



Multnomah County Oregon

## Board of Commissioners & Agenda

connecting citizens with information and services

### BOARD OF COMMISSIONERS

**Ted Wheeler, Chair**

501 SE Hawthorne Boulevard, Suite 600

Portland, Or 97214

Phone: (503) 988-3308 FAX (503) 988-3093

Email: [mult.chair@co.multnomah.or.us](mailto:mult.chair@co.multnomah.or.us)

**Maria Rojo de Steffey, Commission Dist. 1**

501 SE Hawthorne Boulevard, Suite 600

Portland, Or 97214

Phone: (503) 988-5220 FAX (503) 988-5440

Email: [district1@co.multnomah.or.us](mailto:district1@co.multnomah.or.us)

**Jeff Cogen, Commission Dist. 2**

501 SE Hawthorne Boulevard, Suite 600

Portland, Or 97214

Phone: (503) 988-5219 FAX (503) 988-5440

Email: [district2@co.multnomah.or.us](mailto:district2@co.multnomah.or.us)

**Lisa Naito, Commission Dist. 3**

501 SE Hawthorne Boulevard, Suite 600

Portland, Or 97214

Phone: (503) 988-5217 FAX (503) 988-5262

Email: [district3@co.multnomah.or.us](mailto:district3@co.multnomah.or.us)

**Lonnie Roberts, Commission Dist. 4**

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Phone: (503) 988-5213 FAX (503) 988-5262

Email: [lonnie.j.roberts@co.multnomah.or.us](mailto:lonnie.j.roberts@co.multnomah.or.us)

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**[www2.co.multnomah.or.us/cc/live\\_broadcast.shtml](http://www2.co.multnomah.or.us/cc/live_broadcast.shtml)**

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Americans with Disabilities Act Notice: If you need this agenda in an alternate format, or wish to participate in a Board Meeting, please call the Board Clerk (503) 988-3277, or the City/County Information Center TDD number (503) 823-6868, for information on available services and accessibility.

**REVISED 11/03/08**

**NOVEMBER 4 & 6, 2008**

## BOARD MEETINGS

### FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	9:00 a.m. Tuesday Executive Session
Pg 3	9:30 a.m. Thursday Public Comment
Pg 3	9:40 a.m. Thursday Central Procurement and Contract Administration Annual Report
Pg 3	10:10 a.m. Thursday Budget Modification Transferring \$1,468,076 from Behavioral Health Beginning Working Capital to Mental Health and Addiction Services
Pg 4	10:25 a.m. Thursday Proclamation in Observance of Veterans' Day November 6, 2008, Honoring County Employees who are Veterans or are Currently Serving in the Military, Reserves or National Guard
<b>The November 20 and 27, 2008 Board Meetings are Cancelled</b>	

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(503) 667-8848, ext. 332 for further info

or: <http://www.metroeast.org>

Tuesday, November 4, 2008 - 7:30 AM to 9:00 AM  
Multnomah Building, Third Floor Conference Room 315  
501 SE Hawthorne Boulevard, Portland

## **LOCAL PUBLIC SAFETY COORDINATING COUNCIL EXECUTIVE COMMITTEE MEETING**

A quorum of the Multnomah County Board of Commissioners *may* be attending the Local Public Safety Coordinating Council Executive Committee meeting. This meeting is open to the public. For agenda topics and/or further information, contact LPSCC Executive Director Carol Wessinger at 503 988-5894.

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Tuesday, November 4, 2008 - 9:00 AM  
Multnomah Building, Sixth Floor Commissioners Conference Room 635  
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)(d),(e) and/or (h). Only Representatives of the News Media and Designated Staff are allowed to attend. News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Session. No Final Decision will be made in the Session. Presented by County Attorney Agnes Sowle. 15-55 MINUTES REQUESTED.
- 

Thursday, November 6, 2008 - 9:30 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

### **REGULAR MEETING**

#### **CONSENT CALENDAR - 9:30 AM** **DEPARTMENT OF COMMUNITY SERVICES**

- C-1 Amendment No. 1 to Intergovernmental Expenditure Agreement 4600006913 with the City of Troutdale for Engineering Services in Connection with Drainage in the Vicinity of Troutdale Road

**REGULAR AGENDA**  
**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 Reappointment of Jack Graham and Michael Tom to the Multnomah County Merit System Civil Service Council

**DEPARTMENT OF COUNTY MANAGEMENT – 9:35 AM**

- R-2 RESOLUTION Declaring a Remnant Parcel of Land Located at SW 18th Way, Troutdale, Oregon as Surplus Property and Approving Transfer of Ownership to the City of Troutdale, Oregon by Quit Claim Deed
- R-3 Central Procurement and Contract Administration Annual Report. Presented by Mindy Harris, Mike Waddell, Brian Smith and Teresa Mary Bliven. 20 MINUTES REQUESTED.
- R-4 BUDGET MODIFICATION DCM-09 Reclassifying and Transferring one Position from the Department of Community Services to the Department of County Management, as Determined by the Class/Comp Unit of Central Human Resources

**DEPARTMENT OF HEALTH – 10:05 AM**

- R-5 Budget Modification HD-09 Appropriating \$20,804 in Revenue from the State of Oregon Department of Human Services, Tobacco Related and Other Chronic Disease

**DEPARTMENT OF COUNTY HUMAN SERVICES – 10:10 AM**

- R-6 BUDGET MODIFICATION DCHS-16 Transferring \$1,468,076 from the Behavioral Health Fund Beginning Working Capital to the Mental Health and Addiction Services Fiscal Year 2009 Budget Appropriation. These funds, necessary to implement the transfer of services from Cascadia Behavioral Health to three other mental health providers, will support Fiscal Year 2009 one time start up costs of \$913,654 and \$554,422 in cash flow lag assistance.

**DEPARTMENT OF COUNTY MANAGEMENT – 10:20 AM**

UC-1 RESOLUTION Authorizing the County to Make an Internal Loan from the Risk Management Fund to the General Fund of Not More than \$10,000,000 to Provide for Short-Term Cash Flow Requirements

**NON-DEPARTMENTAL – 10:25 AM**

R-7 PROCLAMATION In Observance of Veterans' Day November 6, 2008, Honoring County Employees who are Veterans or are Currently Serving in the Military, Reserves or National Guard

**BOARD COMMENT**

Opportunity (as time allows) for Commissioners to provide informational comments to Board and public on non-agenda items of interest or to discuss legislative issues.

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Thursday November 6, 2008 – 1:00 to 2:30 PM  
Multnomah Building, Sixth Floor Conference Room 635  
501 SE Hawthorne Boulevard, Portland

**EAST COUNTY JUSTICE CENTER**  
**POLICY LEADERSHIP GROUP MEETING**

A quorum or more of the Multnomah County Board of Commissioners *may* attend the East County Justice Center Policy Leadership Group meeting. This meeting is open to the public. For further information, contact Rhys Scholes at 503.988.5273.





Multnomah County Oregon

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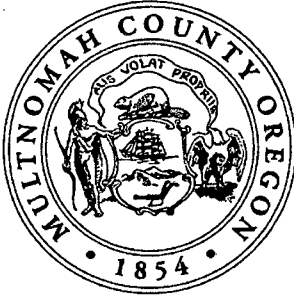
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Email: [mult.chair@co.multnomah.or.us](mailto:mult.chair@co.multnomah.or.us)

### **MEMORANDUM**

**TO:** Commissioner Maria Rojo De Steffey  
Commissioner Jeff Cogen  
Commissioner Lisa Naito  
Commissioner Lonnie Roberts  
Clerk of the Board Deb Bogstad

**FROM:** Tara Bowen-Biggs Staff Assistant to Chair Ted Wheeler

**DATE:** November 4, 2008

**RE:** Board Meeting Excuse Memo

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Chair Wheeler will need to leave the board meeting early on November 4. He will depart at 10:20 for a speaking engagement.



**LPSCC  
Executive Committee  
Agenda  
November 4, 2008 7:15am**

<b>Announcements &amp; Introductions</b>	<b>5 minutes</b>
<b>Approval of September 2 &amp; October 7, 2008 minutes</b>	<b>5 minutes</b>
<b>Mental Health Court</b> <i>Judge Julie Frantz &amp; Joanne Fuller, Director, Department of County Human Services</i>	<b>5 minutes</b>
<b>Jail Oversight Workgroup update</b> <i>District Attorney Michael Schrunk</i>	<b>5 minutes</b>
<b>CANS update</b> <i>Scott Taylor, Director, Department of Community Justice</i>	<b>5 minutes</b>
<b>Courthouse update</b> <i>Commissioner Lisa Naito &amp; Mark Pengilly, Project Consultant</i>	<b>5 minutes</b>
<b>Warrant Strike Team Update</b> <i>Sheriff Bob Skipper</i>	<b>5 minutes</b>
<b>Prostitution/Human Trafficking</b> <i>US Attorney Karin Immergut</i>	<b>15 minutes</b>
<b>Jail Re-Entry</b> <i>Commissioner Lisa Naito, Sheriff Bob Shipper, Scott Taylor, Director, DCJ, Christine Kirk, Chief of Staff MCSO, Kathleen Treb, Asst. Director DCJ</i>	<b>30 minutes</b>

**NEXT MEETING  
TUESDAY, DECEMBER 2, 2008**



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (revised 09/22/08)

### Board Clerk Use Only

Meeting Date: 11/04/08  
Agenda Item #: E-1  
Est. Start Time: 9:00 AM  
Date Submitted: 10/30/08

**Agenda Title:** Executive Session Pursuant to ORS 192.660(2)(d),(e)and/or(h)

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

Requested Meeting Date: November 4, 2008 Amount of Time Needed: 15-55 minutes  
Department: Non-Departmental Division: County Attorney  
Contact(s): Agnes Sowle  
Phone: 503 988-3138 Ext. 83138 I/O Address: 503/500  
Presenter(s): Agnes Sowle and Invited Others

### 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. Please note which Program Offer this action affects and how it impacts the results.**

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)(d),(e)and/or(h)

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

### Required Signature

Elected Official or  
Department/  
Agency Director:

Date: 10/30/08



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (revised 09/22/08)

### Board Clerk Use Only

Meeting Date: 11/06/08  
Agenda Item #: C-1  
Est. Start Time: 9:30 AM  
Date Submitted: 10/17/08

**Amendment No. 1 to Intergovernmental Expenditure Agreement 4600006913**  
**Agenda Title: with the City of Troutdale for Engineering Services in Connection with Drainage in the Vicinity of Troutdale Road**

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

Requested Meeting Date:	<u>November 6, 2008</u>	Amount of Time Needed:	<u>Consent Calendar</u>
Department:	<u>Community Services</u>	Division:	<u>Land Use &amp; Trans Program</u>
Contact(s):	<u>Brian Vincent</u>		
Phone:	<u>(503) 988-5050</u>	Ext.	<u>29642</u>
Presenter(s):	<u>N/A</u>	I/O Address:	<u>425</u>

### General Information

**1. What action are you requesting from the Board?**

Approval of Amendment No. 1 to an existing IGA with the City of Troutdale to extend the term through October 31, 2009.

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

In October 2007, the Board reviewed and approved an IGA between Multnomah County and the City of Troutdale for shared costs and benefits of a Drainage Study within the City of Troutdale's Urban Growth Area. The study is nearly complete, but the final product will not be delivered until after the expiration of the IGA.

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

None. Cost shares were stipulated in the IGA and have not changed.

**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.**

City of Troutdale has been advised of the expiration of the IGA and is supportive of extending the term to the date specified (October 31, 2009). No public outreach was required for this study.

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**Required Signature**

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



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**Date: 10/17/08**

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# MULTNOMAH COUNTY CONTRACT APPROVAL FORM (CAF)

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

Contract #: 4600006913  
Amendment #: 1

CLASS I Based on Informal / Intermediate Procurement	CLASS II Based on Formal Procurement	CLASS III Intergovernmental Contract (IGA)
<input type="checkbox"/> Personal Services Contract	<input type="checkbox"/> Personal Services Contract	<input checked="" type="checkbox"/> Expenditure Contract
PCRB Contract <input type="checkbox"/> Goods or Services <input type="checkbox"/> Maintenance or Licensing Agreement <input type="checkbox"/> Public Works / Construction Contract <input type="checkbox"/> Architectural & Engineering Contract	PCRB Contract <input type="checkbox"/> Goods or Services <input type="checkbox"/> Maintenance or Licensing Agreement <input type="checkbox"/> Public Works / Construction Contract <input type="checkbox"/> Architectural & Engineering Contract	<input type="checkbox"/> Revenue Contract <input type="checkbox"/> Grant Contract <input type="checkbox"/> Non-Financial Agreement
<input type="checkbox"/> Revenue Contract <input type="checkbox"/> Grant Contract <input type="checkbox"/> Non-Financial Agreement	<input type="checkbox"/> Revenue Contract <input type="checkbox"/> Grant Contract <input type="checkbox"/> Non-Financial Agreement	<input type="checkbox"/> INTER-DEPARTMENTAL AGREEMENT (IDA)

Department: Community Services

Division/

Originator: Brian Vincent

Program: Land Use and Trans Program

Date: 10/02/07

Contact: Cathey Kramer

Phone: (503) 988-5050 x29642

Bldg/Room: 425/Yeon

Phone: (503) 988-5050 x22589

Bldg/Room: 425/Yeon

Description of Contract: Amendment No. 1 to extend the Intergovernmental Agreement between the City of Troutdale and Multnomah County for the County's Land Use and Transportation Program to provide engineering services in connection with an urban drainage system planned in the vicinity of Troutdale Road. This is a time extension only, and there is no additional expenditure in connection with this Amendment.

RENEWAL: ☐ PREVIOUS CONTRACT #(S) \_\_\_\_\_

EEO CERTIFICATION EXPIRES \_\_\_\_\_

PROCUREMENT, EXEMPTION OR CITATION # \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

CONTRACTOR IS: ☐ MBE ☐ WBE ☐ ESB ☐ QRF State Cert# \_\_\_\_\_ or ☐ Self Cert ☐ Non-Profit ☒ N/A (Check all boxes that apply)

Contractor	City of Troutdale Public Works Department			Remittance address (if different)	
Address	342 SW 4 <sup>th</sup> Street				
City/State	Troutdale OR				
ZIP Code	97060-2099				
Phone	(503) 674-3300/Fax: (503) 492-3502 (James Galloway)				
Employer ID# or SS#	N/A			Payment Schedule / Terms:	
Contract Effective Date	11/1/08	Term Date	10/31/09	<input type="checkbox"/> Lump Sum \$ _____	<input type="checkbox"/> Due on Receipt
Amendment Effect Date		New Term Date		<input type="checkbox"/> Monthly \$ _____	<input type="checkbox"/> Net 30
				<input checked="" type="checkbox"/> Other \$ _____	<input type="checkbox"/> Other
				<input type="checkbox"/> Price Agreement (PA) or Requirements Funding Info:	
Original Contract Amount	\$ 15,000.00			Original PA/Requirements Amount	\$ _____
Total Amt of Previous Amendments	\$ 0			Total Amt of Previous Amendments	\$ _____
Amount of Amendment	\$ 0			Amount of Amendment	\$ _____
Total Amount of Agreement	\$ 15,000.00			Total PA/Requirements Amount	\$ _____

REQUIRED SIGNATURES:

Department Manager

County Attorney /s/ Matthew O. Ryan

CPCA Manager

County Chair

Sheriff

Contract Administration

DATE 10/17/08

DATE 10/16/08

DATE

DATE

DATE

DATE



COMMENTS: (WBS: ROADCEG0617D300)



## IGA Contract

## Vendor Address

TROUTDALE CITY OF  
104 SE KIBLING  
TROUTDALE OR 97060-2099

## Information

Contract Number 4600006913  
Date 10/01/2007  
Vendor No. 11916  
Contact/Phone BCS Transport'n /  
X26798  
Validity Period: 11/01/2007 - 10/31/2009  
Minority Indicator: Not Identified

Estimated Target Value: 15,000.00 USD

Item	Material/Description	Target Qty	UM	Unit Price
0001	<p>*** Validity period changed ***</p> <p>IGA w/Troutdale re:Troutdale Rd Drainage</p> <p>Plant: F030 Community Service Requirements Tracking Number: 999 Requisition #: 10042148</p> <p><i>Intergovernmental Agreement between Multnomah County Land Use and Transportation Program and the City of Troutdale for the County to assist the City of Troutdale with drawings and review for a planned drainage system in an undeveloped area bounded on the north by Stark St., on the east by Troutdale Road, on the south by the westerly extension of Strebin Road, and Beaver Creek on the west.</i></p> <p>Effective dates: 11/1/07 - 10/31/08</p> <p>Department Contacts: Gregory Kirby, PE, x29623 and Brian Vincent, PE, County Engineer, x29642</p> <p>Amendment No. 2 to extend the IGA between the Multnomah County Land Use and Transportation Program and the City of Troutdale for the County to assist the City of Troutdale with engineering services for a planned drainage system in the vicinity of Troutdale Road for a period of one year. No additional expenditure.</p> <p>Effective dates of Amendment No. 1: 11/1/08 - 10/31/09</p> <p>Department Contact: Brian Vincent, PE, County Engineer, x29642 (Admin Contact: Cathey Kramer x22589)</p> <p>*** Text changed ***</p>	15,000.000	Dollars	\$ 1.0000

**MULTNOMAH COUNTY**  
**INTERGOVERNMENTAL AGREEMENT AMENDMENT NO.1**  
(Amendment to Change Contract Provisions During Contract Term)

**CONTRACT NO. 4600006913**

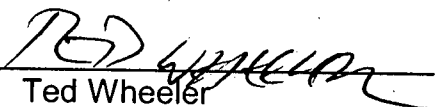
This is an amendment to the Multnomah County Intergovernmental Agreement referenced above effective November 1, 2008, between Multnomah County, Oregon, hereinafter referred to as County, and the City of Troutdale, hereinafter referred to as City.

1. The present text of the clause captioned: "**H. TERM**," shall be deleted and the following shall be substituted:

The effective date of this contract shall be November 1, 2007, or the date on which each party has signed this Contract, whichever is later. Unless earlier terminated as provided below, the termination date shall be October 31, 2009.

2. Except as provided herein, all other terms and conditions of the contract shall remain in full force and effect.

MULTNOMAH COUNTY, OREGON

By   
Ted Wheeler

Title Chair  
Board of County Commissioners

Date 11/6/08

Reviewed:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY

By /s/ Matthew O. Ryan  
Assistant County Attorney

Date October 16, 2008

CITY OF TROUTDALE

By \_\_\_\_\_  
Paul Thalhofer

Title Mayor  
City of Troutdale

Date \_\_\_\_\_

Approved as to form:

DAVID ROSS, CITY ATTORNEY  
FOR CITY OF TROUTDALE

By \_\_\_\_\_  
City Attorney

Date \_\_\_\_\_



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (short form)

### Board Clerk Use Only

Meeting Date: 11/06/08  
Agenda Item #: R-1  
Est. Start Time: 9:30 AM  
Date Submitted: 10/23/08

**Agenda Title:** Reappointment of Jack Graham and Michael Tom to the Multnomah County Merit System Civil Service Council

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

Requested Meeting Date: November 6, 2008 Amount of Time Needed: 5 mins  
Department: County Management Division: Labor Relations  
Contact(s): Shelly Kent  
Phone: 503-988-5015 Ext. 28434 I/O Address: 503/4  
Presenter(s): Shelly Kent for Travis Graves

### General Information

**1. What action are you requesting from the Board?**

Reappointment of Merit System Civil Service Council Members

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

The County operates under merits principles: classified employees will be recruited, hired and employed utilizing job-related requirements in accordance with the principles of equal opportunity.

