Revenue Bonds by the State of Oregon for Mutual Materials Company

The Multnomah County Board of Commissioners finds:

- a. The expansion of a facility for the manufacturing of concrete pavers by Mutual Materials Company to be located in Gresham, Oregon (the "Project") would foster the economic growth and legislative policy as set forth in ORS 285B.320.
- b. The Project complies with the provisions of the County's economic development plan.
- c. ORS 285B.322 require, before the issuance of revenue bonds by the State of Oregon, that the undertaking of any eligible project be requested by official action of the governing body of the county in which the eligible project will be located.
- d. Oregon Administrative Rule 123-011-0035(2)(d) requires, before the issuance of revenue bonds by the State of Oregon, that the county having jurisdiction over the proposed project should provide a statement with regards to the potential benefit to be derived by the county from the project.
- e. Completion of the Project would be in the best interests of the citizens of the County.

The Multnomah County Board of Commissioners Resolves:

1. Potential Benefit of Project.

The potential benefits of the Project to the County include:

- (a) Anticipated hiring of 10 additional employees;
- (b) Anticipated annual profit increase from the Project estimated to be \$200,000, \$600,000 and \$600,000 in years 1 through 3, respectively;
- (c) Additional trucking activity and indirect support people will be required leading to the hiring of other such service providers.

2. Issuance of Revenue Bonds Requested.

The County requests that the Oregon Economic and Community Development Commission and the State of Oregon to assist in the financing of the Project within Multnomah, County, through the issuance of revenue bonds as provided by ORS 285B.320 to OS 285B.377.

3. Delegation.

The Chair of the Board, the Chief Financial Officer, the Treasury Manager or any of such officer's designee is hereby authorized on behalf of the County to sign such documents and take any future action necessary for the issuance of revenue bonds by the State for the Project.

ADOPTED this 18th day of August, 2005.

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. 05-149

Supporting the Issuance of Industrial Development Revenue Bonds by the State of Oregon for Mutual Materials Company

The Multnomah County Board of Commissioners finds:

- a. The expansion of a facility for the manufacturing of concrete pavers by Mutual Materials Company to be located in Gresham, Oregon (the "Project") would foster the economic growth and legislative policy as set forth in ORS 285B.320.
- b. The Project complies with the provisions of the County's economic development plan.
- c. ORS 285B.322 require, before the issuance of revenue bonds by the State of Oregon, that the undertaking of any eligible project be requested by official action of the governing body of the county in which the eligible project will be located.
- d. Oregon Administrative Rule 123-011-0035(2)(d) requires, before the issuance of revenue bonds by the State of Oregon, that the county having jurisdiction over the proposed project should provide a statement with regards to the potential benefit to be derived by the county from the project.
- e. Completion of the Project would be in the best interests of the citizens of the County.

The Multnomah County Board of Commissioners Resolves:

1. Potential Benefit of Project.

The potential benefits of the Project to the County include:

- (a) Anticipated hiring of 10 additional employees;
- (b) Anticipated annual profit increase from the Project estimated to be \$200,000, \$600,000 and \$600,000 in years 1 through 3, respectively;
- (c) Additional trucking activity and indirect support people will be required leading to the hiring of other such service providers.

2. Issuance of Revenue Bonds Requested.

The County requests that the Oregon Economic and Community Development Commission and the State of Oregon to assist in the financing of the Project within Multnomah, County, through the issuance of revenue bonds as provided by ORS 285B.320 to OS 285B.377.

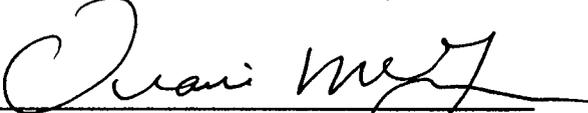
3. Delegation.

The Chair of the Board, the Chief Financial Officer, the Treasury Manager or any of such officer's designee is hereby authorized on behalf of the County to sign such documents and take any future action necessary for the issuance of revenue bonds by the State for the Project.

ADOPTED this 18th day of August, 2005.



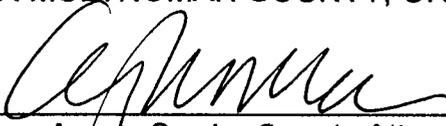
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON



Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

Agnes Sowle, County Attorney



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
 Agenda Item #: R-9
 Est. Start Time: 10:55 AM
 Date Submitted: 08/10/05

BUDGET MODIFICATION: -

Agenda Title:	RESOLUTION Approving the Sale of the Peninsula Building Located at 7220 North Lombard, Portland, Oregon, to MVP Group, LLC, and Authorizing County Chair to Execute Appropriate Documents to Complete the Sale
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Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>5 mins</u>
Department:	<u>County Management</u>	Division:	<u>Facilities & Property Mgmt</u>
Contact(s):	<u>Mike Sublett</u>		
Phone:	<u>503 988-4149</u>	Ext.:	<u>84149</u>
		I/O Address:	<u>274/FPM</u>
Presenter(s):	<u>Doug Butler and Mike Sublett</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Management requests the Board approve the terms of the sale of the Peninsula Building to James Murry and Corey Murry, as MVP Group, LLC, and authorize the County Chair to execute appropriate documents to complete the sale.

The Department of County Management, Facilities and Property Management Division, recommends adoption of the Resolution.

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

By Resolution 03-114, dated July 31, 2003, the Multnomah County Board of Commissioners declared the Peninsula Building ("Property"), located at 7220 North Lombard, Portland, Oregon, to be surplus. By Resolution 05-088, dated May 26, 2005, the Multnomah County Board of Commissioners approved the sale of the Property after public comment pursuant to the County's Surplus Property Policy (Resolution 04-185). By Resolution 05-123, dated June 30, 2005, the Multnomah County Board of Commissioners amended Resolution 05-088, to change the sales

method for the Property to a market sales approach, noting that the Request for Proposal (RFP) approach has a potentially negative effect on value. An appraisal commissioned by Multnomah County, dated May 5, 2005, valued the Peninsula Building at \$800,000. The appraiser subsequently noted that any market sale would assume a broker listing and would be subject to a six percent (6%) commission, effectively netting Multnomah County \$752,000 on a broker sale. Prior to commencing a brokerage sale process, Facilities and Property Management contacted all parties from the public comment period with a previously expressed interest in a possible Property purchase. Two parties were shown the Property and one bid was received from James and Corey Murry through MVP Group, LLC, for \$760,000, effectively netting Multnomah County 101% of appraised value. Multnomah County and MVP Group, LLC have executed the attached Memorandum of Understanding (MOU), outlining conditions of a potential sale.

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

Net sales proceeds to Multnomah County for the Peninsula Building, after closing costs, will approximate \$755,000. The County has a lease with the Housing Authority of Portland which expires October 31, 2005, or upon sixty (60) days notice which generates approximately \$6,300 per month in revenue and building maintenance. There are no prospects for another tenant.

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

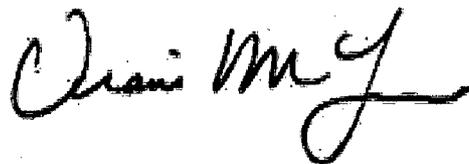
none

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

Pursuant to the County's Surplus Property policy (Resolution Number 04-185), public comment concerning the proposed sale of the Peninsula Building was solicited for 45 days. All parties which expressed an interest in possible purchase of the property were contacted for a possible pre-listing bid. Only two parties responded and only the subject bid was received.

Required Signatures

**Department/
Agency Director:**



Date: 08/10/05

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Approving the Sale of the Peninsula Building Located at 7220 North Lombard, Portland, Oregon, to MVP Group, LLC, and Authorizing County Chair to Execute Appropriate Documents to Complete the Sale

The Multnomah County Board of Commissioners Finds:

- a. By Resolution 03-114, dated July 31, 2003, the Multnomah County Board of Commissioners declared the Peninsula Building ("Property"), located at 7220 North Lombard, Portland, Oregon, to be surplus.
- b. By Resolution 05-088, dated May 26, 2005, the Multnomah County Board of Commissioners approved the sale of the Property after public comment pursuant to the County's Surplus Property Policy (Resolution 04-185).
- c. By Resolution 05-123, dated June 30, 2005, the Multnomah County Board of Commissioners amended Resolution 05-088, to change the sales method for the Property to a market sales approach.
- d. An appraisal commissioned by Multnomah County, dated May 5, 2005, valued the Peninsula Building at \$800,000. The appraiser subsequently noted that any market sale would assume a broker listing and would be subject to a six percent (6%) commission, effectively netting Multnomah County \$752,000 on a broker sale.
- e. Prior to commencing a brokerage sale process, Facilities and Property Management contacted all parties from the public comment period with a previously expressed interest in a possible Property purchase. Two parties were shown the Property and one bid was received from James and Corey Murry through MVP Group, LLC, for \$760,000, effectively netting Multnomah County 101% of appraised value. Multnomah County and MVP Group, LLC have executed the attached Memorandum of Understanding (MOU), outlining conditions of a potential sale.