The Merit System Civil Service Council is a 3-person council created by Multnomah County Charter and appointed by the County Commissioners to help enforce the merit principles. The Council meets monthly unless there is no business to conduct. It enforces the merit principles by hearing appeals from two groups of aggrieved classified employees: (1) represented employees may appeal personnel actions that they are not covered by the grievance procedure in their union contract, typically items related to the promotional hiring process, and (2) management employees have the right to appeal disciplinary actions more severe than a written reprimand to the Council.

The Merit Council may either hold a hearing to gather evidence and hear arguments about the employee's appeal and makes a decision about whether the personnel or disciplinary action being appealed violated the Multnomah County Charter, Code, or a Personnel Rule, or, more typically, refers the appeal to a hearings officer. If it is referred to a hearings officer, the hearings officer hears the employee's appeal and makes a recommendation to the Council. The Council's decision is

based on the hearings officer's recommendation.

Jack Graham served on the Merit Council from 2003 until 2006 and is being re-appointed to a term beginning October 1, 2008 and ending December 31, 2010. Mr. Graham has a BA in Political Science, a Master of Public Administration and a Juris Doctor degree from Gonzaga University School of Law. He is currently the Chief Administrative Manager for the City of Portland Bureau of Fire, Rescue and Emergency Services' Management Services Division. He has over 20 years of executive and management level experience with the City of Portland, State of Oregon, and State of Washington, and a strong background and interest in Human Resources and labor relations.

Michael Tom is currently a member of the council, and the Executive Secretary of the Merit Council requests that his current term is ended on December 31, 2008 and that he be re-appointed to a term beginning January 1, 2009 and ending December 31, 2011. Mr. Tom is an attorney, and has been working as the Affirmative Action and Equal Opportunity Compliance Officer at OHSU since 2004. He earned his law degree and Alternative Dispute Resolution Certificate from Willamette University in 1993, and has worked in a number of public service positions as well as 9 years in private practice in employment litigation. He currently serves as Co-Vice President of the Oregon Native American Chamber and in past served on the Steering Committee for the State of Oregon's PROMISE intern program.

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

N/A

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

The County Charter states that the term of each member of the commission shall be three years and that every year the term of one member of the commission shall expire.

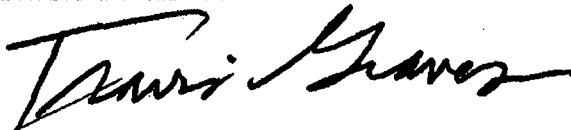
**5. Explain any citizen and/or other government participation that has or will take place.**

It has yet to be determined if the two appointees will be attending the BCC Meeting this date.

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**Required Signature**

Elected Official or  
Department/  
Agency Director:



Date: 10-23-08

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## **Merit System Civil Service Council Reappointments**

**Jack Graham** served on the Merit Council from 2003 until 2006 and is being re-appointed to a term beginning October 1, 2008 and ending December 31, 2010. Mr. Graham has a BA in Political Science, a Master of Public Administration and a Juris Doctor degree from Gonzaga University School of Law. He is currently the Chief Administrative Manager for the City of Portland Bureau of Fire, Rescue and Emergency Services' Management Services Division. He has over 20 years of executive and management level experience with the City of Portland, State of Oregon, and State of Washington, and a strong background and interest in Human Resources and labor relations.

**Michael Tom** is currently a member of the council, and the Executive Secretary of the Merit Council requests that his current term is ended on December 31, 2008 and that he be re-appointed to a term beginning January 1, 2009 and ending December 31, 2011. Mr. Tom is an attorney, and has been working as the Affirmative Action and Equal Opportunity Compliance Officer at OHSU since 2004. He earned his law degree and Alternative Dispute Resolution Certificate from Willamette University in 1993, and has worked in a number of public service positions as well as 9 years in private practice in employment litigation. He currently serves as Co-Vice President of the Oregon Native American Chamber and in past served on the Steering Committee for the State of Oregon's PROMISE intern program.



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (revised 09/22/08)

### Board Clerk Use Only

Meeting Date: 11/06/08  
Agenda Item #: R-2  
Est. Start Time: 9:35 AM  
Date Submitted: 10/27/08

**Agenda Title:** **RESOLUTION Declaring a Remnant Parcel of Land Located at SW 18th Way, Troutdale, Oregon as Surplus Property and Approving Transfer of Ownership to the City of Troutdale, Oregon by Quit Claim Deed**

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

Requested Meeting Date: November 6, 2008 Amount of Time Needed: 5 minutes  
Department: County Management Division: Facilities and Property Management  
Contact(s): Carla Bangert  
Phone: (503) 988-4128 Ext. 84128 I/O Address: FPM / 274  
Presenter(s): Carla Bangert, Matt Ryan

### General Information

**1. What action are you requesting from the Board?**

Approving the execution of a Quit Claim Deed for the transfer of a remnant piece of land located at SW 18th Way, Troutdale, Oregon.

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

In 1994, Multnomah County transferred to the City of Troutdale, Oregon, at Road No. 571, a portion of Cherry Park Road, also known as SW 18<sup>th</sup> Way, via County order No. 94-164. At some point after the road transfer, the City extended the pavement over an area of land as part of the cul-de-sac treatment at the eastern end of SW 18<sup>th</sup> Way. The area at the eastern end of SW 18<sup>th</sup> Way cul-de-sac was not established as a public right of way by the County under ORS Chapter 368. Moreover, recently it was confirmed that the ownership of that portion of SW 18<sup>th</sup> Way cul-de-sac at the east end of SW 18<sup>th</sup> Way is still with the County. The cul-de-sac is a remnant of a once much larger tract of land that has been the subject of several conveyances over the years, and Facilities and Property Management has determined that this remnant parcel is surplus and not needed by the County.



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

None

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

County staff recommend that the County waive any reversionary interest rights in the property as allowed under ORS 271.330.

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

None

---

**Required Signature**

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

*Carol M. Ford*

---

**Date:** 10/27/08

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

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

**Declaring a Remnant Parcel of Land Located at SW 18th Way, Troutdale, Oregon as Surplus Property and Approving Transfer of Ownership to the City of Troutdale, Oregon by Quit Claim Deed**

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

- a. In 1994, Multnomah County transferred to the City of Troutdale, Oregon, at Road No. 571, a portion of Cherry Park Road, also known as SW 18th Way, via County Order No. 94-164. At some point after the road transfer, the City extended the pavement over an area of land as part of the cul-de-sac treatment at the eastern end of SW 18th Way.
- b. The area at the eastern end of SW 18th Way cul-de-sac was not established as a public right of way by the County under ORS Chapter 368. Moreover, recently it was confirmed that the ownership of that portion of SW 18th Way cul-de-sac at the east end of SW 18th Way is still with the County.
- c. The cul-de-sac parcel is a remnant of a once much larger tract of land that has been the subject of several conveyances over the years, and County's Facilities and Property Management Division has determined that this remnant parcel is surplus and not needed by the County. The cul-de-sac parcel is more particularly described in the attached Quit Claim Deed identified as Exhibit 1, (the "Property").
- d. It is the City of Troutdale's desire to acquire the Property and to retain its use as a public street. The County concurs this present use is in the best public interest.
- e. The public's interest is served by declaring the Property as surplus and transferring the ownership to the City of Troutdale by Quit Claim deed for \$0 dollars in consideration; further County staff recommend that the County waive any reversionary interest rights in the Property as allowed under ORS 271.330 (5).

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

1. The cul-de-sac parcel described in Exhibit 1 is surplus property.

2. The County Chair is authorized to execute the attached Quit Claim Deed; and as allowed under ORS 271.330 (5), the County waives its right to a reversionary interest in the Property.

ADOPTED this 6th day of November, 2008

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

---

Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Matthew O. Ryan, Assistant County Attorney

SUBMITTED BY:  
Carol M. Ford, Director, Dept. of County Management

After recording return to:

City of Troutdale

104 SE Kibling

Troutdale, OR 97060

Until a change is requested,

tax statements shall be sent to:

Same Address.

Item No. 08-13

### QUITCLAIM DEED

MULTNOMAH COUNTY, a Political Subdivision of the State of Oregon, **Grantor**, releases and quitclaims to the CITY OF TROUTDALE, a Municipal Corporation of the State of Oregon, **Grantee**, all right, title and interest in and to the real property described in the attached **Exhibit A**.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007. THIS INSTRUMENT DOES 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 THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

The true and actual consideration paid for this transfer stated in terms of dollars is \$0.00.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2008

MULTNOMAH COUNTY has caused this deed to be executed by the Chair of the Multnomah County Board of Commissioners by authority of the Board of County Commissioners heretofore entered of record.

\_\_\_\_\_  
Ted Wheeler, County Chair  
Multnomah County

STATE OF OREGON            )  
                                      ) ss  
County of Multnomah        )

This instrument was acknowledged before me on \_\_\_\_\_, 2008, by Ted Wheeler, County Chair, Multnomah County, authorized to execute the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year last above written.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

REVIEWED:

By Agnes Sowle, County Attorney  
For Multnomah County, Oregon

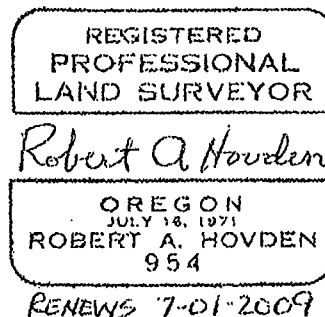
By: \_\_\_\_\_  
Assistant County Attorney

Cherry Park Road  
aka SW 18<sup>th</sup> Way  
Item No. 08-13

**EXHIBIT "A"**

All of that tract of land conveyed to Multnomah County by deed recorded on January 31, 1946 in Book 1010, Page 560, Multnomah County Deed Records, being the West one-half of the Southeast quarter of the Northwest quarter of Section 35, Township 1 North, Range 3 East, W.M., Multnomah County, Oregon.

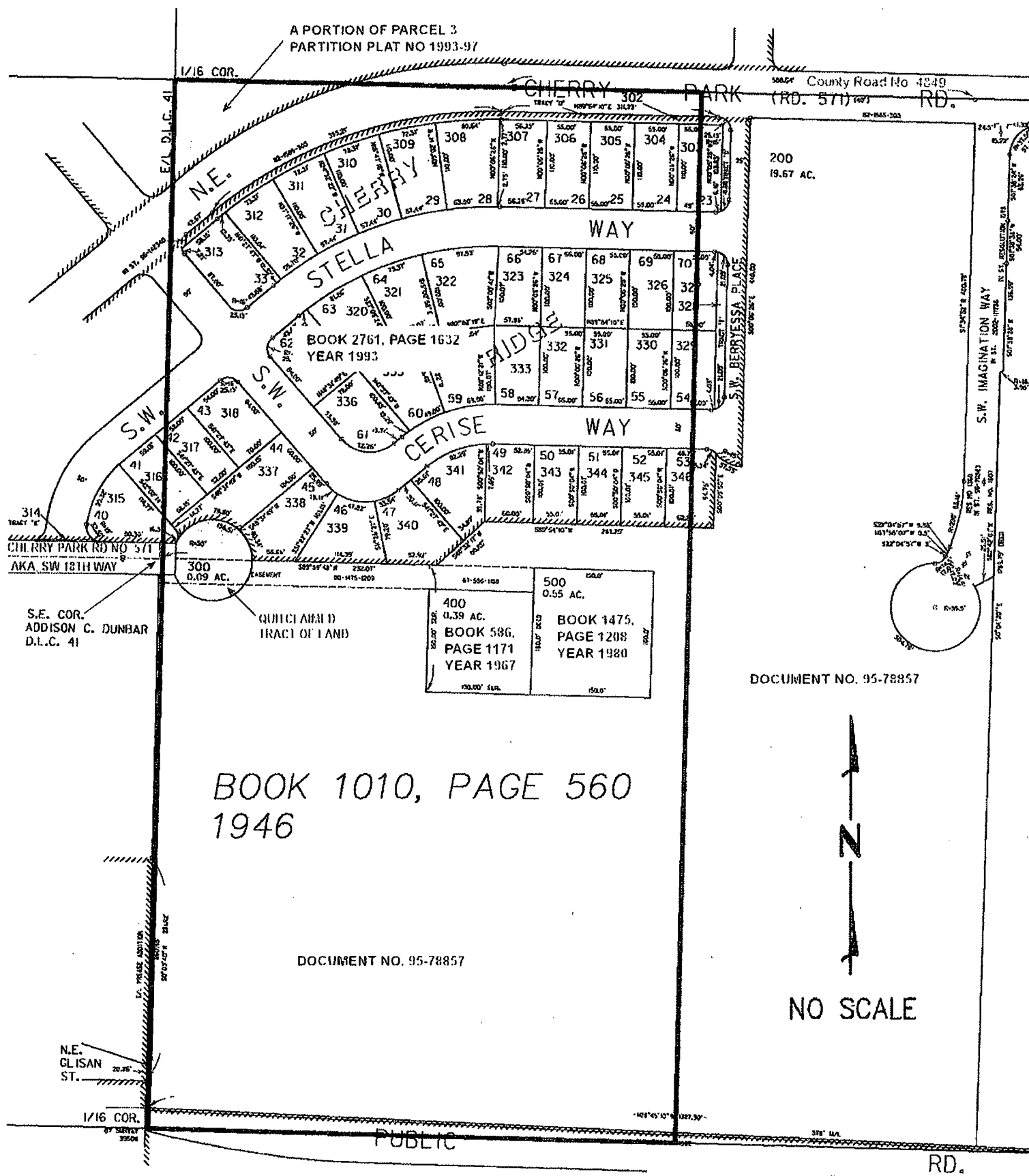
**Excepting** therefrom that portion of the following tracts of land that lie within said Book 1010, Page 560 tract: NE Cherry Park Road, County Road No. 4849; that tract of land described by deed recorded as Document No. 95-78857 and that tract of land described by deed recorded on October 10, 1980 in Book 1475, Page 1208, Multnomah County Deed Records, both conveyed to the City of Troutdale; that tract of land conveyed to the City of Wood Village by deed recorded on October 13, 1967 in Book 586, Page 1171, Multnomah County Deed Records; that tract of land conveyed to Cherry Ridge Limited Partnership by deed recorded on October 1, 1993 in Book 2761, Page 1632, Multnomah County Deed Records; and Parcel 3, Partition Plat No. 1993-97, Multnomah County Plat Records.



As shown on the attached EXHIBIT MAP, herein made a part of this document. In the event of a conflict or discrepancy between the map as shown on the EXHIBIT MAP and the written legal description, the written legal description shall prevail.

## EXHIBIT MAP

SE1/4 NW1/4 SEC. 35 T.1N. R.3E. W.M.  
MULTNOMAH COUNTY



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 08-146**

Declaring a Remnant Parcel of Land Located at SW 18th Way, Troutdale, Oregon as Surplus Property and Approving Transfer of Ownership to the City of Troutdale, Oregon by Quit Claim Deed

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

- a. In 1994, Multnomah County transferred to the City of Troutdale, Oregon, at Road No. 571, a portion of Cherry Park Road, also known as SW 18th Way, via County Order No. 94-164. At some point after the road transfer, the City extended the pavement over an area of land as part of the cul-de-sac treatment at the eastern end of SW 18th Way.
- b. The area at the eastern end of SW 18th Way cul-de-sac was not established as a public right of way by the County under ORS Chapter 368. Moreover, recently it was confirmed that the ownership of that portion of SW 18th Way cul-de-sac at the east end of SW 18th Way is still with the County.
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- d. It is the City of Troutdale's desire to acquire the Property and to retain its use as a public street. The County concurs this present use is in the best public interest.
- e. The public's interest is served by declaring the Property as surplus and transferring the ownership to the City of Troutdale by Quit Claim deed for \$0 dollars in consideration; further County staff recommend that the County waive any reversionary interest rights in the Property as allowed under ORS 271.330 (5).

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

1. The cul-de-sac parcel described in Exhibit 1 is surplus property.

2. The County Chair is authorized to execute the attached Quit Claim Deed; and as allowed under ORS 271.330 (5), the County waives its right to a reversionary interest in the Property.

ADOPTED this 6th day of November, 2008



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By

Matthew O. Ryan, Assistant County Attorney


SUBMITTED BY:

Carol M. Ford, Director, Dept. of County Management



**Until a change is requested,  
tax statements shall be sent to:  
Same Address.**

# QUITCLAIM DEED

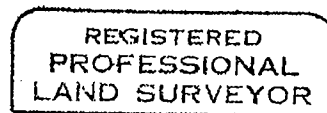
 OFFICIAL SEAL  
**ANA KARNES**  
NOTARY PUBLIC-OREGON  
COMMISSION NO. 388957  
MY COMMISSION EXPIRES JANUARY 25, 2009

Cherry Park Road  
aka SW 18<sup>th</sup> Way  
Item No. 08-13

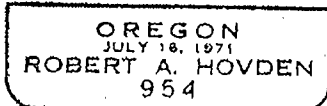
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**Excepting** therefrom that portion of the following tracts of land that lie within said Book 1010, Page 560 tract: NE Cherry Park Road, County Road No. 4849; that tract of land described by deed recorded as Document No. 95-78857 and that tract of land described by deed recorded on October 10, 1980 in Book 1475, Page 1208, Multnomah County Deed Records, both conveyed to the City of Troutdale; that tract of land conveyed to the City of Wood Village by deed recorded on October 13, 1967 in Book 586, Page 1171, Multnomah County Deed Records; that tract of land conveyed to Cherry Ridge Limited Partnership by deed recorded on October 1, 1993 in Book 2761, Page 1632, Multnomah County Deed Records; and Parcel 3, Partition Plat No. 1993-97, Multnomah County Plat Records.



*Robert A. Hovden*



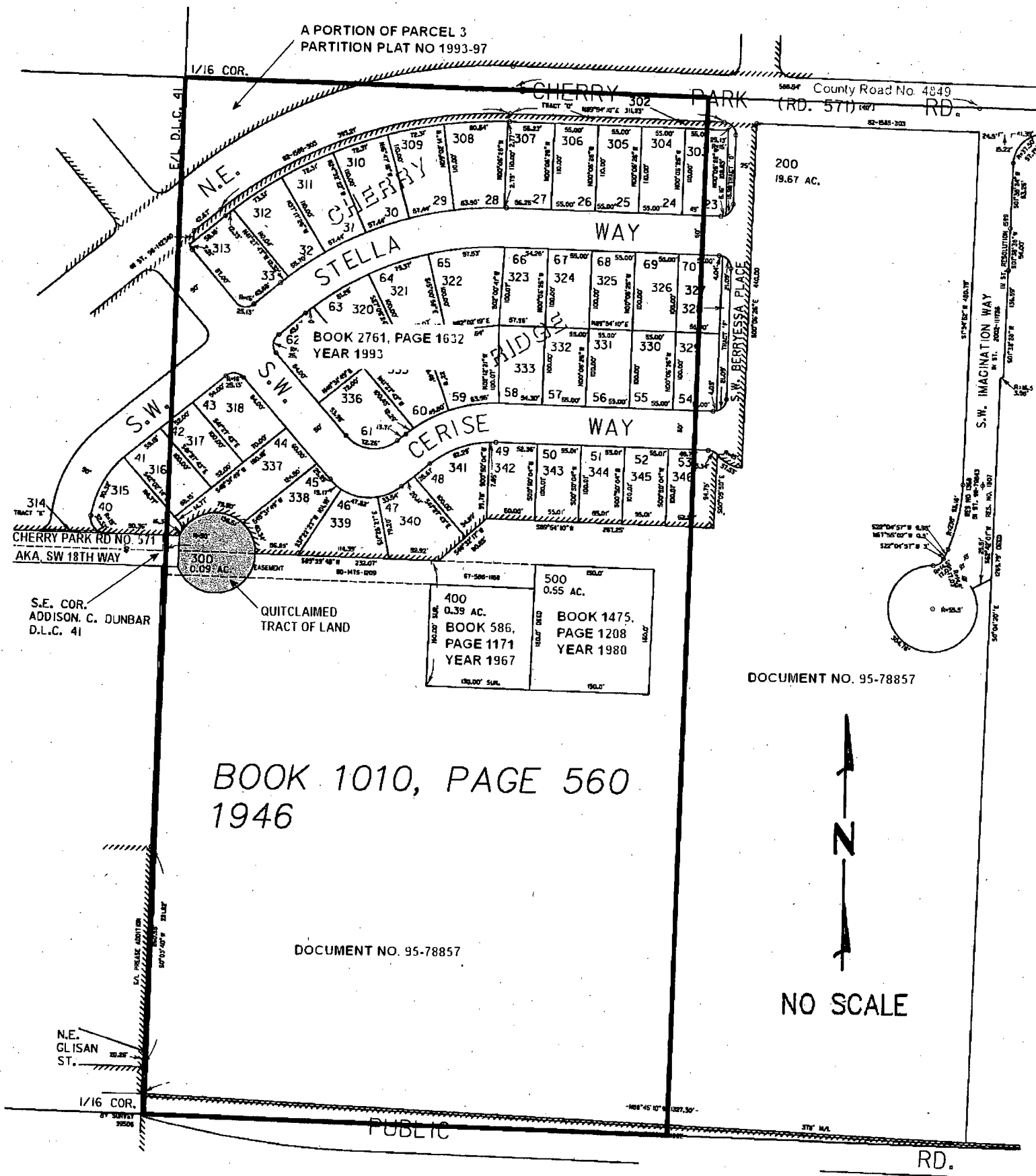
*RENEWS 7-01-2009*

As shown on the attached EXHIBIT MAP, herein made a part of this document. In the event of a conflict or discrepancy between the map as shown on the EXHIBIT MAP and the written legal description, the written legal description shall prevail.