The Multnomah County Board of Commissioners Resolves:

1. It is in the best interests of the County to sell the Peninsula Building to MVP Group, LLC, or related assignees for \$760,000. The Chair is authorized to approve terms of the sale substantively consistent with the attached MOU and to execute all appropriate documents necessary to complete the transactions.

ADOPTED this 18th day of August, 2005.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Christopher D. Crean, Assistant County Attorney

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made this August 9, 2005, between the "Parties":

PARTIES: (Seller) MULTNOMAH COUNTY

Address: 401 North Dixon
Portland, OR 97227

(Buyer) MVP GROUP, LLC, an Oregon limited liability company, or related assignees

Address: 1551 SW Upper Hall Street
Portland, Oregon 97201

RECITALS:

Seller desires to sell to Buyer, and Buyer desires to purchase from Seller, certain real property with all improvements, "Property", located at 7220 N Lombard Street, in the city of Portland, county of Multnomah, state of Oregon and described as follows:

Lots 1 to 4, Block 4, South St. Johns

The purpose of this MOU is to clarify the understanding of the Parties concerning the sale of certain real property in Portland, Oregon (described above) and to set forth some of the basic terms which will permit Seller and Buyer to negotiate the final terms of a binding agreement for the sale of the Property ("Sale Agreement").

TERMS:

1. **Sale and Purchase.** Buyer intends to purchase the Property from Seller and Seller intends to sell the Property to Buyer for the sum of \$760,000. ("Purchase Price")
2. **Earnest Money.** Upon execution of Sale Agreement, Buyer shall deposit \$35,000 as earnest money with a title company. The earnest money shall be applied to the Purchase Price at the Closing, as that term is defined below.
3. **Payment of Purchase Price.** The Purchase Price shall be paid as follows:
 - 3.1 At Closing, the earnest money shall be credited to the Purchase Price;
 - 3.2 At Closing, Buyer shall pay the balance of the purchase price in cash.
4. **Closing.** Closing ("Closing") shall take place at the offices of the title company. Closing shall occur on or before a date that is ten (10) business days following the Buyer's due diligence period. The date on which the transaction closes is referred to herein as the

“Closing Date”. The Buyer will provide the Seller with written notice of the Closing Date at least ten (10) business days before that date.

5. **Preliminary Title Report.** Seller has provided Buyer with the preliminary title report for the Property. Parties intend to negotiate a Sale Agreement which will provide Buyer with reasonable time to review permitted exceptions and reasonable time to issue disapproval of exceptions. Seller will have reasonable time to cure or remove any exceptions. If Seller does not remove the exceptions within the agreed interval, Buyer may terminate the sale and the earnest money shall be refunded to Buyer.
6. **Conditions.**
 - 6.1 Buyer’s obligation to purchase the Property will be contingent on satisfaction of each of the following conditions:
 - 6.1.1 Buyer’s approval of its due diligence of the Property. Parties will agree on conditions for Seller providing Buyer material information on the Property, including appraisals, environmental, wetlands and soils reports, and related information. Buyer shall have reasonable time after receiving that information from Seller to complete its due diligence of the Property.
 - 6.2 Buyer and its agents shall have reasonable access to the Property for the purpose of conducting Buyer’s due diligence and satisfying the other conditions set forth above. Buyer acknowledges a certain Lease, referenced in Paragraph 11, between Seller and the Housing Authority of Portland, and that such tenancy may reasonably condition access to the Property. If Buyer is not satisfied, in its sole discretion, with the result of Buyer’s due diligence, Buyer may terminate the agreement by written notice to Seller prior to expiration of the agreed to period, in which event the earnest money shall be refunded to Buyer.
7. **Title.** On Closing, Seller shall execute and transfer to Buyer title to the Property, conveying the Property to Buyer, free and clear of all liens and encumbrances except the permitted exceptions.
8. **Possession.** Buyer possession shall be negotiated subject to agreement of the Parties and also subject to the requirements of the Lease referenced in Paragraph 11.
9. **Assignment Restricted.** Only related party assignments shall be permitted to Buyer, such related parties shall include at least one principal of MVP Group, LLC.
10. **Broker.** No broker or finder has been, or will be, engaged by the Parties in connection with any of the transactions contemplated by this Agreement. No fees or commissions will be payable in connection with this transaction.

11. **Lease.** The Property is subject to a lease dated August 4, 2003, as amended effective February 1, 2005. Parties acknowledge that the Lease, by its stated terms, expires no later than October 31, 2005.

12. **Acceptance.** Neither Seller nor Buyer shall have any obligations to each other concerning the Property unless and until a mutually agreeable Sale Agreement is executed, and Seller and Buyer disclaim any and all obligations whatsoever, including, without limitation, the obligation to negotiate in good faith or to arrive at an agreement concerning the sale and purchase of the Property, until a time, if ever, that Seller and Buyer execute a binding Sale Agreement. Parties agree that they will work diligently to execute Sale Agreement by September 1, 2005.

MULTNOMAH COUNTY

BY _____

MVP GROUP, LLC

BY _____

James R. Murry, Member

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 05-150

Approving the Sale of the Peninsula Building Located at 7220 North Lombard, Portland, Oregon, to MVP Group, LLC, and Authorizing County Chair to Execute Appropriate Documents to Complete the Sale

The Multnomah County Board of Commissioners Finds:

- a. By Resolution 03-114, dated July 31, 2003, the Multnomah County Board of Commissioners declared the Peninsula Building ("Property"), located at 7220 North Lombard, Portland, Oregon, to be surplus.
- b. By Resolution 05-088, dated May 26, 2005, the Multnomah County Board of Commissioners approved the sale of the Property after public comment pursuant to the County's Surplus Property Policy (Resolution 04-185).
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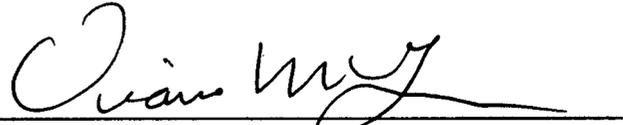
The Multnomah County Board of Commissioners Resolves:

1. It is in the best interests of the County to sell the Peninsula Building to MVP Group, LLC, or related assignees for \$760,000. The Chair is authorized to approve terms of the sale substantively consistent with the attached MOU and to execute all appropriate documents necessary to complete the transactions.

ADOPTED this 18th day of August, 2005.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON





Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

Christopher D. Crean, Assistant County Attorney

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made this August 9, 2005, between the "Parties":

PARTIES: (Seller) MULTNOMAH COUNTY
Address: 401 North Dixon
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TERMS:

1. **Sale and Purchase.** Buyer intends to purchase the Property from Seller and Seller intends to sell the Property to Buyer for the sum of \$760,000. ("Purchase Price")
2. **Earnest Money.** Upon execution of Sale Agreement, Buyer shall deposit \$35,000 as earnest money with a title company. The earnest money shall be applied to the Purchase Price at the Closing, as that term is defined below.
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 - 3.1 At Closing, the earnest money shall be credited to the Purchase Price;
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“Closing Date”. The Buyer will provide the Seller with written notice of the Closing Date at least ten (10) business days before that date.

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6. **Conditions.**
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7. **Title.** On Closing, Seller shall execute and transfer to Buyer title to the Property, conveying the Property to Buyer, free and clear of all liens and encumbrances except the permitted exceptions.
8. **Possession.** Buyer possession shall be negotiated subject to agreement of the Parties and also subject to the requirements of the Lease referenced in Paragraph 11.
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11. **Lease.** The Property is subject to a lease dated August 4, 2003, as amended effective February 1, 2005. Parties acknowledge that the Lease, by its stated terms, expires no later than October 31, 2005.