ITEM NO. 08-13

# EXHIBIT MAP

SE1/4 NW1/4 SEC. 35 T.1N. R.3E. W.M.  
MULTNOMAH COUNTY





**MULTNOMAH COUNTY**  
**AGENDA PLACEMENT REQUEST** (revised 09/22/08)

**Board Clerk Use Only**

**Meeting Date:** 11/06/08  
**Agenda Item #:** R-3  
**Est. Start Time:** 9:40 AM  
**Date Submitted:** 09/29/08

**Agenda Title:** **Central Procurement and Contract Administration Annual Report**

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

**Requested Meeting Date:** November 6, 2006 **Amount of Time Needed:** 20 Minutes  
**Department:** Finance Risk Management **Division:** Finance/Risk Mgmt - CPCA  
**Contact(s):** Teresa Mary Bliven  
**Phone:** 503-988-5111 **Ext.** 26106 **I/O Address:** 503/4  
**Presenter(s):** Mindy Harris, Mike Waddell, Brian Smith, Teresa Mary Bliven

**General Information**

**1. What action are you requesting from the Board?**

Approval of Annual Report

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

Each year according to the Public Contract Review Board administrative rules, Central Procurement & Contract Administration (CPCA) is required to present an Annual Report to the Board. This year, CPCA will present a combined report for fiscal year's 2007 and 2008 with new statistical analysis, data and content.

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

None

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

None

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

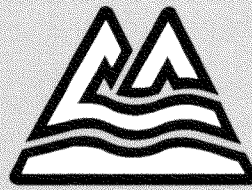
None

**Required Signature**

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

*Mindy Harris*

**Date:** 09/26/08



**MULTNOMAH  
COUNTY**

CENTRAL PROCUREMENT & CONTRACT ADMINISTRATION  
**ANNUAL REPORT**

Fiscal Years | 2007/2008



New Sauvie Island Bridge  
Grand Opening Celebration  
June 22, 2008  
Owned and Maintained by  
Multnomah County



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## MESSAGE FROM THE CHAIR

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Each year Multnomah County spends millions of dollars on goods and services. Central Procurement and Contract Administration (CPCA) is charged with ensuring that our purchasing practices best support the long-term interests of the County and its residents. This includes evaluating the economic, social, and environmental impacts of the purchases we make.

The new CPCA initiatives outlined in this report promise significant gains in efficiency, service and responsiveness to our customers.

The County is responsible for a wide-range of services, including: public library system, public health system, mental health services, a wide-range of public safety services, after-school programs, and some of the Willamette River Bridges, among others. As stewards of the taxpayers money, we want to ensure that every dollar is spent wisely and fairly.

Currently, CPCA is involved in a number of service improvement efforts which address issues raised in recent audits. These include playing a central role in the Contracts Action Team which will recommend better ways of doing business, and leveraging the County's investment in our enterprise financial system to implement several e-business initiatives.

These improvements directly reflect my personal commitment to efficient spending and quality customer service to Multnomah County taxpayers as well as ensuring equitable participation and inclusion for our entire community.

I want to thank CPCA staff for their leadership and innovation in creating numerous tools and policies in keeping with best practices. Their commitment to diversity and sustainability, responsible and equitable spending, and to quality service is commendable and greatly appreciated.

Ted Wheeler,



Multnomah County Chair

# MESSAGE FROM THE ACTING MANAGER

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As procurement professionals, we are dedicated to an all-encompassing value-added function in which contract administration, contract compliance, customer service, sustainability and diversity all play important roles. In CPCA, we are committed to open, fair, competitive purchasing processes; we continually seek new tools and best practices to achieve the best value for Multnomah County.

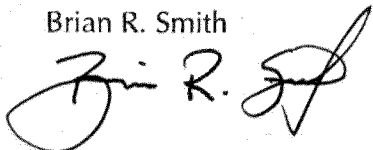
Over the past two years, we have completed a profound transformation in our approach to the work we do for the County. CPCA has made significant progress in making it easier for vendors to do business with Multnomah County. We have trained departments to create their own Purchases Orders, greatly reduced the time required for contract review and processing, received grant funding for a sustainability coordinator and restructured our Minority, Women, and Emerging Small Business program and outreach efforts.

While many improvements have already been implemented, CPCA is currently pursuing several initiatives that will improve the County's ability to administer contracts. CPCA will participate in the Contract Action Team to develop improvements in the County's contracting practices as well as numerous e-commerce initiatives that are underway. Our involvement in these efforts will ensure the County is actively implementing and promoting public purchasing best practices.

It is my pleasure and honor to work with skilled, dedicated and committed Staff—I am proud of their efforts. CPCA has emerged into an organization that is committed to continuous improvements in our policies, procedures, MWESB and sustainability efforts.

In the coming year, we look forward to implementing new initiatives in the areas of contract administration, finance administration and e-commerce. We will continue to leverage staff talent within CPCA and across departments, seeking innovations that deliver the best value for Multnomah County.

Brian R. Smith



Acting Manager





# EXECUTIVE SUMMARY

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## Central Procurement and Contract Administration

### Vision Statement

We are visible, accountable stewards of the public trust, sought out for our expertise and our ability to work in collaboration with our internal and external partners. Departments know that by partnering with Central Procurement and Contract Administration (CPCA), they will receive the highest level of customer service and retain vendors that offer the best value to the County. We continually seek out innovative ways to represent and serve Multnomah County.



CPCA Staff     First Row: Kathi Braeme-Burr, Catherine Kwong, Nancy Walters  
Second Row: Brian Smith, Lisa Emery, Pichai Patwichaichoat, Alandria Taylor  
Third Row: Jerry Jelusich, Paula Rickman, Rosie Bockowski, Lynne Waite, Robert Fields  
Back Row: Barry Zimmerman, Sherry Taylor, Ken Scholes, Lawrence Russell

### Building Vitality in the Marketplace

The CPCA team leads the County's efforts in building a stronger more vital contracting marketplace. Economic vitality requires an increased number of and a broader range of businesses that are able to bid on County projects and efforts. This report highlights initiatives that expand contract opportunities for businesses that include professional services, material and supplies, and construction.

The CPCA team supports County operations with an uninterrupted flow of materials and services. Multnomah County competitively procures materials and services, taking into consideration the best combination of price, quality and service.

CPCA staff administers County processes for purchase orders, bids and Requests For Proposals (RFPs) and performs analysis to determine if procedures can be improved upon. In addition, CPCA staff assists County users with information, training, and updates for the Public Contract Review Board (PCRB) Administrative Rules to ensure that all applicable laws, ordinances, administrative rules and policies are followed correctly. Local discretion is limited by ORS 279A-C (Oregon Revised Statutes' Public Contracting Code) and other applicable State of Oregon Purchasing laws and contract conditions required by federal and state funding sources.

## Products and Services Purchased by Multnomah County

CPCA staff members work on diverse contracts and contracting efforts throughout the year. CPCA staff supports departments county-wide to purchase products and services in construction, health and human services, materials, and non-professional and professional services. These products and services are competitively bid and purchased through contracts, requests for proposals and purchase orders that may include:

- Adult foster care
- Food services for correctional facilities
- Bridge improvements
- Dental lab services
- Translation services
- Office supplies
- Mental health services
- Residential services
- Building maintenance and improvements
- Software services and licenses

Samples of services purchased and provided by Multnomah County during fiscal year 2007 (July 1, 2006 to June 31, 2007) and fiscal year 2008 (July 1, 2007 to June 31, 2008) are presented in this report.

## Services Provided by Multnomah County

### Mobile Medical Clinic



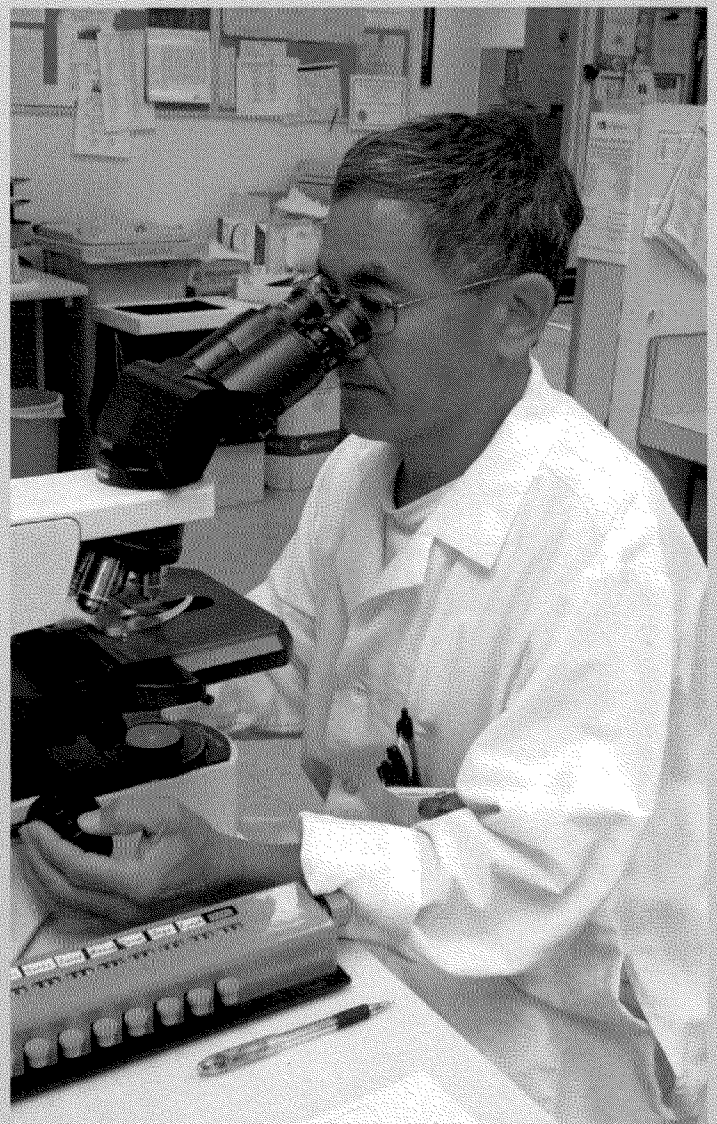


## Services Provided by Multnomah County



Laboratory services are provided for nine health clinics throughout the County.

Main Laboratory for the County's Health Department





## Services Provided by Multnomah County



There are more than 580 adult foster care providers throughout the county.  
Adult Foster Care Clients: (from left to right) Genevieve E. Pinckard, Mary Alice Gebhart and Lenora Zimmerman



Aging and Disability Services



## Services Provided by Multnomah County



Nursing Consultation,  
Technical Assistance and Training

Rosalyn Crocker, RN (left)  
Community Health Support RN

Maria Zea (right)  
Owner  
Mt. Scott Adult Care Home



Translators providing individual assistance in Burmese, Arabic, Spanish, Karen, Nepalese and Russian for clients.



## Services Provided by Multnomah County



Animal Services - Animal Shelter Cattery

Roughly 175 cats and dogs are rescued, cared for, adopted and placed into foster homes each week.



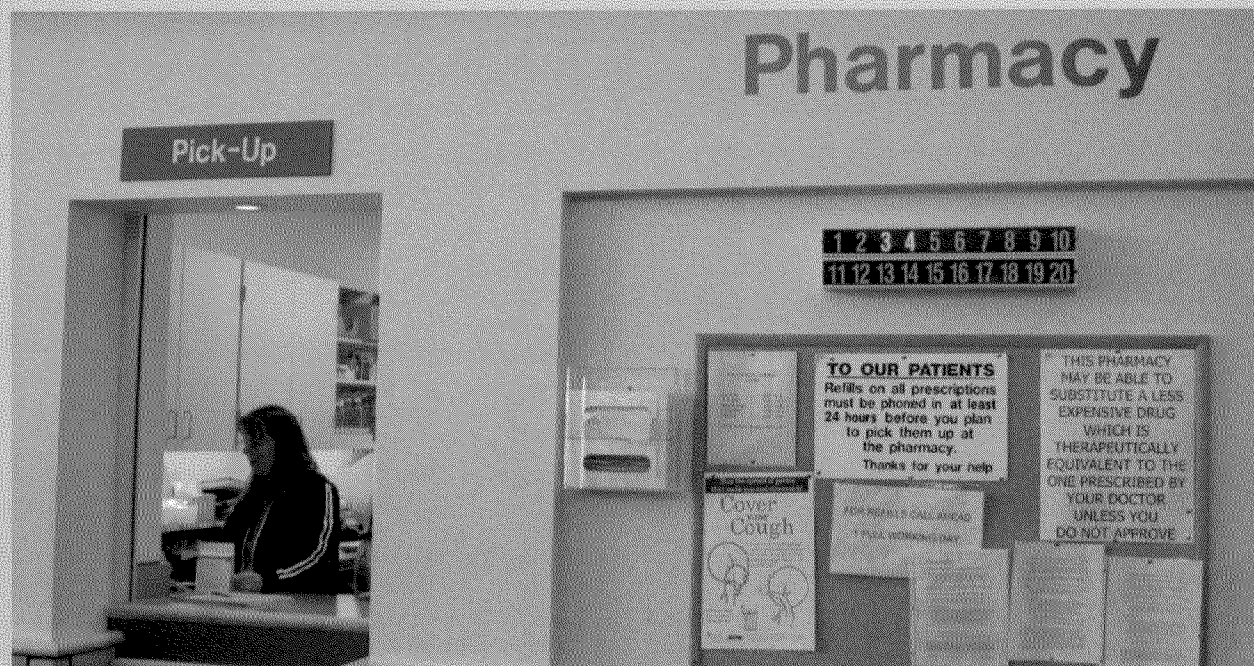
Information Technology Services



## Services Provided by Multnomah County



East County Health Clinic and Pharmacy  
Between 150 to 200 patients are served each day.





## Services Provided by Multnomah County



Senior Meals  
Loaves and Fishes Center

Feng Shizhen (left)  
Volunteer

Mary Langman (center)  
Center Manager

Yen Bee (right)  
Asian Outreach Specialist



Each day 20 to 75 seniors come for meals.



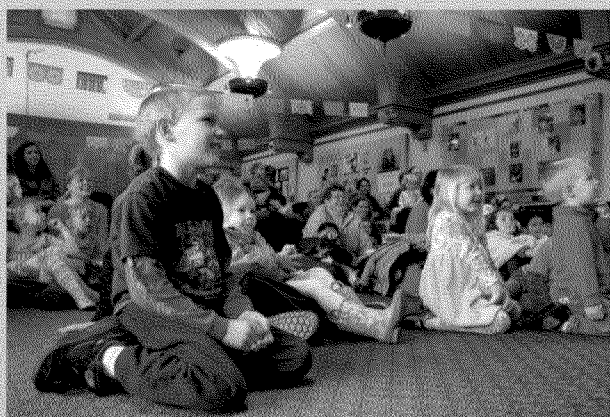
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## Services Provided by Multnomah County

A wide-range of services are provided at 17 libraries throughout Multnomah County.



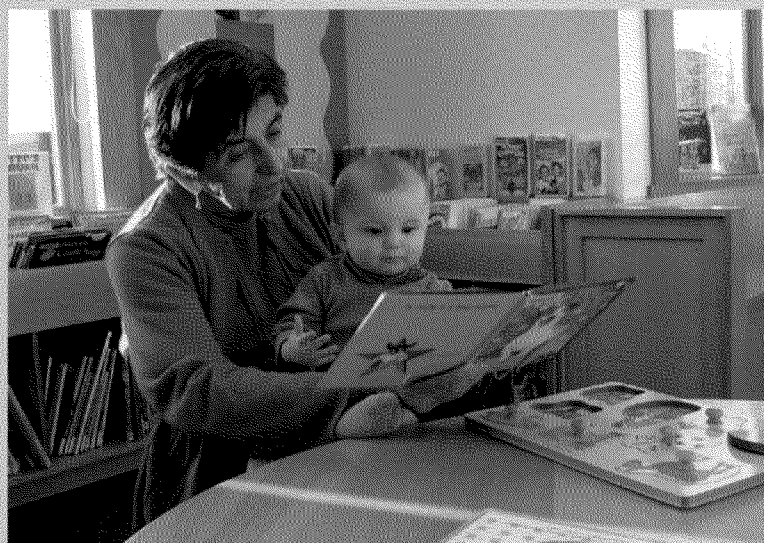
Gresham Library



North Portland Library



Holgate Library



Fairview-Columbia Library

## Minority, Women and Emerging Small Business Program (MWESB)

### Background:

In 1996, the County, along with other jurisdictions, received the results of a Disparity Study which examined construction contracting practices. In response to that study, the County, in collaboration with the City of Portland, adopted a number of contract initiatives to increase opportunities for women and minority contractors to participate in County construction contracts.

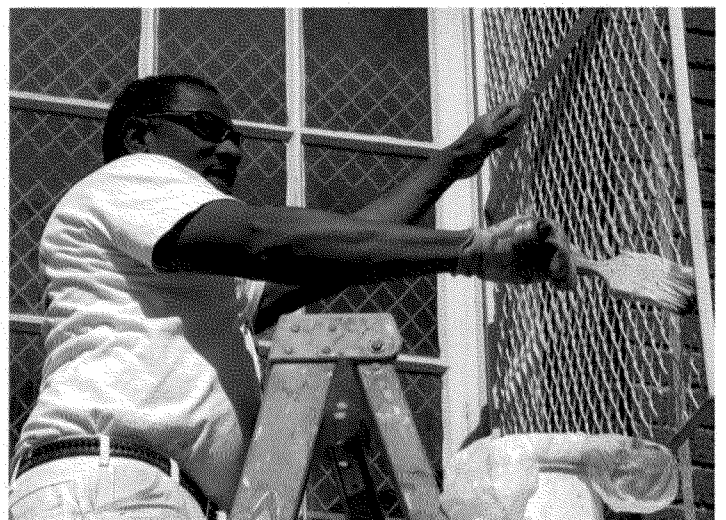
Multnomah County's MWESB program was developed to promote diversity and equal access for businesses seeking to sell goods and services to the County. These programs include:

### Good Faith Effort Program

Good Faith Effort (GFE) requirements apply to construction projects expected to total more than \$200,000. Prime contractor bidders must afford equitable subcontracting opportunities for MWESB contractors and submit documentation demonstrating their GFE to award contracts to MWESB firms. The GFE program requires prime contractors to contact and follow-up with at least five minority-owned, women-owned, or emerging small business contractors from the State of Oregon's list of MWESB contractors for each separate division of work and to advise the MWESB's of subcontracting opportunities.