12. **Acceptance.** Neither Seller nor Buyer shall have any obligations to each other concerning the Property unless and until a mutually agreeable Sale Agreement is executed, and Seller and Buyer disclaim any and all obligations whatsoever, including, without limitation, the obligation to negotiate in good faith or to arrive at an agreement concerning the sale and purchase of the Property, until a time, if ever, that Seller and Buyer execute a binding Sale Agreement. Parties agree that they will work diligently to execute Sale Agreement by September 1, 2005.

MULTNOMAH COUNTY

BY _____

MVP GROUP, LLC

BY _____

James R. Murry, Member



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
Agenda Item #: R-10
Est. Start Time: 11:00 AM
Date Submitted: 08/10/05

BUDGET MODIFICATION: -

Agenda Title: **RESOLUTION Declaring Intent to Enter into Intergovernmental Agreements for Administration of Certain Rent Assistance Funds and to Allocate Funds for Administration**

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

Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>15 minutes</u>
Department:	<u>OSCP</u>	Division:	<u>Community Services</u>
Contact(s):	<u>Mary Li</u>		
Phone:	<u>503.988.6295</u>	Ext.	<u>26787</u>
		I/O Address:	<u>166/2</u>
Presenter(s):	<u>Mary Li from OSCP, Rose Bak, HAP</u>		

General Information

1. What action are you requesting from the Board?

Direct OSCP staff to enter into IGA with the Housing Authority of Portland and to allocate funds to HAP for administration of rent assistance funds.

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

On February 8th, the Inter-jurisdictional Working Group presented the proposed program model for the redesigned rent assistance system to the Board of County Commissioners. There were three issues presented to the Board for their review: Administrative Entity, Systems Alignment with the 10-Year Plan to End Homelessness, and Allocation Formula.

The Board agreed to a joint process between the City of Portland and the County, to determine the administrative entity for the new system. The Board also agreed to continue to review all County funded homeless services for alignment with the 10-Year Plan. Lastly, the Board instructed the Work Group to work with Commissioner Cruz to revise the current proposed allocation formula.

At this time, all of these tasks have been completed. Staff seeks approval from the Board to enter into an IGA with HAP to implement the new administrative entity for rent assistance. Staff will return with a budget modification to transfer program and administrative funds and to appoint Multnomah County representatives to the Oversight Committee of the new entity.

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

The approval of HAP as the administrative entity will require transfer of most Clearinghouse functions from the County. In order to provide required administrative support funds to HAP, 1 FTE Program Development Technician position will be cut and the staffperson laid off.

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

There is an on-going challenge to manage limited resources equitably among various populations, i.e. families with children and singles. Continued commitment to Board adopted policy regarding the Ten Year Plan to End Homelessness and the School Age Policy Framework will have to be maintained.

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

The Working Group was comprised of representatives from the Cities of Gresham and Portland, the Housing Authority of Portland, and the County.

Approximately 500 community members had the opportunity to participate in the review of this work – through document release and two public input sessions. A summary of that input and responses to it has been produced and sent to the community.

The Housing and Community Development Commission (HCDC) and the Citizens' Commission for the 10-Year Plan to End Homelessness were also involved in the process.

Required Signatures

**Department/
Agency Director:**



Date: 8/10/2005

Budget Analyst:

Date: _____

Department HR:

Date: _____

Countywide HR:

Date: _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Declaring Intent to Enter into Intergovernmental Agreements for Administration of Certain Rent Assistance Funds and to Allocate Funds for Administration

The Multnomah County Board of Commissioners Finds:

- a. The County, the City of Portland, the City of Gresham, and the Housing Authority of Portland (HAP) have been providing short-term rental assistance resources to agencies through various programs for more than ten years.
- b. In May 1993, the four jurisdictions approved an Intergovernmental Agreement (IGA) for the distribution of Payment in Lieu of Taxes (PILOT) revenue, a voluntary payment that Housing Authorities make to local taxing jurisdictions.
- c. A new IGA was signed in 2003 and included the agreement that the four jurisdictions would participate in a planning process that would consider best practices and develop recommendations for the creation of an outcome-based system of rent assistance services throughout Multnomah County.
- d. In 2003, Multnomah County's School and Community Partnerships had planned to put clearinghouse rent assistance and emergency voucher funds out for competitive bid. At the same time, the City of Portland and Multnomah County were embarking on a planning process to develop a plan to end chronic homelessness. The jurisdictions agreed to conduct a collaborative planning process for development of a new rent assistance system as a part of the Ten Year Plan to End Homelessness.
- e. An Inter-Jurisdictional Working Group was charged with the creation of the program model for a system of rent assistance services in Multnomah County based on best practices, utilizing the Ten-Year Plan, and aligning with other jurisdictional policies and priorities.
- f. The Inter-jurisdictional Working Group created a plan including the following components:
 1. Program Model
 2. Outcomes, Evaluation, and Data Collection
 3. System Support
 4. Allocation Formula
 5. Unified System

- g. Approximately 500 community members had the opportunity to participate in reviewing the work, through document release and two public input sessions. A summary of that input and responses to it has been produced and sent to the community.
- h. The County and the City of Portland have adopted the 10-Year Plan to End Homelessness as a blueprint for their efforts.
- i. An inter-jurisdictional committee of representatives of elected officials solicited letters of interest, and is recommending that the Housing Authority of Portland be selected as the administrative entity for a new consolidated rent assistance system. The HAP has submitted a Transition Plan dated July 6, 2005.
- j. The County is prepared to enter into one or more IGA's with the City of Portland, the City of Gresham and the HAP to implement a new rent assistance system based on the values and goals adopted in the work of the Short Term Rent Assistance Work Group, the Inter-jurisdictional Work Group, the solicitation of letters of interest dated March 28, 2005, and the July 6, 2005 HAP Transition Plan.
- k. HAP has proposed to administer the rent assistance system for an annual cost to the Cities and County of approximately \$184,000 plus \$10,000 in startup costs.
- l. Responsibility for administering the SIP-funded Post Release Housing Fund will be transferred from the Department of School and Community Partnerships to the Department of Community Justice prior to January 1, 2006.

The Multnomah County Board of Commissioners Resolves:

- 1. The Board intends to enter into one or more intergovernmental agreements with the City of Portland, the City of Gresham and the Housing Authority of Portland for HAP's administration of the new rent assistance system beginning January 1, 2006.
- 2. The intergovernmental agreements will provide that:
 - County and the City of Portland will split the administrative cost, after the City of Gresham has made a small annual contribution. The County intends to allocate approximately \$45,000 to HAP for services beginning January 1, 2006, and thereafter to allocate approximately \$93,000 plus inflation in each fiscal year.
 - HAP will administer State Low Income Rental Housing and Federal Emergency Management Agency funds for rent assistance. PILOT funds,

currently provided by HAP and administered by the County for rent assistance, will hereafter remain with HAP.

- An Oversight Committee will be established that will include representation from the County, the Cities, providers and other interested entities. The County will appoint at least two representatives to the Oversight Committee.
3. Multnomah County's Office of School and Community Partnerships is directed to negotiate the intergovernmental agreements with the Cities and HAP for Board approval.

ADOPTED this 18th day of August, 2005.

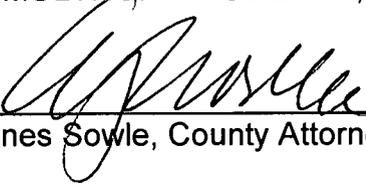
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By



Agnes Sowle, County Attorney

The Short-Term Rent Assistance Workgroup (STRAW) Recommendations

- 1. Coordinate jurisdictions through shared outcome requirements and reporting tools.**
 - Align program lengths/program years
 - One system of data collection and allocation of funding
 - Same methods for tracking follow-up
 - Same indicators of success and client tracking information
- 2. Increase accountability through contracts, monitoring, and evaluation.**
 - Use an external evaluator to track system-wide effectiveness
 - Reduce service duplication
 - Track outcomes for rent assistance resources
 - If agencies were unable to assist a client, agencies should inform rent assistance seekers the reasons why assistance was not available
- 3. Increase flexibility for agencies to determine appropriate level of assistance.**
 - Simplify and consolidate funding streams and eligibility requirements
 - Pair like funding sources; align funding sources with populations
 - Advocate for regulations adjustments where appropriate through restrictions mapping exercise
- 4. Adopt consistent program standards.**
 - Move towards shared program requirements and program instructions
 - Research best practices on rent assistance spending plans, and increase public knowledge of spending plans across agencies
- 5. Create clearer points of access in the system.**
 - Clear eligibility requirements by agency
 - Coordinate information and referral between service agencies using Housing Connections Services Locator, 211 system, and written summaries of available community resources; maintain and distribute a one page list of service agencies for quick reference
 - Ongoing communication regarding providers' spending plans, length, subsidy, and guidelines
- 6. Ensure adequate resources for support services to maximize utilization of direct client assistance.**
- 7. Allow agencies to either cut their checks or access check-cutting services from the funders.**