### Sheltered Market Program

The Sheltered Market Program was established for MBE, WBE, and ESB contractors performing Public Works contracts for Multnomah County. The purpose of the program is to provide prime contracting experience for small contractors in order to increase the number of contractors available to bid on Multnomah County Public Works projects, and to increase participation of MBE, WBE, DBE, and ESB contractors acting as prime contractors on County Public Works projects. The program is intended to ensure uniform access to public contracting dollars and to increase opportunities for minorities and women acting as business owners in the regional construction industry.



Various Multnomah County projects during construction.



### **Workforce Hiring and Training Program**

The goal of the Workforce Hiring and Training Program is to increase the number of women and minorities in the construction trades through apprenticeship opportunities on Multnomah County projects.

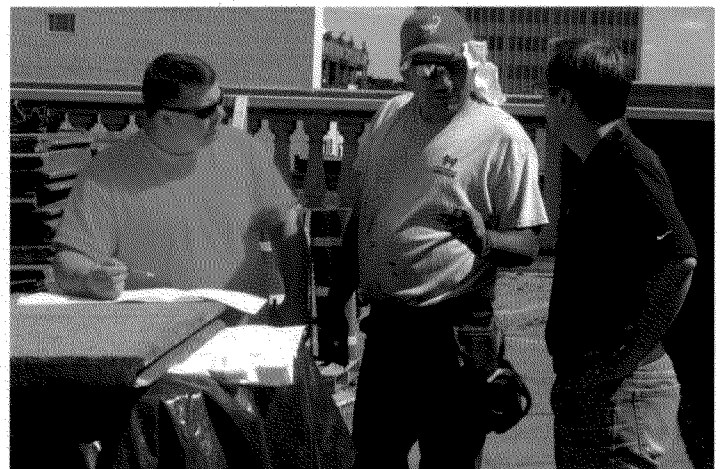
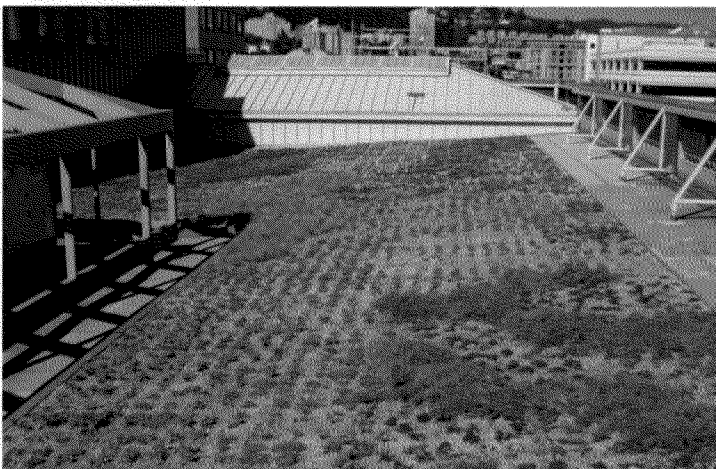
### **Technical Assistance Program**

The Technical Assistance Program is designed to provide Minority, Women and Emerging Small business owners and their employees with various opportunities to participate in training and services. The program is intended to ensure longevity and success of MWESB firms in the regional construction industry.

### **Qualified Rehabilitation Facilities (QRF)**

State of Oregon Product of Disabled Law (ORS 279.835-279.855) governs the purchases of goods and/or services from QRFs. The law directs public entities to "further encourage and assist disabled individuals to achieve maximum personal independence through useful and productive gainful employment by assuring an expanded and constant market for sheltered workshop and activity center products and services, thereby enhancing their dignity and capacity for self-support and minimizing their dependence on welfare and need for costly institutionalization." Multnomah County encourages the use of QRFs whenever possible.

Central Library Eco Roof



With 17,000 plants and grasses, the new roof is expected to cut energy costs by 50 percent in the winter and 6 to 8 percent in the summer. The 7,200-square-foot green space received funding from two grants.

## Community Partnering

Creating and maintaining partnerships is a vital component of CPCA's outreach efforts. CPCA staff members serve on numerous committees and participate in a wide-range of organizations including:

African American Chamber of Commerce  
Asian American Business Alliance  
Hispanic Metropolitan Chamber of Commerce  
Minority Business Opportunity Council  
Native American Chamber of Commerce  
National Association of Minority Contractors  
National Institute of Governmental Purchasing  
Oregon Association of Minority Entrepreneurs (OAME)  
Oregon Public Purchasing Association  
Philippine Chamber of Commerce  
Small Business Advisory Council

Throughout the year, CPCA staff members attend various events as community partners.



OAME Annual Trade Show at the Oregon Convention Center.



Asian American Business Alliance Quarterly Meeting at the Portland Classical Chinese Garden.



Native American Chamber of Commerce Luncheon at Native American Youth and Family Center.



Hispanic Metropolitan Chamber of Commerce Annual Employment and Contracting Trade Show at the Oregon Convention Center.

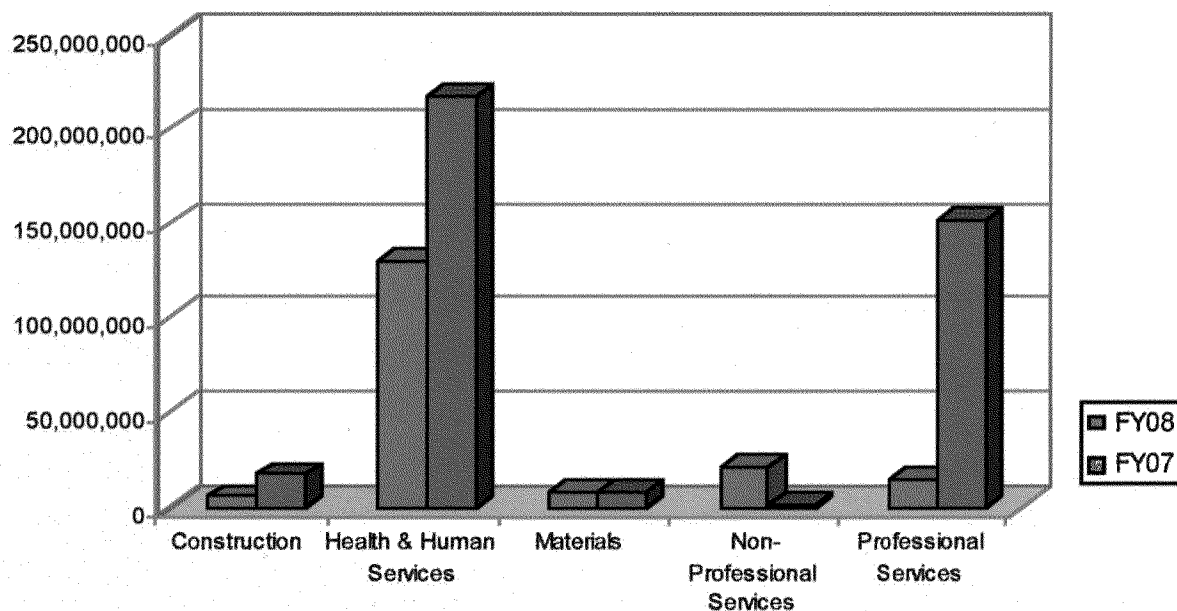
## Performance Measures

Over the last two years, CPCA staff have supported departments county-wide to purchase products and services in construction, health and human services, materials, non-professional services, and professional services. CPCA staff worked with departments and vendors to execute 1,050 contracts with a total value of \$583,918,449. In addition, CPCA staff also processed thousands of contract renewals and amendments.

In fiscal year 2007, the County awarded 541 contracts valued at a total amount of \$400,695,303. In comparison, during fiscal year 2008 the County awarded a total of 509 contracts valued at \$183,223,146. Due to the wide range of products and services purchased by the County across departments, contract awards may cover multiple fiscal years (up to five years). While the number of contracts awarded is more consistent between fiscal years, contracts awarded over multiple fiscal years greatly affected the dollars awarded between fiscal years.

During fiscal year 2007 and 2008, the County purchased the largest amount of products and services in the area of health and human services, totaling 60% of all dollars awarded. In contrast, the County awarded only four percent in the area of construction.

**Contract Dollars Awarded by Type of Purchase**



Since CPCA's last Annual Report, we have re-structured our data collection processes and implemented new data tracking and measurements within our existing software systems. Now CPCA reports all payments made to MWESB vendors by Multnomah County. Contracts with Government agencies, non-profit organizations and utility companies are no longer counted against MWESB opportunities. Our new format for reporting contracts and payments awarded is reflected in the charts on page 17 and will be included in upcoming reports.

**Prime Contract Awards**

<b>FY08 Contract Awards</b>	<b># of Contracts</b>	<b>% of Contracts</b>	<b>\$ Awarded</b>	<b>% of \$ Awarded</b>
Minority Business Enterprise	12	10.0%	\$ 871,968	4.0%
Women Business Enterprise	11	9.2%	\$ 527,622	2.4%
Emerging Small Business	12	10.0%	\$ 1,257,153	5.7%
Minority, Women, Emerging Small Business Total	35	29.2%	\$ 2,656,743	11.1%
Non-Minority, Women, Emerging Small Business	85	70.8%	\$ 19,312,333	87.9%

<b>FY07 Contract Awards</b>	<b># of Contracts</b>	<b>% of Contracts</b>	<b>\$ Awarded</b>	<b>% of \$ Awarded</b>
Minority Business Enterprise	12	6.6%	\$ 1,317,381	4.9%
Women Business Enterprise	6	3.3%	\$ 558,342	2.0%
Emerging Small Business	8	4.4%	\$ 1,493,592	5.4%
Minority, Women, Emerging Small Business Total	26	14.3%	\$ 3,369,315	12.3%
Non-Minority, Women, Emerging Small Business	158	85.7%	\$ 24,092,868	87.7%

**QRF and MWESB Contract Awards**

<b>FY08 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>	<b>FY07 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Qualified Rehabilitation Facilities	6	\$ 15,770,283	Qualified Rehabilitation Facilities	9	\$ 15,590,088
Minority, Women, Emerging and Small Business and Qualified Rehabilitation Facilities	41	\$ 18,472,027	Minority, Women, Emerging and Small Business and Qualified Rehabilitation Facilities	33	\$ 18,795,804

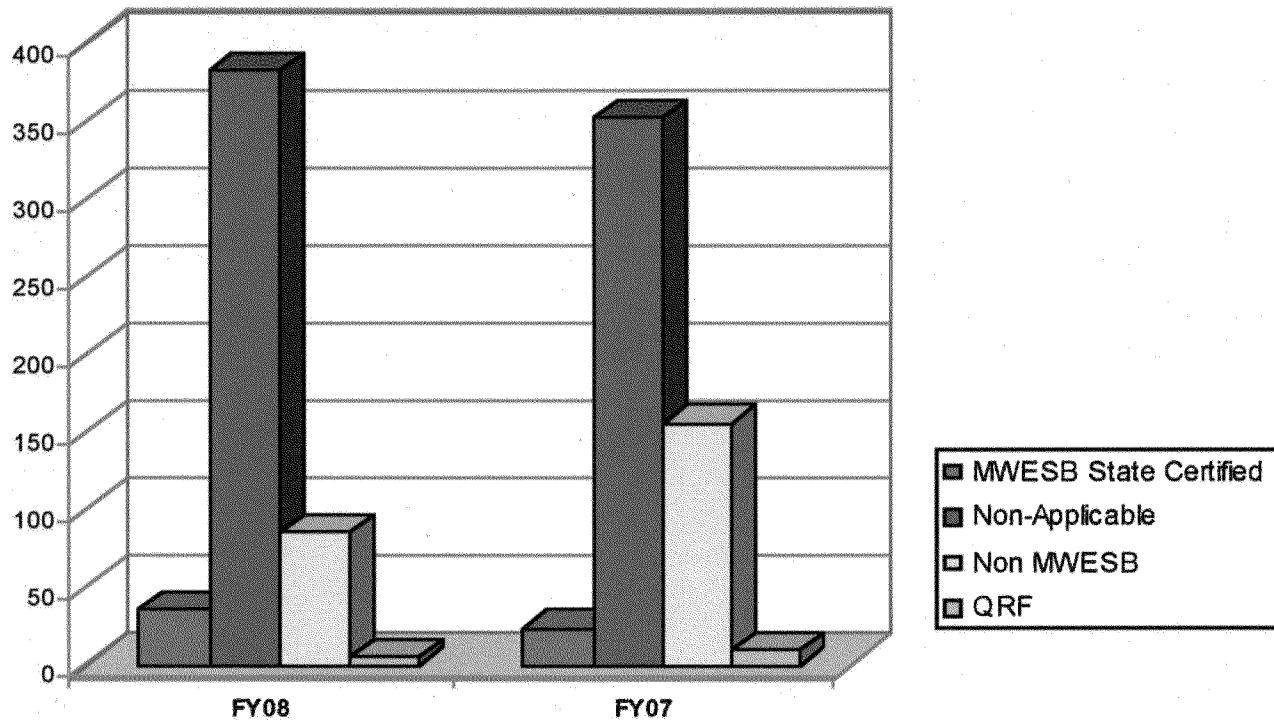
**Non-Applicable Awards**

Vendors considered non-applicable to MWESB reporting include government agencies, non-profits, utilities and scopes of work and services that are unavailable for MWESB certification by the State of Oregon.

<b>FY08 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Non-Applicable	383	\$ 145,483,770

<b>FY07 Contract Awards</b>	<b># of Contracts</b>	<b>\$ Awarded</b>
Non-Applicable	352	\$ 357,643,029

## Contract Awards



Once a purchase has been approved, the County has a number of options for paying vendors. Each payment option is designed to best meet the needs of the County as well as individual vendors. Payment options include, but are not limited to, purchase orders, direct payments and limited purchase orders.

CPCA staff implemented a number of process improvements to track actual payments made to MWESB vendors for products and services in construction, health and human services, materials, non-professional services and professional services.

The payments reflected in the charts on page 19, include the payments methods listed above as well as contract payments. Reporting on all payment methods provides a more complete summary of results achieved by the County's efforts to conduct business with MWESB vendors.

The County's focus on the utilization of MWESB vendors is showing results. Over the past two years the County made total payments to MWESB vendors for a total of \$8,502,221. During fiscal year 2007 the County made payments to 100 MWESB vendors totaling \$4,729,723. In fiscal year 2008, the County made payments to 97 MWESB vendors totaling \$3,765,610. Despite a significant drop in the total contract dollars awarded by the County between fiscal year 2007 and fiscal year 2008, by 54% and over \$217 million dollars, payments to MWESB vendors held strong.

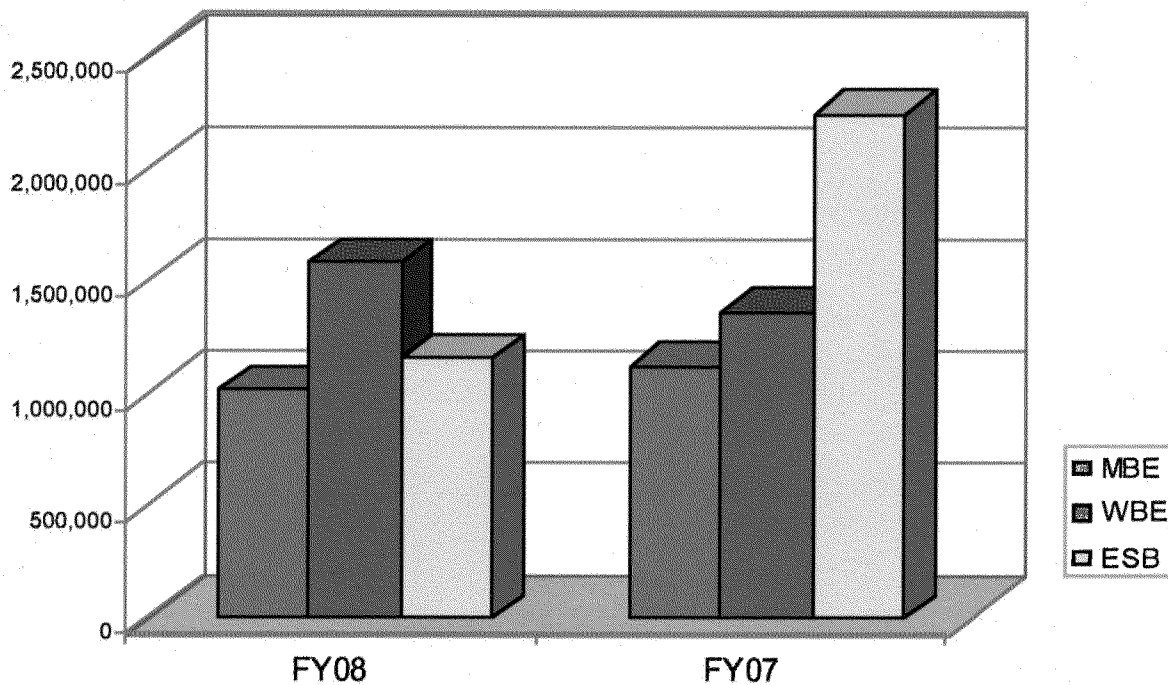
A detailed listing of payments made to MWESB vendors is located in Appendix 2.



### Total Payments to MWESB Firms:

Payments to:	FY08 Amount Paid	%	Number of Vendors	%	FY07 Amount Paid	%	Number of Vendors	%
<b>MBE</b>	\$ 1,020,755	27.1%	26	26.8%	\$ 1,123,606	23.7%	24	24.0%
<b>WBE</b>	\$ 1,583,731	42.0%	38	39.2%	\$ 1,369,169	28.9%	45	45.0%
<b>ESB</b>	\$ 1,161,124	30.8%	33	34.0%	\$ 2,243,836	47.4%	31	31.0%
<b>Total</b>	<b>\$ 3,765,610</b>		<b>97</b>		<b>\$ 4,736,611</b>		<b>100</b>	

### Payments Made to MWESB Vendors



### CPCA Achievement Highlights:

During the last two years CPCA made significant progress in making it easier for vendors to do business with Multnomah County. Also, we implemented Best Practices and numerous sustainability initiatives. To illustrate these improvements, some examples are provided below.

#### Contract Processing Time Improvements

The time it takes CPCA staff members to review and return contracts submitted by departments improved dramatically in Fiscal Year 2007. In prior fiscal years, the average time was typically more than twenty days. Through cross-training, redistribution of workload, and stronger planning efforts with departments, CPCA staff made changes so that by the end of the year, 88% of contracts were processed in ten days or less. In fiscal year 2008, CPCA staff processed close to 1000 contracts, renewals and amendments with 96% processed in less than ten days.



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### **Improved Process Saves Paper**

The County's new electronic insurance process, implemented in January 2008, is an unqualified success. Risk Management continues to receive inquiries from agencies who have heard about our process and look to it as a best practice. The process uses tools owned by the County and enables us to manage the insurance coverage on more than 1000 contracts. Before this project, vendors doing business with multiple departments were frequently required to provide numerous insurance certificates. Now these same vendors provide only one electronic copy. This reduces the contract processing time, paper use, and multiple requests to vendors for insurance certificates and achieves greater consistency of insurance requirements and coverage for our vendors.

### **Utilization of New Tools Adds Value**

Formal procurements leverage competition in the marketplace to deliver the best value for taxpayer's dollars. CPCA completes approximately 50 of these procurements each year. Skilled and dedicated CPCA staff members continually seek new tools to achieve a better value for taxpayer dollars. CPCA implemented a multiple step procurement process to allow many factors including usability, compatibility with existing systems, expandability, system currency as well as cost to award a contract. CPCA conducted several multiple step procurements during the last year with considerable success.

#### **Project Portfolio Management System**

##### **Benefits:**

- Determined a wide spectrum of products that are available in the marketplace. The multi-step procurement process provided the County with the best options available.
- Increased participation of staff members who would be using the system to provide input on its design and most desired features.
- Received eight proposals; the County was able to choose the best vendor solutions.
- Saved \$200,000 under the projected project cost, while at the same time receiving the greatest value in design and usability.

#### **Electronic Health Records System**

##### **Benefits:**

- Department staff had a large role in designing a product that would best meet their needs in every possible way.
- 90% of end users in the department participated in some aspect of creating the product request.
- Saved \$180,000 under the projected project cost, while at the same time receiving the greatest value in usability and system compatibility.

### **Sustainable Purchases Maximized in Departments**

The Sustainability Program, Facilities and Property Management and CPCA worked on a number of initiatives to promote sustainable purchases and products.

- **Lamps**

During 2007, Facilities and Property Management and the Sustainability Program worked together to adopt a Low-Mercury Lamp Policy. As a result, the County is working with the City of Portland and the State of Oregon's Department of Administrative Services to create a contract for lamps which have low amounts of mercury.

- **Furniture Recycling Services**

Used office furniture was a persistent problem and contributed to the County's waste stream. The County developed a contract for furniture refurbishment and recycling services that is now available for other local governments to utilize. As a result, 36 tons of used furniture was collected from County facilities in 2007 for refurbishment or recycling.

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- **Biodiesel Fuels**

In 2002, the County's diesel fleet began using a blend of biodiesel fuel. During 2008, the County purchased 4,408 gallons of biodiesel fuel. In addition, the County chose to purchase ultra-low sulfur diesel in advance of the national requirement slated for 2010.

- **Laundry services**

A Sustainable Procurement Strategy Team recommended that the County and the City of Portland consider sustainability in their contracts for uniform laundering services. As a result, green specifications have been included in recent procurements for these services during 2008.

- **County's First Sustainable Purchasing Coordinator**

During 2008, CPCA was awarded a grant to host a full-time AmeriCorps member in the 2008-2009 academic year. The Sustainable Purchasing Coordinator will: develop a new Sustainable Purchasing Policy; inspire collaboration with other local government purchasers in the Portland area to leverage public dollars and promote sustainable markets; promote opportunities for sustainable purchasing in the community among local vendors and develop and implement the County's sustainable purchasing policies.

### **New MWESB Tools and Strategies**

As part of the County's commitment to provide opportunities for MWESB firms, CPCA and Facilities & Property Management implemented new tools and strategies in keeping with best practices. During February of 2008, Multnomah County solicited Construction Management General Contractor (CMGC) bids on the East County Justice Center. The solicitation process required CMGC proposers to provide examples of past performance of MWESB utilization on projects, as well as detailed MWESB sub-contracting plans. The MWESB sub-contracting plans required specific strategies, methods and measurements for MWESB utilization during the design phase of the project and during construction. In addition, 15% of the total points available for selection were assigned to MWESB utilization and outreach. Implementing these best practices proved enormously successful; CMGC proposers submitted detailed MWESB sub-contracting plans and outreach efforts.

In the coming year, MWESB program staff will actively support Facilities & Property Management and the winning proposer to ensure maximum utilization of MWESB vendors throughout the project.

### **MWESB Highlights:**

While the County's overall budget and contracting awards significantly dropped from fiscal year 2007 to fiscal year 2008 from \$400,695,303 to \$183,223,146, MWESB prime contracts awards actually increased. MWESB participation increased from 14.3% of contracts awarded in fiscal year 2007 to 29.2% of contracts awarded in fiscal year 2008. This is a significant increase in MWESB participation; during this period, the County awarded \$217,472,157 and 54.3% less in contract dollars.

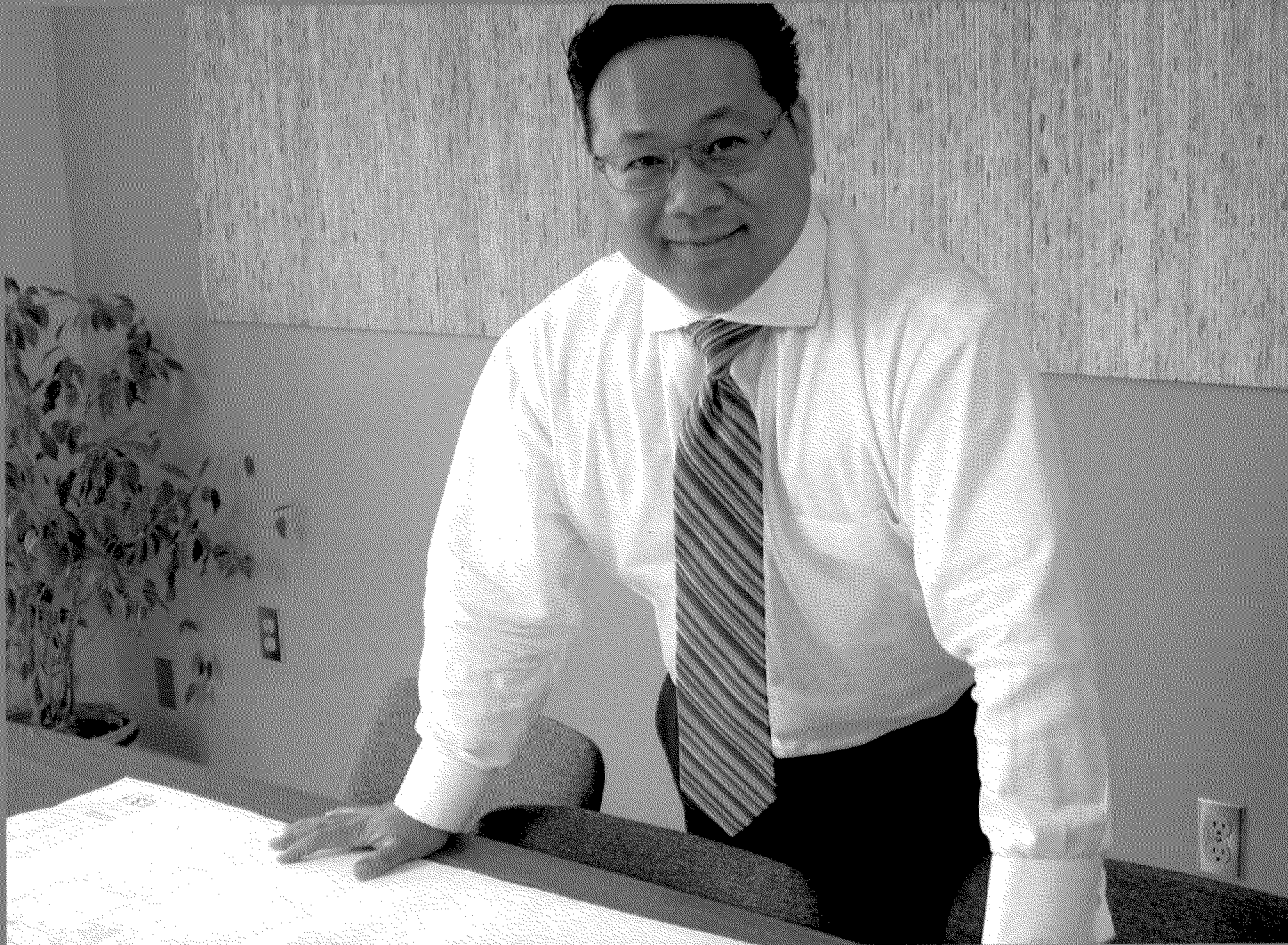
The increase of participating MWESB vendors is due largely to the implementation of additional outreach efforts to potential new MWESB vendors. Some of these efforts included prior notification of pre-bid meetings, attendance at pre-bid meetings and attendance at various tradeshows and community events. In addition, Facilities & Property Management staff members directly contacted and solicited bids from 271 MWESB vendors. This included smaller contracts in construction ranging from \$5,000 to \$75,000 and material contracts up to \$150,000. Additionally, department staff County-wide actively contacted MWESB vendors for opportunities in the \$5,000 to \$150,000 range.

During fiscal year 2007 and 2008, the County made payments to MWESB vendors totaling \$8,502,221. Overall, we have increased Minority, Women and Emerging Small Business utilization during a time of budget reductions.

## MWESB PARTNERS

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### Minority Business Enterprise Partner Reyes Engineering, Inc.



*"We appreciate Multnomah County for their never-ending support of small business. Small businesses make up more than 80% of all businesses in the United States. Historically, Multnomah County has done a great job in providing opportunities for small business that in turn provide economic stimulus for our region. We are proud of Multnomah County's High Performance Green Building Policy which allows our firm to live its mission that environmentally responsible approaches to engineering are essential in sustaining our natural resources."*

**Flaviano V. Reyes, Jr., P.E.  
President  
Reyes Engineering, Inc.  
MBE**



## Women Business Enterprise Partner Canham Construction, LLC



**Mike Crank**

**Judge Henry Kantor**

**Tina Canham**

*"The painting was completed in close-to-record time without interruption to any court proceedings. The overall look and feel of the courtroom is brighter-I view this as a complete success."*

**Judge Henry Kantor**  
**Multnomah County Circuit Court**

*"Painting the interior of The Multnomah County Courthouse has been a wonderful experience for my company. I would like to thank Multnomah County for giving me and my company the opportunity to grow. I can honestly say that from every aspect of working with Mike Crank, David Laney and Warren Grey at Multnomah County Facilities and Property Management has exceeded my expectations! I look forward to working with them in the future!"*

**Tina Canham**  
**President**  
**Canham Construction, LLC**  
**WBE**

*"It has been a pleasure to work with Tina. She is a quality contractor, conscientious about her work and her employees. Tina is precise in what she does and she takes a lot of pride in her work. We want her to succeed. Working with Tina has been a quality partnership. We want everyone to succeed, in this way the County succeeds."*

**Mike Crank**  
**Property Manager**  
**Facilities & Property Management**



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## Minority Business Enterprise Partner

### Bill Suell Painting



Bill Suell

Larry Whitney

*"I applaud Multnomah County for their efforts to provide opportunities to MWESB firms. Working on County projects has assisted me in growing my business and I have really enjoyed the opportunity to work with Larry Whitney. I look forward to working on more Multnomah County projects in the future."*

**Bill Suell**  
**President**  
**Bill Suell Painting**  
**MBE**

*"Bill Suell is a great contractor to work with—timely, professional, and accommodating of our schedule needs."*

**Larry Whitney**  
**Property Manager**  
**Facilities & Property Management**



## Women Business Enterprise Partner Tri Phase Electric Supply Co., LLC



**Linda Newby**

*"Tri Phase has consistently provided us with prompt, timely and exceptional service. We have enjoyed our professional relationship with Tri Phase."*

**Don Novak**  
Supervising Lead Engineer  
Facilities & Property Management

*"Multnomah County has been a leader in the 'Going Green' movement. Every lighting upgrade we've managed for them has had a 'guaranteed' return on their investment. They have shown a level of commitment to reduce energy costs while increasing light levels resulting in a safer, more productive work environment."*

*We have had a great working relationship with the Multnomah County staff. Nils Bittner, Jon Schrozberger, Brent Bjork, Ken Kappler, Mike Crank, Don Novak, Clark Jurgemeyer and Peter Tyron have been driving forces in installing state of the art, energy efficient lighting systems in numerous facilities. We have the same things in common, 'saving energy' and recycling wherever possible and making more earth friendly decisions to reduce our impact on our environment."*

*It's always a pleasure working with all of your staff and we thank Multnomah County for all of their support over the years."*

**Linda Newby**

**Owner**

**Tri Phase Electric Supply Co., LLC**  
**WBE**



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**Minority Business Enterprise Partner  
Professional Minority Group, Inc.**



**Rosa Martinez**

*"We have really enjoyed working on County projects. It has been a great opportunity for our company and it has opened the door for us with other cities and counties. We appreciate the County's commitment to diversity and small businesses."*

**Rosa Martinez  
President  
Professional Minority Group, Inc.  
MBE**

*"Professional Minority Group (PMG) has always performed requested work in a timely and professional manner. I would not hesitate to hire or request a bid from PMG for upcoming asbestos abatement needs."*

**Michael McBride  
Lead Project Manager  
Facilities & Property Management**



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## Women Business Enterprise Partner

### Oh's planning + design



**Deb France**

*"We have structured ourselves as a value-based firm with an emphasis on people, the environment and community. Multnomah County shares our values. We have enjoyed our relationship with the County as part of our on-call service agreement. We appreciate the County's commitment to support diversity in their contracting."*

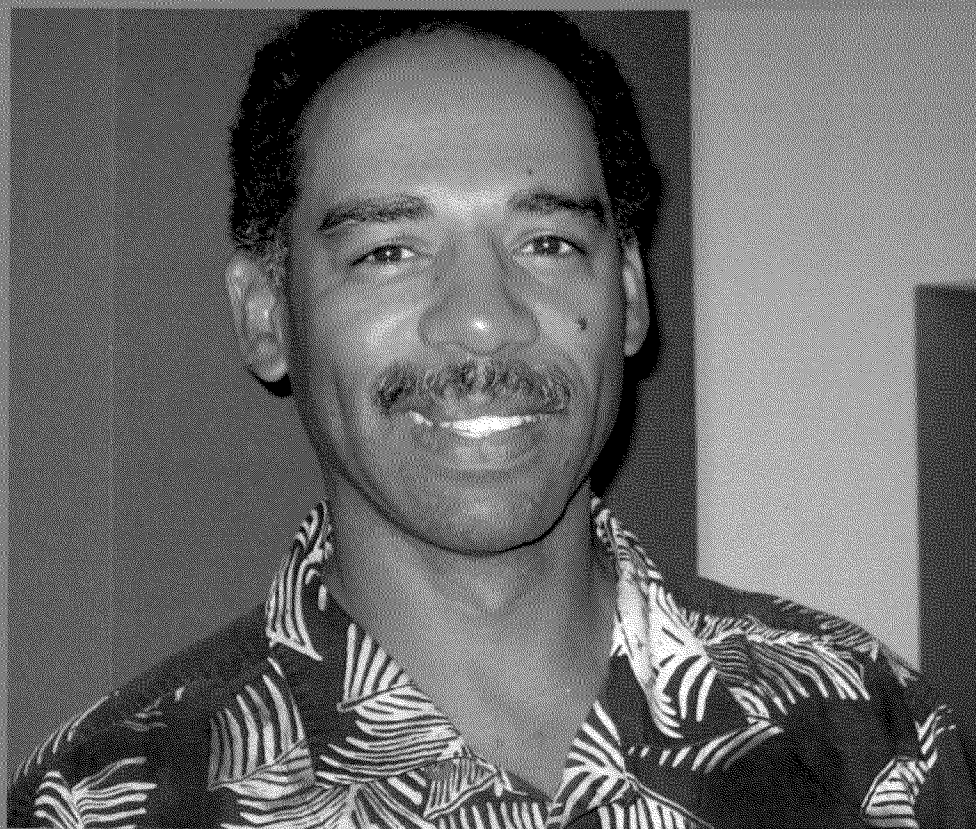
**Deb France**  
**Principal**  
**Oh's planning + design**  
**WBE**



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## Minority Business Enterprise Partner

### Calrton Hart Architecture



**William Hart**

*"We truly appreciate the County's leadership and integrity in sustainable practices. Over the years Multnomah County has demonstrated its commitment and concern for livability, cost effectiveness and sustainable design. As a result we've developed a strong relationship with the County – our core values, purpose and mission are very much in alignment. Consequently, we look forward to contributing on future sustainable projects that bring value to our community."*

**William Hart, AIA**  
**Founder/Principal**  
**Carleton Hart Architecture**  
**MBE**

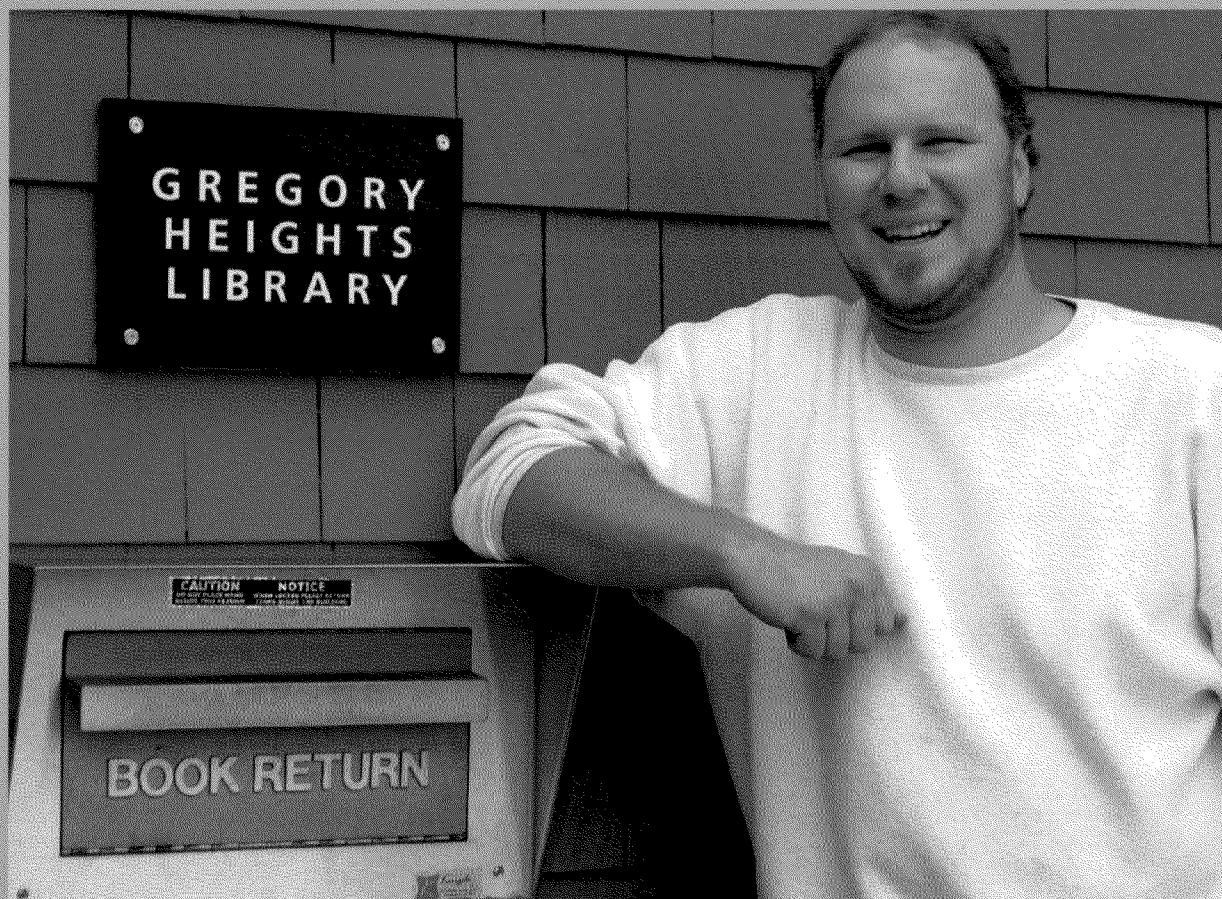
*"Multnomah County Facilities has had a very successful relationship with Carleton Hart Architecture over many years. Their commitment to sustainability and addressing the concerns of the County can not be overstated. Working with Bill Hart and Brian Carleton on the two eco-roof projects has been a highlight of my project management career at the County."*

**Alan Proffitt**  
**Lead Project Manager**  
**Facilities & Property Management**



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## Emerging Small Business Partner Taft Painting, Inc.



Ryan Taft

*"I have appreciated the opportunity to bid on County projects; it is great to be a part of making Portland look better."*

**Ryan Taft**  
Co-owner  
Taft Painting, Inc.  
ESB

*"Ryan has done great work for us. He's punctual, responsive and ahead of schedule. His quality of work is reflected in the outcome of the painting services he provided on the exterior of the Gregory Heights Library. It has been a pleasure to work with Taft Painting, Inc."*

**Mike Andersen**  
Property Manager  
Facilities & Property Management



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## Minority Business Enterprise Partner Bouillon Engineering Oregon



Stacey Lin

*"Since the mid-'90s, we have worked on many County projects associated with complex and challenging issues. We are proud of the cost effective and energy efficient design solutions we have provided for these projects. We truly appreciate the opportunity to contribute to the County's facility, construction and maintenance efforts, along with many dedicated and professional County staff."*

Stacey Lin, P.E., M.S.  
Principal  
Bouillon Engineering Oregon, LLC  
MBE



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## Emerging Small Business Partner Boiler and Combustion Service, Inc.



John Warren

*"Multnomah County has been an important customer for us. The work we do for the County helps us keep our workforce employed full time. We appreciate the opportunity to assist Facilities and Property Management in maintaining the County's boiler systems."*

**John Warren, President  
Boiler and Combustion Service, Inc.  
ESB**



## Minority Business Enterprise Partner Dirt & Aggregate Interchange, Inc.



*"We think of the County as a partner in that each of us is committed to building the highest quality project, on-time and at the best price possible. Often we are able to think of different ways to do things that save the County and Dirt & Aggregate Interchange money. We have enjoyed the opportunity to work with the skilled and dedicated staff at the County, including Gregory Kirby, Brian Vincent and Harold Maxa; we look forward to our continued partnerships."*

**Henry Pelfrey, President  
Dirt & Aggregate Interchange, Inc.  
MBE**

## PART II: PCRB & ORS REPORTING

### Special Reporting

FY 2008

This part of the report contains information pursuant to the following Public Contract Review Board Rules:

- **Section 20-0025 (d)**

A listing of Contracts awarded through the solicitation process to contractors who did not score the highest evaluation or have the lowest responsive bid.

There were none in FY 2008.

- **Section 20-0025 (e)**

A listing of Contracts exceeding the dollar limit set forth in Rule 47-0270 (1), 48-0210 (1) and 49-0160 (1) as well as Class II personal service Contracts governed by Administrative Procedure PUR-1 for which only one bid or proposal was received.

ID NUMBER	DESCRIPTION	VENDOR	CONTRACT NUMBER	DATES	AMOUNT
B08-9316	Printing, Processing and Production of Voter Pamphlets on a Requirements Basis	Pending	Pending		
P08-9374	Family System's Advocate and Parent Support	National Alliance for Mental Illness (NAMI)	4600006975	1/1/08- 6/30/10	\$228,000
P08-9439	Dental Laboratory Services on a Requirements Basis	Artisian Dahlin Dental Supplies	4600006384	4/1/08- 3/31/08	\$215,000

## Special Reporting

### FY 2007

The following information is provided pursuant to the Public Contract Review Board Rules indicated below:

- Section 20-0025 (d)

A listing of contracts awarded through the solicitation process to contractors who did not score the highest evaluation or have the lowest responsive bid.

There were none in FY 2007.

- Section 20-0025 (e)

A listing of Contracts exceeding the dollar limit set forth in Rule 47-0270 (1), 48-0210 (1) and 49-0160 (1) as well as Class II personal service Contracts governed by Administrative Procedure PUR-1 for which only one bid or proposal was received.

ID NUMBER	DESCRIPTION	VENDOR	CONTRACT NUMBER	DATES	AMOUNT
P06-8689	Inter-City Winter Services for Homeless Families	YWCA Inc.	4600005938	7/1/06- 6/30/07	\$ 608,982
P06-8813	HIV Prevention for Highest Risk Men Who Have Sex With Men	Cascadia AIDS Project	4600006334	10/1/06- 6/30/07	\$ 516,000
B06-8903	Corbett Hill Road Viaduct Replacement	C A Carey Corp.	4600006246	7/18/06- 6/15/07	\$1,069,245
P06-8976	Restorative Justice Services	Resolutions NW	4600006317	10/1/06- 6/30/11	\$ 607,587
B07-9097	Fuels: Gasoline, Low Sulfur Diesel and Heating Oil on a Requirements Basis	Don Thomas Petroleum Inc.	4600006455	1/1/07- 12/31/11	\$5,000,000
P07-9211	MCHD HIV Early Intervention Services	Cascadia AIDS Project	4600006508	2/7/07- 2/29/08	\$ 446,465

## Sheltered Market Program Report and Evaluation

The following information is provided pursuant to Public Contract Review Board Rule Section 60-0060 (9) which requires the CPCA Manager to prepare a report which provides an evaluation of the Sheltered Market Program. This report shall include a recommendation on whether the program should be continued.

### Sheltered Market Program Evaluation

The Sheltered Market Program (SMP) is designed to improve and build the capacity of the State of Oregon certified MWESB firms to compete in the regional construction industry's open market at a prime contracting level. Firms selected to participate in the SMP receive a complete business assessment, and no-cost technical assistance, training and classes as needed.

Multnomah County's SMP is administered by the City of Portland, in partnership with the Portland Development Commission and The Housing Authority of Portland. Public Works contracts to be included in the SMP are selected by the CPCA Manager from projects estimated at the time of bidding up to \$250,000 or less in accordance with the County's PCRB rules. There must be at least three qualified SMP contractors available to perform the scope of work required by the contract. Contracts not deemed appropriate for the SMP are bid in the open market.

### The following information is provided pursuant to ORS 279C.355:

**FY 2008** - There were no contracts included in the SMP.

**FY 2007** - Two contracts were included in the SMP.

**Project Name:** NE Marine Drive Culvert Installation at Arata Creek  
**Bid Number:** B06-8978  
**Contractor:** C&W Grading, Inc.  
**Contract Number:** 4600006219  
**Construction Dates:** July 12, 2006 to June 30, 2007  
**Original Cost Estimate:** \$85,000 to \$110,000  
**Contract Amount:** \$82,176  
**Final Project Cost:** \$82,176  
**Number of Change Orders:** 2  
**Change order #1:** Time extension for contract end date from 10/31/06 to 11/29/06  
**Change order #2:** Time extension for contract end date to 12/31/0; contract end date then changed to 6/30/07 for payment processing.

**Project:** NE 235th Avenue/NE Village Drain Improvement  
**Bid Number:** B07-9234  
**Contractor:** Universal Excavation Contractors, Inc.  
**Contract Number:** 4600006789  
**Construction Dates:** June 4, 2007 to September 30, 2007  
**Original Cost Estimate:** \$70,000 to \$90,000 No guaranteed maximum price  
**Contract Amount:** \$74,733  
**Final Project Cost:** \$73,696  
**Number of Change Orders:** None

### Recommendation

The County is committed to providing MWESB firms with prime bidding opportunities. The Sheltered Market Program (SMP) and its projects are important efforts to ensure a broad pool of MWESB prime contractors. It is CPCA's Acting Manager's recommendation to continue with the SMP and SMP projects.



## Contracts Summary

The following information is pursuant to PCRB Rules 20-0025 (a) & (c) which require an index of contracts, contract price and contractors, as well as, a summary of contract totals by County departments for the prior and current year.

In fiscal year 2008, Multnomah County awarded a grand total of \$183,233,146 in contracts in FY08. The awarded amounts represent the total value of all contracts that have a start date between 7/1/07 and 6/30/08. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The table below summarizes contract award totals by county department for FY08:

<b>FY 2008 Department</b>	<b>FY08 Awarded Amount</b>
Community Justice	\$ 3,145,742
Community Services	\$ 4,628,526
County Human Services	\$ 122,042,710
County Management	\$ 38,798,975
District Attorney	\$ 554,731
Health	\$ 9,529,672
Library	\$ 751,770
Non-Departmental	\$ 675,689
School/Community Partnerships	\$ 904,650
Sheriff's Office	\$ 2,190,677
<b>Totals</b>	<b>\$ 183,223,146</b>

In fiscal year 2007, Multnomah County awarded a grand total of \$400,695,303 in contracts. The amounts awarded represent the total value of all contracts that have a start date of between 7/1/06 and 6/30/07. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The table below summarizes contract award totals by County departments for FY07:

<b>FY 2007 Department</b>	<b>FY07 Awarded Amount</b>
Community Justice	\$ 18,776,322
Community Services	\$ 23,443,032
County Human Services	\$ 172,910,722
County Management	\$ 155,725,328
District Attorney	\$ 244,538
Health	\$ 6,903,634
Library	\$ 80,050
Non-Departmental	\$ 818,384
School/Community Partnerships	\$ 20,796,654
Sheriff's Office	\$ 996,649
<b>Totals</b>	<b>\$ 400,695,303</b>

# PART III: APPENDIX

## Appendix 1 Contract Awards to MWESB and QRF Firms

FY 2008

Contract #	Vendor Name	Amount	MWESB Certification Status
4600006903	BOILER & COMBUSTION SVCS INC	\$ 150,000	ESB
4600006970	COLLINS MECHANICAL INC	\$ 154,422	ESB
4600006851	COREY DAVID M PHD PC	\$ 150,000	ESB
4700000108	DONKIN CONSTRUCTION CO	\$ 450,000	ESB
4600006973	EUROPEAN SECURITY	\$ 21,995	ESB
4600007088	EUROPEAN SECURITY	\$ 41,550	ESB
4600006799	NEWBERRY ENTERPRISES INC	\$ 39,374	ESB
4600006798	R H HEATING & COOLING INC	\$ 36,350	ESB
4600007024	RIVER CITY GLASS	\$ 150,000	ESB
4600007051	SBS CONSTRUCTION LLC	\$ 31,800	ESB
4600007037	TAFT PAINTING INC	\$ 12,427	ESB
4600007164	TAFT PAINTING INC	\$ 19,235	ESB
4600007134	AFFORDABLE ELECTRIC INC	\$ 28,005	MBE
4600006856	APPLEXUS TECHNOLOGIES INC	\$ 78,620	MBE
4600006924	BENGE CONSTRUCTION COMPANY	\$ 41,862	MBE
4600006797	BOANERGES GROUP LLC	\$ 32,673	MBE
4600007331	BOUILLON ENGINEERING OREGON LLC	\$ 9,999	MBE
4600006987	BOURKE CONSTRUCTION INC	\$ 229,000	MBE
4600006600	GREEN TRANSPORTATION CO LLC	\$ 64,050	MBE
4600007272	GREEN TRANSPORTATION CO LLC	\$ 24,000	MBE
4600006873	KRISTIN LENSEN CONSULTING	\$ 13,760	MBE
4600006952	KRISTIN LENSEN CONSULTING	\$ 50,000	MBE
4600006852	KRISTIN LENSEN CONSULTING	\$ 150,000	MBE
4600006932	KRISTIN LENSEN CONSULTING	\$ 150,000	MBE
4600007212	ACCESS SERVICES NORTHWEST	\$ 3,450	WBE
4600007020	BREMER KAMALA	\$ 15,000	WBE
4600006961	BREMER KAMALA	\$ 37,500	WBE
4600007131	CANHAM CONSTRUCTION LLC	\$ 101,900	WBE
4600007353	CORNYN FASANO GROUP THE	\$ 15,900	WBE
4600007026	EPIC LAND SOLUTIONS INC	\$ 9,705	WBE
4600007359	FOX ARCHITECTURAL SIGNS INC	\$ 50,000	WBE
4600006988	KENNEY LORI	\$ 24,850	WBE
4600006906	TRI PHASE ELECTRIC	\$ 6,067	WBE
4600007050	TRI PHASE ELECTRIC	\$ 145,000	WBE
4600007011	TRI STAR DETENTION INC	\$ 118,250	WBE
4600006586	DE PAUL TREATMENT CENTERS INC	\$ 681,488	QRF
4600006656	DE PAUL TREATMENT CENTERS INC	\$ 2,593,759	QRF
4600006948	DEPAUL INDUSTRIES	\$ 4,259,594	QRF
4600007166	PORT CITY DEVELOPMENT CTR	\$ 338,549	QRF
4600007010	PORTLAND HABILITATION CENTER INC	\$ 3,935,577	QRF
4600007162	PORTLAND HABILITATION CENTER INC	\$ 3,961,317	QRF
<b>Total</b>		<b>\$ 18,427,027</b>	

## Appendix 1 Contract Awards to MWESB and QRF Firms

FY 2007

Contract #	Vendor Name	Amount	MWESB Certification Status
4600006019	GREEN TRANSPORTATION CO LLC	\$ 25,100	MBE
4600006067	CARLETON/HART ARCHITECTURE PC	\$ 425,000	MBE
4600006439	BOURKE CONSTRUCTION INC	\$ 441,480	MBE
4600006319	KRISTIN LENSEN CONSULTING	\$ 20,250	MBE
4600006345	KRISTIN LENSEN CONSULTING	\$ 17,250	MBE
4600006522	KRISTIN LENSEN CONSULTING	\$ 13,200	MBE
4600006595	KRISTIN LENSEN CONSULTING	\$ 26,501	MBE
4600006306	FRAMEWORK LLC.	\$ 150,000	MBE
4600006339	GARRISON VALERIE	\$ 10,000	MBE
4600006784	MANDA BECKETT DESIGN	\$ 25,000	MBE
4600006039	EASTSIDE INSULATION INC	\$ 48,142	WBE
4600006658	PASSPORT TO LANGUAGES	\$ 15,200	WBE
4600006804	AXIS PERFORMANCE ADVISORS INC	\$ 5,000	WBE
4600005990	TEAM HR LLC	\$ 25,000	WBE
4600006510	JUST IN TIME TRAINING	\$ 40,000	WBE
4600006064	OH PLANNING + DESIGN LLC	\$ 425,000	WBE
4600006069	LGA ARCHITECTURE	\$ 425,000	ESB
4600006219	C&W GRADING INC	\$ 82,176	ESB
4600006341	BOILER & COMBUSTION SVCS INC	\$ 66,033	ESB
4600006344	C&W GRADING INC	\$ 97,724	ESB
4600006379	CEDAR MILL CONSTRUCTION CO LLC	\$ 288,235	ESB
4600006495	TAP RESOURCES	\$ 12,000	ESB
4600006789	UNIVERSAL EXCAVATION	\$ 74,733	ESB
4600006438	COLLINS MECHANICAL INC	\$ 447,691	ESB
4600006143	DEPAUL INDUSTRIES	\$ 522,486	QRF
4600006157	PORT CITY DEVELOPMENT CTR	\$ 1,403,628	QRF
4600006132	CHESTNUT LANE ASSISTED LIVING	\$ 247,892	QRF
4600006162	RAINBOW ADULT LIV/FAC	\$ 7,487,890	QRF
4600006185	MACDONALD RESIDENCE LIMITED	\$ 35,451	QRF
4600006248	DE PAUL TREATMENT CENTERS INC	\$ 2,550,301	QRF
4600006156	PORTLAND HABILITATION CENTER INC	\$ 394,690	QRF
4600006167	GOODWILL INDUSTRIES	\$ 805,354	QRF
4600006303	DEPAUL INDUSTRIES	\$ 2,142,396	QRF
<b>Total</b>		<b>\$18,472,035</b>	

## Appendix 2 Payments Made to MWESB Vendors

**FY 2008**

Vendor #	Vendor Name	Amount	MWESB Certification Status
50827	ADDISON GLOBAL INTERIORS INC	\$ 7,790	ESB
53331	ALL AMERICAN CONCRETE & CONSTRUCTION	\$ 10,132	ESB
52795	BLAZING STITCHES LLC	\$ 13,225	ESB
20262	BOILER & COMBUSTION SVCS INC	\$ 33,684	ESB
41295	BRENDAN RHONEY PAINTING	\$ 2,500	ESB
22097	BRISTOL WOODWORKING & DESIGN INC	\$ 34,510	ESB
49048	CEDAR MILL CONSTRUCTION CO LLC	\$ 195,849	ESB
56027	COLLINS MECHANICAL INC	\$ 204,118	ESB
24180	COLONIAL SERVICE	\$ 2,560	ESB
41382	COLUMBIA GENERAL CONTRACTORS INC	\$ 81,485	ESB
24541	COMMUNICATIONS NW INC	\$ 130	ESB
44915	COREY DAVID M PHD PC	\$ 33,555	ESB
52171	CUSTOM IMPRINT	\$ 12,466	ESB
58153	DONKIN CONSTRUCTION CO	\$ 4,860	ESB
51383	DTS SYSTEMS INC	\$ 11,429	ESB
28468	EUROPEAN SECURITY	\$ 78,755	ESB
47898	GOHMAN MECHANICAL INC	\$ 2,298	ESB
50983	HOOD TO COAST RESTORATION INC	\$ 46,229	ESB
52298	JUST BUCKET EXCAVATING INC	\$ 10,117	ESB
23511	LGA ARCHITECTURE	\$ 5,793	ESB
20317	MCCOY PLUMBING INC	\$ 120	ESB
50603	MEP CONSULTING LLC	\$ 1,980	ESB
50233	NEWBERRY ENTERPRISES INC	\$ 20,818	ESB
20012	R H HEATING & COOLING INC	\$ 21,578	ESB
56071	RIVER CITY GLASS	\$ 29,168	ESB
53779	SBS CONSTRUCTION LLC	\$ 42,360	ESB
47345	STRYKER CONSTRUCTION INC	\$ 5,232	ESB
57872	TAFT PAINTING INC	\$ 37,547	ESB
22417	TANKS ELECTRIC	\$ 14,121	ESB
56795	UNIVERSAL EXCAVATION	\$ 73,696	ESB
57917	AFFORDABLE ELECTRIC INC	\$ 5,942	MBE
55108	APPLEXUS TECHNOLOGIES INC	\$ 242,100	MBE
57964	B&E TECH INC	\$ 17,899	MBE
22623	BENGE CONSTRUCTION COMPANY	\$ 41,861	MBE
56816	BOANERGES GROUP LLC	\$ 7,247	MBE
41603	BOUILLON ENGINEERING OREGON LLC	\$ 9,998	MBE
56028	BOURKE CONSTRUCTION INC	\$ 234,063	MBE
23949	CARLETON/HART ARCHITECTURE PC	\$ 50,642	MBE
55519	CINDYS CONCRETE LLC	\$ 12,289	MBE
22297	DIRT/AGGREGATE INTERCHANGE INC	\$ 24,683	MBE
54334	ENSOFTK INC	\$ 28,222	MBE
46691	EXCEL GLOVES & SAFETY SUPPLIES INC	\$ 43,028	MBE
50518	GREEN TRANSPORTATION CO LLC	\$ 34,316	MBE
10421	IN LINE COMMERCIAL CONSTR INC	\$ 2,255	MBE
50970	KRISTIN LENSEN CONSULTING	\$ 158,791	MBE
46135	PACIFICMARK CONSTRUCTION	\$ 22,810	MBE



## Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2008

Vendor #	Vendor Name	Amount	MWESB Certification Status
54004	PAPER CHASE RECYCLING SVCS INC	\$ 2,914	MBE
50337	PROFESSIONAL MINORITY GROUP INC	\$ 16,788	MBE
28203	PROMOTIONAL CONCEPTS	\$ 400	MBE
22423	SUELL BILLY W	\$ 9,350	MBE
24601	TRIAD TECHNOLOGY GROUP INC	\$ 29,136	MBE
22211	TURTLE MOUNTAIN CONSTR CO	\$ 870	MBE
20383	WACO SCAFFOLD CO INC	\$ 54	MBE
22213	ACCESS ABILITY INC	\$ 925	WBE
10579	ACCESS SERVICES NORTHWEST	\$ 2,465	WBE
41995	ALERT SAFETY SUPPLY	\$ 215	WBE
10431	AXIS PERFORMANCE ADVISORS INC	\$ 1,600	WBE
46028	BEATTY GROUP INTERNATL	\$ 250	WBE
23657	BREMER KAMALA	\$ 22,955	WBE
50688	CADENCE CONTRACT FLOORING LLC	\$ 15,351	WBE
58028	CANHAM CONSTRUCTION LLC	\$ 101,900	WBE
40890	CITY GRAPHICS	\$ 1,486	WBE
41159	CLASSIQUE FLOORS INC	\$ 32,542	WBE
40072	COFFEY LABORATORIES INC	\$ 25	WBE
10547	CORNYN FASANO GROUP THE	\$ 881	WBE
25719	CRITTER GITTER A DBA	\$ 51,000	WBE
21172	DYNAMIC SYSTEMS INC	\$ 960	WBE
57210	EPIC LAND SOLUTIONS INC	\$ 13,870	WBE
55358	EVEN FREE ADVERTISING SPECIALITIES	\$ 5,641	WBE
46048	FACILITIES PRO SOURCE INC	\$ 211	WBE
42867	FOX ARCHITECTURAL SIGNS INC	\$ 35,638	WBE
21820	HARRIS WORKSYSTEMS INC	\$ 132,625	WBE
56254	JUST IN TIME TRAINING	\$ 9,595	WBE
46411	KENNEY LORI	\$ 20,312	WBE
56099	KODIAK BENGE CONSTRUCTION	\$ 3,665	WBE
58001	MALDEN'S PAINTING	\$ 26,050	WBE
56197	MANDA BECKETT DESIGN	\$ 17,280	WBE
20289	MESHER SUPPLY COMPANY	\$ 93,754	WBE
55136	OH PLANING+DESIGN LLC	\$ 37,374	WBE
24491	OMEGA CREMATION & BURIAL SVC	\$ 3,646	WBE
53142	OMNI INTERIORS INC	\$ 15,327	WBE
25189	PASSPORT TO LANGUAGES	\$ 150,751	WBE
10009	PORTLAND OBSERVER INC	\$ 8,443	WBE
20851	PRO AD CO INC	\$ 4,367	WBE
24516	RAIN COUNTRY GARDENS	\$ 810	WBE
24572	RUFFIN CONSTRUCTION INC	\$ 48,510	WBE
52447	SCHILLER GRAPHICS CORP	\$ 24,136	WBE
25579	TRI PHASE ELECTRIC	\$ 377,810	WBE
20377	TRI STAR DETENTION INC	\$ 91,102	WBE
SUB	4R7 Construction	\$ 5,500	ESB
SUB	B&K Sheetmetal	\$ 69,800	ESB
SUB	Beaverton Plumbing	\$ 6,911	ESB
SUB	Milne Masonry Inc.	\$ 9,490	ESB

SUB	Stryker Construction	\$ 227,160	ESB
SUB	Leewens Corporation	\$ 15,670	WBE
SUB	West Coast Air Product	\$ 164,820	WBE
SUB	Ampere Electric	\$ 23,000	MBE
SUB	Grey Wolf HVAC	\$ 26,956	MBE
SUB	WACO Scaffold	\$ 17,011	MBE
<b>Total</b>		<b>\$3,765,610</b>	

\*SUB = sub-contract awarded by Prime construction contractor

## Appendix 2 Payments Made to MWESB Vendors

FY 2007

Vendor #	Vendor Name	Amount	MWESB Certification Status
50827	ADDISON GLOBAL INTERIORS INC	\$ 15,171	ESB
47510	AIR SYSTEMS SALES & RENTALS	\$ 6,575	ESB
40427	ALAMO PAVING	\$ 3,861	ESB
23258	ARCHSCAPE ARCHITECTURE	\$ 12,168	ESB
22401	B & K SHEET METAL INC	\$ 4,930	ESB
52795	BLAZING STITCHES LLC	\$ 8,914	ESB
20262	BOILER & COMBUSTION SVCS INC	\$ 138,157	ESB
41295	BRENDAN RHONEY PAINTING	\$ 2,212	ESB
22097	BRISTOL WOODWORKING & DESIGN INC	\$ 5,450	ESB
44555	C&W GRADING INC	\$ 176,648	ESB
49048	CEDAR MILL CONSTRUCTION CO LLC	\$ 341,521	ESB
56027	COLLINS MECHANICAL INC	\$ 474,089	ESB
24541	COMMUNICATIONS NW INC	\$ 3,179	ESB
44915	COREY DAVID M PHD PC	\$ 25,610	ESB
52171	CUSTOM IMPRINT	\$ 6,424	ESB
51383	DTS SYSTEMS INC	\$ 2,653	ESB
28468	EUROPEAN SECURITY	\$ 609,270	ESB
47898	GOHMAN MECHANICAL INC	\$ 89,747	ESB
50983	HOOD TO COAST RESTORATION INC	\$ 20,152	ESB
23511	LGA ARCHITECTURE	\$ 12,083	ESB
50603	MEP CONSULTING LLC	\$ 1,460	ESB
43891	PACIFIC COAST AIR BALANCING CO	\$ 2,340	ESB
10701	ROSE CITY CONTRACTING INC	\$ 4,965	ESB
53779	SBS CONSTRUCTION LLC	\$ 23,614	ESB
47345	STRYKER CONSTRUCTION INC	\$ 3,935	ESB
22417	TANKS ELECTRIC	\$ 18,917	ESB
43502	WEST/MEYER FENCE	\$ 3,687	ESB
55108	APPLEXUS TECHNOLOGIES INC	\$ 8,280	MBE
41603	BOUILLON ENGINEERING OREGON LLC	\$ 12,310	MBE
56028	BOURKE CONSTRUCTION INC	\$ 419,406	MBE
28038	CAMPA GRAPHICS INC	\$ 4,500	MBE
23949	CARLETON/HART ARCHITECTURE PC	\$ 88,719	MBE
55519	CINDYS CONCRETE LLC	\$ 62,188	MBE
10127	EL HISPANIC NEWS	\$ 273	MBE
46691	EXCEL GLOVES & SAFETY SUPPLIES INC	\$ 83,561	MBE

## Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2007

Vendor #	Vendor Name	Amount	MWESB Certification Status
20963	GEO & JEM INC	\$ 2,505	MBE
50518	GREEN TRANSPORTATION CO LLC	\$ 26,464	MBE
10421	IN LINE COMMERCIAL CONSTR INC	\$ 101,925	MBE
55508	INSIDE SOURCE INC	\$ 12,400	MBE
50970	KRISTIN LENSEN CONSULTING	\$ 157,725	MBE
46293	MECHANICAL INC	\$ 53,550	MBE
46135	PACIFICMARK CONSTRUCTION	\$ 48,037	MBE
47840	PIONEER EXECUTIVE TOWNCAR	\$ 2,179	MBE
50337	PROFESSIONAL MINORITY GROUP INC	\$ 10,463	MBE
22290	PRO LANDSCAPE INC	\$ 5,059	MBE
28203	PROMOTIONAL CONCEPTS	\$ 1,433	MBE
22423	SUELL BILLY W	\$ 1,700	MBE
56138	TAP RESOURCES	\$ 10,000	MBE
22211	TURTLE MOUNTAIN CONSTR CO	\$ 8,768	MBE
20383	WACO SCAFFOLD CO INC	\$ 1,441	MBE
11137	WEBB & ASSOCIATES INC	\$ 720	MBE
22213	ACCESS ABILITY INC	\$ 3,550	WBE
10579	ACCESS SERVICES NORTHWEST	\$ 825	WBE
48770	ADVENTURES IN ADVERTISING FRANCHISE	\$ 1,347	WBE
56522	ALLEN FOREST PRODUCTS CO	\$ 13,553	WBE
10431	AXIS PERFORMANCE ADVISORS INC	\$ 5,000	WBE
46028	BEATTY GROUP INTERNATL	\$ 155	WBE
50688	CADENCE CONTRACT FLOORING LLC	\$ 80,348	WBE
10547	CORNYN FASANO GROUP THE	\$ 5,040	WBE
40890	CITY GRAPHICS	\$ 7,440	WBE
41159	CLASSIQUE FLOORS INC	\$ 1,055	WBE
40072	COFFEY LABORATORIES INC	\$ 23	WBE
24622	CONFLUENCE CTR MEDIATION/TRAINING	\$ 2,130	WBE
25719	CRITTER GITTER A DBA	\$ 51,000	WBE
21172	DYNAMIC SYSTEMS INC	\$ 4,680	WBE
22408	EASTSIDE INSULATION INC	\$ 26,159	WBE
55358	EVEN FREE ADVERTISING SPECIALITIES	\$ 12,536	WBE
42867	FOX ARCHITECTURAL SIGNS INC	\$ 11,932	WBE
55571	FRAMEWORK LLC	\$ 50,900	WBE
22082	GLASS MASTERS	\$ 2,497	WBE
21820	HARRIS WORKSYSTEMS INC	\$ 52,016	WBE
28071	INTERCULTURAL COMMUNICATION	\$ 95	WBE
26072	INSTALLERS FLOOR COVERINGS INC	\$ 36,327	WBE
56254	JUST IN TIME TRAINING	\$ 3,820	WBE
46411	KENNEY LORI	\$ 3,548	WBE
25267	KIPE & ASSOCIATES INC	\$ 114,198	WBE
56099	KODIAK BENGE CONSTRUCTION	\$ 120,754	WBE
56197	MANDA BECKETT DESIGN	\$ 4,680	WBE
28101	MARCO IDEAS UNLIMITED	\$ 1,273	WBE
20289	MESHER SUPPLY COMPANY	\$ 80,102	WBE
55136	OH PLANING+DESIGN LLC	\$ 10,532	WBE

## Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2007

Vendor #	Vendor Name	Amount	MWESB Certification Status
24491	OMEGA CREMATION & BURIAL SVC	\$ 8,644	WBE
54004	PAPER CHASE RECYCLING SVCS INC	\$ 2,209	WBE
25189	PASSPORT TO LANGUAGES	\$ 108,071	WBE
23207	PLANNING GROUP THE	\$ 650	WBE
10009	PORTLAND OBSERVER INC	\$ 8,991	WBE
20851	PRO AD CO INC	\$ 7,969	WBE
25140	REGIONAL FINANCIAL ADVISRS INC	\$ 13,986	WBE
24572	RUFFIN CONSTRUCTION INC	\$ 44,983	WBE
55759	SIGN WIZARDS INC	\$ 8,015	WBE
24220	TEAM HR LLC	\$ 3,000	WBE
56745	THOMAS GALLOWAY CORP	\$ 69,656	WBE
25579	TRI PHASE ELECTRIC	\$ 261,828	WBE
20377	TRI STAR DETENTION INC	\$ 82,140	WBE
49992	VANCOUVER ROOFING & SHEET	\$ 13,267	WBE
SUB	3D ELECTRICAL SERVICES INC	\$ 34,498	ESB
SUB	B & K SHEET METAL INC	\$ 23,600	ESB
SUB	DRYER ELECTRIC	\$ 5,056	ESB
SUB	NATURAL LIGHT SKYLIGHT COMPANY	\$ 159,250	ESB
SUB	TNT CONSTRUCTION	\$ 3,700	ESB
SUB	BERHARD MASONRY	\$ 28,245	WBE
<b>Total</b>		<b>\$ 4,736,611</b>	

\*SUB = sub-contract awarded by Prime construction contractor



## APPENDIX 3 - Definitions

### 1. ESB - Emerging Small Business

Emerging Small Business certification applies to firms that meet the following criteria:

- Principal place of business located in Oregon
- Average annual gross receipts over the past 3 years not exceeding \$1 million for construction companies and \$300,000 for all other businesses
- Fewer than 20 employees
- Independent business
- Properly licensed and legally registered in Oregon

"Emerging Small Business" does not mean a subsidiary or parent company belonging to a group of companies owned and controlled by the same individuals which has aggregate annual gross receipts in excess of \$1 million for construction companies or \$300,000 for all other businesses over the last 3 years.

A business may be certified as an Emerging Small Business for no more than 7 years. Firms certified as ESB may qualify as MBE or WBE.

### 2. Formal Procurement

Formal procurements are procurements as described in Appendix 4: Competitive Threshold Guide.

### 3. Good Faith Effort

Good Faith Effort requirements apply to construction projects. For construction projects expected to total more than \$250,000, prime contractor bidders must afford equitable subcontracting opportunities for MWESB contractors and submit documentation demonstrating their good faith effort to award contracts to MWESB firms. The Solicitation Document requires the prime contractor to contact and follow-up with at least five minority-owned, women-owned, or emerging small business contractors from the State of Oregon-certified list of MWESB contractors for each separate division of work and to advise them of subcontracting opportunities.

### 4. Informal Procurement

Informal procurements are procurements as described in Appendix 4: Competitive Threshold Guide.

### 5. MBE/WBE - Minority Business Enterprise/Women-Owned Business Enterprise.

Certification given by the State of Oregon to a Minority Business Enterprise (MBE) or a Women-Owned Business Enterprise (WBE) pursuant to ORS 200.055:

- Ownership: minority or woman interest must own at least 51 percent of the business
- Independence: the minority or woman-owned firm must not be inextricably associated or dependent upon a non-disadvantaged firm or individual(s)
- Control: minority or woman interest must have managerial and operational control over all aspects of the business
- Contribution of capital by minority or woman owners: one or more minority or woman business owners must have made a real and substantial contribution of capital or expertise to the business, commensurate with their ownership interest
- Business size: firms must not exceed the size standards as defined by the North American Industry Classification System (NAICS) Codes

General contractor	\$17,420,000
Specialty contractor	\$12,000,000
Engineering/Architecture/Surveying	\$4,000,000
Non-construction firms	Varies by (NAICS) Codes

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## **6. Non-Applicable**

Vendors that include other government agencies, non-profit organizations and utilities. All other vendors are considered MWESB eligible.

## **7. Non-MWESB**

Non-MWESB vendors include firms who are eligible to be certified as MWESB firms in accordance with definitions #1 and #5 of this appendix but have chosen not to be certified.

## **8. Non-Profit Organizations**

Non-profit organizations are agencies registered with the State of Oregon's Corporation Division for the purpose of public benefit.

## **9. Public Contract Review Board (PCRB)**

The Public Contract Review Board is represented by the Multnomah County Board of Commissioners acting as the local contract review board pursuant to ORS 279A.060.

## **10. Qualified Rehabilitation Facility (QRF)**

Qualified Rehabilitation Facility is an activity center or rehabilitation facility, certified as a community rehabilitation program or as a vocational service provider through the State of Oregon's Department of Human Services, as determined by the State Procurement Office. These non-profit organizations serve disabled individuals for the purpose to further the policy of the State of Oregon to encourage and assist disabled individuals to achieve maximum personal independence. QRFs provide useful and productive gainful employment for disabled individuals by assuring an expanded and constant market for sheltered workshop and activity center products and services, thereby enhancing the dignity and capacity for self-support and minimizing their dependence on welfare and need for costly institutionalization. [1977 c.304 §2; 1989 c.224 §43]

## **11. Sheltered Market Program (SMP)**

The Sheltered Market Program was established in partnership with other local agencies for MBE, WBE, and ESB contractors performing Public Works contracts for Multnomah County. The purpose of the program is to provide prime contracting experience for small contractors in order to increase the number of contractors available to bid on Multnomah County Public Works projects, and to increase participation of MBE, WBE, DBE, and ESB contractors acting as prime contractors on County Public Works projects. The program is intended to ensure uniform access to public contracting dollars and to increase opportunities for minorities and women acting as business owners in the regional construction industry.

## APPENDIX 4

### COMPETITIVE PROCUREMENT THRESHOLDS – QUICK GUIDE

Lightly shaded sections denote formal procurements/Class II Contracts

THRESHOLD	PCRB RULES	TITLE (IF ANY)	COMPETITION REQUIRED?
\$5,000 or less	47-0265 Goods & Services	Small Procurements	No – quotes where practicable
\$10,000 or less	48-0200 Architects, etc.	Direct Appointment	To the extent practicable
\$5,000 or less	49-0160(4) Construction	No Title	No – quotes where practicable
Over \$5,000 and less than or equal to \$150,000	47-0270 Goods & Services	Intermediate Procurement	Yes – Informal price quotes or competitive proposal quotes
Over \$10,000 and less than or equal to \$75,000	48-0210(2) A&E, Related Services	Informal Selection	Yes – Informal proposals
Over \$75,000 and less than or equal to \$150,000	48-0210(3) A&E, Related Services	Informal Selection	Yes – Informal proposals
Over \$5,000 and less than or equal to \$75,000	49-0160 Construction	Informal Quotes for public improvements	Yes – Informal Quotes
Over \$5,000 and less than or equal to \$75,000	49-0160 Transportation	Informal Quotes for highways, bridges & other transportation	Yes – Informal Quotes
Over \$150,000	47-Various	Competitive, sealed bids or proposals, Multi-step sealed bids and proposals, Competitive range and Multi-tiered proposals Goods & Services	Yes – Formal bids and RFPs
Over \$150,000	48-0220 Architects, etc.	Formal Selection Procedure	Yes – Formal RFQ to RFP, or RFP
Over \$75,000	49-0200 49-0620 49-0650	Invitations to Bid, *Alternative Contracting Methods – Contact CPCA to discuss.	Yes – Formal bids. *Most require Board exemption.

\*County practice, not required by rule

THRESHOLD	PCRB RULES	TITLE (IF ANY)	COMPETITION REQUIRED?
Under \$5,000 per division-per vendor-per fiscal year (PD-PV-PY)	Direct pay, LPO		No
Over \$5,000 and less than or equal to \$75,000 (PD-PV-PY)	CON-1	Contractor Selection	Yes – Informal request for proposals
Over \$75,000(PD-PV-PY)	PUR-1	Request for Proposals/ Qualifications	Yes – Formal RFP/Q



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## Credits

### Photos

Cover - Mike Pullen, Public Affairs Office

Library - Multnomah County Library

Other - Teresa Mary Bliven, MWESB Program Advisor

Central Library Eco Roof - Snyder Roofing of Oregon LLC

### Text, format and data analysis

Teresa Mary Bliven, MWESB Program Advisor

### Design

Kevin Kitamura, Public Affairs Office

Teresa Mary Bliven, MWESB Program Advisor



Department of County Management  
Central Procurement and Contract Administration  
501 SE Hawthorne Blvd., Suite #400  
Portland, Oregon 97214-3588

503-988-5111

[www.co.multcopurch.org](http://www.co.multcopurch.org)

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COUNTY**

**503-988-5111**

**503-988-3252 fax**

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# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (long form)

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-4 DATE 11-06-08  
ANA KARNES, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 11/06/08  
Agenda Item #: R-4  
Est. Start Time: 10:00 AM  
Date Submitted: 10/21/08

### BUDGET MODIFICATION: DCM-09

**BUDGET MODIFICATION DCM-09 Reclassifying and Transferring one Position from the Department of Community Services to the Department of County Management, as Determined by the Class/Comp Unit of Central Human Resources**

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

Requested Meeting Date:	<u>November 6, 2008</u>	Amount of Time Needed:	<u>10 Minutes</u>
Department:	<u>County Management</u>	Division:	<u>Directors Office</u>
Contact(s):	<u>Tory Mitchell</u>		
Phone:	<u>503-988-4545</u>	Ext.	<u>84545</u>
	I/O Address:		<u>503/4</u>
Presenter(s):	<u>Marc Anderson (85822) and Michelle Cross (85190), Risk Management</u>		

### General Information

#### 1. What action are you requesting from the Board?

The department is requesting Board approval of a budget modification transferring one reclassified position from the Department of Community Services to the Department of County Management. The reclassification of this position was determined by the Class/Comp Unit of Central Human Resources.

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

This position is moving from DCS to Central Risk Management where it will be one of three Human Resources Analyst positions responsible for providing advanced technical loss prevention consulting services and training to all County department employees and staff; as well as helping to formulate enterprise-wide risk policies and strategies. This position will be physically located in proximity to DCS and FREDS employees while providing services countywide.

The duties and responsibilities described in the position description include; support countywide safety and occupational health programs; develop safety curriculum; conduct investigations of serious accidents; and represent the County in workers' compensation litigation hearings and OR-OSHA Inspections in the capacity of expert witness. These duties and responsibilities best fit in the Human Resources Analyst Senior (9748) classification.

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

Total personnel services will not change as a result of this budget modification.

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

This position is moving from DCS to Central Risk Management where it will be one of three Human Resources Analyst positions responsible for providing advanced technical loss prevention consulting services and training to all County department employees and staff; as well as helping to formulate enterprise-wide risk policies and strategies. This position will be physically located in proximity to DCS and FREDs employees while providing services countywide.

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

N/A



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## ATTACHMENT A

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### Budget Modification

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

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

No revenue will be changed as a result of this bud mod.

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

The Department of Community Services personnel budget will decrease by 76,421, and its contingency budget will increase by that same amount; the Department of County Management personnel budget will increase by 76,421, and its materials and services budget will decrease by that same amount

- **What do the changes accomplish?**

Reclassification and transfer of one position.

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

Reclassification and transfer of one position.

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

NA

- **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?**

NA

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

NA

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

NA

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

## ATTACHMENT B

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**BUDGET MODIFICATION: DCM-09**

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### Required Signatures

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

*Carol M. Ford*

---

**Date:** 10/22/08

---

**Budget Analyst:**

*Debra*

---

**Date:** 10/22/08

---

**Department HR:**

*Amy Rippon*

---

**Date:** 10/22/08

---

**Countywide HR:**

*R. Busby*

---

**Date:** 10/22/08

---

Budget Modification ID: **DCM-09****EXPENDITURES & REVENUES**

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

**Budget/Fiscal Year: 2009**

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	91-50	1501	80		905120		60000	366,433	316,634	(49,799)		Decrease Permanent
2	91-50	1501	80		905120		60130	106,156	91,729	(14,427)		Decrease Salary Related
3	91-50	1501	80		905120		60140	105,951	93,756	(12,195)		Decrease Ins/Benefits
4	91-50	1501	80		9500001501		60470	0	76,421	76,421	0	Increase Contingency
5												
6												
7												
8												
9	72-10	3500	20		708450		60000	162,804	212,603	49,799		Increase Permanent
10	72-10	3500	20		708450		60130	49,619	64,046	14,427		Increase Salary Related
11	72-10	3500	20		708450		60140	37,952	50,147	12,195		Increase Ins/Benefits
12	72-10	3500	20		708400		60330	2,000,800	1,924,379	(76,421)	0	Decrease Claims Paid
13									0			
14									0			
15									0			
16									0			
17									0			
18									0			
19									0			
20									0			
21									0			
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27									0			
28									0			
29									0			
30									0			
31									0			
32									0			
										0	0	Total - Page 1
										0	0	GRAND TOTAL

**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	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1501	6103	64878	905120	Human Resources Analyst 2	704602	(1.00)	(66,398)	(19,236)	(16,260)	(101,893)
3500	9748	62325	708450	Human Resources Analyst Sr	704602	1.00	66,398	19,236	16,260	101,893
										0
										0
										0
										0
										0
										0
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										0
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										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	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1501	6103	64878	905120	Human Resources Analyst 2	704602	(0.75)	(49,799)	(14,427)	(12,195)	(76,421)
3500	9748	62325	708450	Human Resources Analyst Sr	704602	0.75	49,799	14,427	12,195	76,421
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0





# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (Budget Modification)

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-5 DATE 11-06-08  
ANA KARNES, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 11/06/08  
Agenda Item #: R-5  
Est. Start Time: 10:05 AM  
Date Submitted: 10/21/08

### BUDGET MODIFICATION: HD-09

**BUDGET MODIFICATION HD-09 Appropriating \$20,804 in Revenue from the**  
**Agenda State of Oregon Department of Human Services, Tobacco Related and Other**  
**Title: Chronic Disease**

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

<b>Requested Meeting Date:</b>	<u>November 6, 2008</u>	<b>Amount of Time Needed:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Health</u>	<b>Division:</b>	<u>Community Health Promotion, Partnerships and Planning</u>
<b>Contact(s):</b>	<u>Lester A. Walker, Finance and Budget Manager</u>		
<b>Phone:</b>	<u>(503) 988-3674</u>	<b>Ext.</b>	<u>26457</u>
	<b>I/O Address:</b>		<u>167/2/210</u>
<b>Presenter(s):</b>	<u>Sonia Manhas, Program Manager</u>		

### General Information

#### 1. What action are you requesting from the Board?

Approval of appropriation of \$20,804 in additional funding from the State of Oregon – Department of Human Services – Public Health Services FY2009 Financial Assistance Award: Tobacco Related and other Chronic Disease.

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

The Oregon Public Health Division is implementing a new program to help local counties develop a population-based approach to reduce the burden of chronic diseases most closely linked to physical inactivity, poor nutrition, and tobacco use. This award funds Phase I of the program which consists of forming a steering committee to guide the planning process, attending required training at state institutes, and completing a county-wide assessment. Phase II will focus on implementation.

This increase in funding affects Program Offer 40047A - Chronic Disease Prevention. This action supports the Health Department's efforts to assure access to care, prevent disease and improve

health in vulnerable communities, and eliminate racial and ethnic health disparities through health education, training/capacity-building, community organizing/partnerships, media communication, advocacy, and health campaigns.

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

Approval of this budget modification will increase the Health Department's federal/state FY09 budget by \$20,804.

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

None.

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

The grant program focuses on building partnerships with diverse partners in order to create sustainable environmental change – e.g. informing public policy and influencing social norms. The program is guided by a steering committee comprised of key community partners, and the planning process, including prioritizing of community needs and best practice approaches, will be community-based and informed by a diverse Community Health Advisory Committee.

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## ATTACHMENT A

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### Budget Modification

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

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

The Health Department's federal/state revenue budget will increase by \$20,804 in FY09 as a result of the work performed under this award.

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

As a result of these changes the Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$8,145.
- Salary related expense budget will increase by \$2,360.
- Insurance benefits budget will increase by \$2,445.
- Temporary personnel budget will increase by \$2,105.
- Non-Base fringe budget will increase by \$662.
- Non-Base insurance budget will increase by \$684.
- Printing budget will increase by \$200.
- Supplies budget will increase by \$1,847.
- Central indirect budget will increase by \$397.
- Departmental indirect budget will increase by \$1,209.
- Internal Service Telephone budget will increase \$250.
- Internal Service Motor Pool budget will increase \$500.

- **What do the changes accomplish?**

Work accomplished to date includes: 1) formation of a steering committee to guide Multnomah County's planning process, including representatives from the American Heart Association, Upstream Public Health, Community Health Partnership, Kaiser Permanente, and Lifeworks NW, 2) participation by Multnomah County's planning team in a series of required state-wide training institutes, and 3) completion of a community-wide assessment.

We will build on this work and from now to July our goals are to: 1) complete an analysis of community-wide assessment, 2) convene a Community Health Advisory Committee (CHAC) to review the findings of the assessment, prioritize community needs, and provide direction on potential strategies to meet the needs, and 3) develop a Multnomah County Action Plan for chronic disease prevention based on the community-wide assessment findings and input from CHAC.

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

This budget modification will increase FY09 FTE by 0.35, Position #713501 Health Educator.

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

The revenue covers these costs.

- **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?**

The funding is on-going, the Health Department will be applying for Phase II implementation funding this spring.

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

The grant covers budget period 7/1/08 – 12/31/08.

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

Additional funding for Phase II implementation is expected to be received. It is expected that the State will provide a regular source of funding beyond the end of the Phase II implementation period. If the grant expires, the Department does not intend to backfill with County General Fund.

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

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**BUDGET MODIFICATION: HD - 09**

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### Required Signatures

---

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

*Lillian Shirley*  
\_\_\_\_\_  
/lp

**Date:** 10/20/08

**Budget Analyst:**

*Angela Burdine*  
\_\_\_\_\_

**Date:** 10/21/08

**Department HR:**

*Patricia Heller*  
\_\_\_\_\_

**Date:** 10/15/08

**Countywide HR:**

\_\_\_\_\_

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



Budget Modification ID: **HD-09-09****EXPENDITURES & REVENUES**

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

**Budget/Fiscal Year: 2009**

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	40-16	32288	40047A	30			4SA80-1	50180	0	(20,804)	(20,804)		OR DHS Tobacco / Chronic Disease
2	40-16	32288	40047A	30			4SA80-1	60000	0	8,145	8,145		Permanent personnel salary
3	40-16	32288	40047A	30			4SA80-1	60130	0	2,360	2,360		Salary Related Expense
4	40-16	32288	40047A	30			4SA80-1	60140	0	2,445	2,445		Insurance Benefits
5	40-16	32288	40047A	30			4SA80-1	60100	0	2,105	2,105		Temporary
6	40-16	32288	40047A	30			4SA80-1	60135	0	662	662		Non Base Fringe
7	40-16	32288	40047A	30			4SA80-1	60145	0	684	684		Non Base Insurance
8	40-16	32288	40047A	30			4SA80-1	60180	0	200	200		Printing of informational flyers
9	40-16	32288	40047A	30			4SA80-1	60240	0	1,847	1,847		meeting supplies, general office equipment
10	40-16	32288	40047A	30			4SA80-1	60350	0	397	397		Central Indirect
11	40-16	32288	40047A	30			4SA80-1	60355	0	1,209	1,209		Departmental Indirect
12	40-16	32288	40047A	30			4SA80-1	60370	0	250	250		Increase Intl Svc Telephone, \$250
13	40-16	32288	40047A	30			4SA80-1	60410	0	500	500		Increase Intl Svc Motor Pool, \$500
14	19	1000	40047A	20		9500001000		50310		(397)	(397)		Indirect reimbursement rev in GF
15	19	1000	40047A	20		9500001000		60470		397	397		CGF Contingency expenditure
16	40-90	1000	40047A	30		409050		50370	(4,597,837)	(4,599,046)	(1,209)		Indirect dept reimbursement rev in GF
17	40-90	1000	40047A	30		409001		60000	321,899	323,108	1,209		Off setting dept expenditure in GF
18	72-10	3500	40047A	20		705210		50316		(3,129)	(3,129)		Insurance Revenue
19	72-10	3500	40047A	20		705210		60330		3,129	3,129		Offsetting Transaction
20	72-60	3503	40047A	20		709525		50310		(250)	(250)		Budgets receipt of reimbursement
21	72-60	3503	40047A	20		709525		60200		250	250		Budgets offsetting expenditure in telecommunic
22	72-55	3501	40047A	20		904100		50310		(500)	(500)		Budgets receipt of Motor Pool service reimburs
23	72-55	3501	40047A	20		904100		60240		500	500		Budgets offsetting expenditure
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

**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	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32288	6352	61162	4SA80-1	HEALTH EDUCATOR	713501	0.35	16,290	4,719	4,891	25,900
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.35	16,290	4,719	4,891	25,900

**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	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32288	6352	61162	4SA80-1	HEALTH EDUCATOR	713501	0.18	8,145	2,360	2,445	12,950
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.18	8,145	2,360	2,445	12,950



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (revised 09/22/08)

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-6 DATE 11-06-08  
ANA KARNES, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 11/06/08  
Agenda Item #: R-6  
Est. Start Time: 10:10 AM  
Date Submitted: 11/30/08

### BUDGET MODIFICATION: DCHS- 16

**BUDGET MODIFICATION DCHS-16 Transferring \$1,468,076 from the Behavioral Health Fund Beginning Working Capital to the Mental Health and Addiction Services Fiscal Year 2009 Budget Appropriation. These funds, necessary to implement the transfer of services from Cascadia Behavioral Health to three other mental health providers, will support Fiscal Year 2009 one time start up costs of \$913,654 and \$554,422 in cash flow lag assistance.**

Agenda Title:

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

Requested Meeting Date:	<u>November 6, 2008</u>	Amount of Time Needed:	<u>10 minutes</u>
Department:	<u>County Human Services</u>	Division:	<u>Mental Health and Addiction Services</u>
Contact(s):	<u>Kathy Tinkle</u>		
Phone:	<u>503-988-3691</u>	Ext.	<u>26858</u>
	I/O Address:		<u>167/6th floor</u>
Presenter(s):	<u>Joanne Fuller and Karl Brimmer</u>		

### General Information

#### 1. What action are you requesting from the Board?

Approval of Budget Modification DCHS 16 requesting a transfer in the amount of \$1,468,076 from the Behavioral Health Fund Beginning Working Capital (BWC) to the Mental Health and Addiction Services Division (MHASD) budget appropriation. These funds, necessary to implement the transfer of services from Cascadia Behavioral Health to three other mental health providers, will support one time start up costs of \$913,654 and \$554,422 in cash flow lag assistance. This budget modification impacts program offer #25062 – Mental Health Services for Adults.

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

In mid-April 2008 Cascadia informed the County that they were in imminent danger of financial

collapse. Since then top officials from the county, state, Cascadia and other mental health system providers have been working together to take the necessary action to ensure that mental health services continue to be provided, without interruption, to those in need. With input from clients, advocates, and stakeholders a transition plan was developed and implementation begun to transfer provision of some services formerly provided by Cascadia to other mental health system providers.

The final plan included the transition of the Gresham Clinic, the Downtown Clinic and the Bridgeview to other mental health system providers. As MHASD managers began their negotiations with the three providers interested in taking on these additional services, it became clear that, as with the start of any new service, there would be some one time only start up costs associated with the transfers. These one time only start up costs include funding for IT hardware and software costs such as PCs, servers and software licenses necessary to set up their new operations; temporary personnel costs for IT application support, client file copying and transfers; entering new client info into their data systems; additional HR staffing to recruit, interview and hire Cascadia staff and/or new staff into their organizations; staff training; some office furnishings and other miscellaneous items to ensure their service areas were completely operational at the time of the transfer. Additional start up costs include projected operating losses as a result of ramp up time and training necessary to get the new and/or transferred staff hired, trained and up to the expected productivity rate.

The operation of the Bridgeview was transferred to Luke-Dorf on July 14, 2008; the Gresham Clinic was successfully transferred to Lifeworks NW as of August 18, 2008; and the transfer of the Downtown Clinic to Central City Concern (CCC) is planned for December 8, 2008.

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

The total of one time start up costs covering the needs of all three agencies is \$ 913,654. Additionally, with the transfer of the Downtown Clinic to CCC, the MHASD has agreed to provide temporary cash flow assistance up to \$554,422 in FY09 (up to \$441,280 in FY10 for a total of up to \$995,702 over the two fiscal years) to CCC. This assistance is necessary due to the lag in time from when services are provided and costs incurred to when revenue is received. Since CCC is designated as a Federally Qualified Health Center (FQHC) the agency has the unique opportunity to bill Medicaid for eligible costs not covered by the Verity payment, which will bring in additional mental health resources to the community. Due to federal regulations and billing processes, the FQHC payments are not projected to be received for at least 12 months after the quarter in which the service is provided. These funds will be fully recovered from CCC by the County, with scheduled repayment starting no later than July 2010.

With this budget modification MHASD is requesting to transfer \$1,468,076 from the Behavioral Health Fund BWC to the division's FY09 budget appropriation to cover the start up and cash flow needs in FY09. As a result of this transfer, the Behavioral Health Fund BWC balance is reduced from \$2,666,161 to \$1,198,085. As the cash flow advances are recovered from CCC, those funds will be returned to the Behavioral Health Fund balance.

**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

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## ATTACHMENT A

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### Budget Modification DCHS - 16

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

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

With this budget modification MHASD is requesting to transfer \$1,468,076 from the Behavioral Health Fund BWC to the division's FY09 budget appropriation to cover the start up and cash flow needs in FY09. As a result of this transfer, the Behavioral Health Fund BWC balance is reduced from \$2,666,161 to \$1,198,085. As the cash flow advances are recovered from CCC, those funds will be returned to the Behavioral Health Fund balance.

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

MHASD FY09 budgeted appropriation is being increased by \$1,468,076 and the Behavioral Health Fund (3002) Beginning Working Capital is being reduced by a like amount.

- **What do the changes accomplish?**

These funds are necessary to implement the transfer of services from Cascadia Behavioral Health to three other mental health providers and will support one time start up costs of \$913,654 and \$554,422 in cash flow lag assistance.

- **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?**

One time transfer from the Behavioral Health Fund BWC in FY09 of \$1,468,076. For FY10 a transfer of \$441,280 will occur with the FY10 budget development process. Beginning no later than July 2010, CCC will begin repayment of the cash flow assistance, which will be returned to the Behavioral Health Fund BWC.

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

N/A

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

N/A



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**ATTACHMENT B**

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**BUDGET MODIFICATION: DCHS - 16**

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**Required Signatures**

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



**Date:** 10/29/08

**Budget Analyst:**



**Date:** 10/30/08

**Department HR:**

**Date:**

**Countywide HR:**

**Date:**

Budget Modification ID: **DCHS-16****EXPENDITURES & REVENUES**

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

Budget/Fiscal Year: 2009

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	19	3002		520		9500003002		50000	(4,693,820)	(3,225,744)	1,468,076		Beg Working Capital
2	19	3002		520		9500003002		60470	4,693,820	3,225,744	(1,468,076)		Contingency
3													
4	20-80	3002	25062	520			MA SC PP AD CASH FLO XIX	50190	0	(554,422)	(554,422)		IP-OG-Fed thru St
5	20-80	3002	25062	520			MA SC PP AD CASH FLO XIX	60160	0	554,422	554,422		Pass-thru
6													
7	20-80	3002	25062	520			MA SC PP AD START UP XIX	50190	0	(913,654)	(913,654)		IP-OG-Fed thru St
8	20-80	3002	25062	520			MA SC PP AD START UP XIX	60160	0	913,654	913,654		Pass-thru
9													
10													
11													
12													
13													
14													
15										0			
16										0			
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24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

**BOGSTAD Deborah L**

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**From:** BOGSTAD Deborah L  
**Sent:** Tuesday, November 04, 2008 11:10 AM  
**To:** BOWEN-BIGGS Tara C  
**Cc:** FULLER Joanne; BRIMNER Karl R; SHAW Jodi K; CAMPBELL Mark  
**Subject:** RE: Move R-6 on Thursday Nov 6

No problem, Chair Wheeler can move the order of the agenda any way he wishes. **Mark, please be in the Boardroom at 9:30 a.m. on Thursday!**

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

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

**From:** BOWEN-BIGGS Tara C  
**Sent:** Tuesday, November 04, 2008 11:03 AM  
**To:** BOGSTAD Deborah L  
**Cc:** FULLER Joanne; BRIMNER Karl R; SHAW Jodi K  
**Subject:** Move R-6 on Thursday Nov 6

Deb, Chair Wheeler requests to move R-6 to earlier in the agenda in order that he can hear that item before he has to leave early. He will need to leave by 10:20.

Is it possible we could move it to after R-1? Can you please let me know what else I need to do to make that happen? I am copying Joanne and Karl since they are the presenters and I want to make sure they know of this change.

*Tara Bowen-Biggs*  
Staff Assistant  
Multnomah County Chair Ted Wheeler  
501 SE Hawthorne, Suite 600  
Portland, OR 97214  
ph. (503)988-3953  
fax (503)988-3093  
[tara.c.bowen-biggs@co.multnomah.or.us](mailto:tara.c.bowen-biggs@co.multnomah.or.us)



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (revised 09/22/08)

**Board Clerk Use Only**

**Meeting Date:** 11/06/08  
**Agenda Item #:** UC-1  
**Est. Start Time:** 10:20 AM  
**Date Submitted:** 10/31/08

**Agenda Title:** **RESOLUTION Authorizing the County to Make an Internal Loan from the Risk Management Fund to the General Fund of Not More than \$10,000,000 to Provide for Short-Term Cash Flow Requirements**

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

**Requested Meeting Date:** November 6, 2008 **Amount of Time Needed:** 5 Minutes  
**Department:** County Management **Division:** Finance & Risk Mgmt.  
**Contact(s):** Mark Campbell  
**Phone:** 503 988-6229 **Ext.** 86629 **I/O Address:** 503/531  
**Presenter(s):** Mark