FUNDING SOURCES

Select Rent Assistance Programs in Multnomah County, City of Portland, and City of Gresham

Program Name	Administration	Funding Source	Eligible Use of Funds	Annual \$\$ Amount	FY 02-03 Number of Households Served
The Clearinghouse	Multnomah County Office of Schools and Community Partnerships (OSCP)	State Low-Income Rental Housing Fund (LIRHF)	Rent assistance	\$143,739	94 (38 singles and 56 families)
		HAP PILOT	Rent/mortgage assistance	\$334,820	672 (234 singles and 438 families)
		Federal FEMA	Hotel/Motel vouchers and rent assistance	\$630,000	1,067 (437 singles and 630 families)
		County General Funds	Rent assistance	\$177,870	379 (121 singles and 258 families)
Transitions to Housing	City of Portland BHCD	City General Funds	Move-in costs, shallow rent assistance	\$383,333	393* (290 singles and 103 families)
Rent Assistance Supplement Program (RASP)	Housing Authority of Portland	Federal HOME	Rent assistance up to 24 months, move-in costs	\$314,000	115 (45 singles and 70 families)
TOTAL				\$1,983,762	2,720

* Annual number of households served in Transitions to Housing is an estimate based on a 16-month evaluation.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 05-151

Declaring Intent to Enter into Intergovernmental Agreements for Administration of Certain Rent Assistance Funds and to Allocate Funds for Administration

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- h. The County and the City of Portland have adopted the 10-Year Plan to End Homelessness as a blueprint for their efforts.
- i. An inter-jurisdictional committee of representatives of elected officials solicited letters of interest, and is recommending that the Housing Authority of Portland be selected as the administrative entity for a new consolidated rent assistance system. The HAP has submitted a Transition Plan dated July 6, 2005.
- j. The County is prepared to enter into one or more IGA's with the City of Portland, the City of Gresham and the HAP to implement a new rent assistance system based on the values and goals adopted in the work of the Short Term Rent Assistance Work Group, the Inter-jurisdictional Work Group, the solicitation of letters of interest dated March 28, 2005, and the July 6, 2005 HAP Transition Plan.
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The Multnomah County Board of Commissioners Resolves:

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ADOPTED this 18th day of August, 2005.

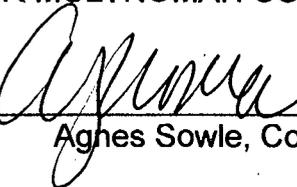


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Agnes Sowle, County Attorney



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 08/18/05
 Agenda Item #: E-1
 Est. Start Time: 11:15 AM
 Date Submitted: 08/03/05

BUDGET MODIFICATION: -

Agenda Title: Executive Session Pursuant to ORS 192.660(2)(h)

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

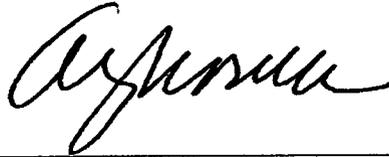
Date Requested:	<u>August 18, 2005</u>	Time Requested:	<u>15 -30 mins</u>
Department:	<u>Non-Departmental</u>	Division:	<u>County Attorney</u>
Contact(s):	<u>Agnes Sowle</u>		
Phone:	<u>503 988-3138</u>	Ext.:	<u>83138</u>
Presenter(s):	<u>Agnes Sowle and Invited Others</u>		
I/O Address:	<u>503/500</u>		

General Information

1. **What action are you requesting from the Board?**
 No Final Decision will be made in the Executive Session.
2. **Please provide sufficient background information for the Board and the public to understand this issue.**
 Only Representatives of the News Media and Designated Staff are allowed to Attend. Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session.
3. **Explain the fiscal impact (current year and ongoing).**
4. **Explain any legal and/or policy issues involved.**
 ORS 192.660(2)(h).
5. **Explain any citizen and/or other government participation that has or will take place.**

Required Signatures

**Department/
Agency Director:**



Date: 08/03/05

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date: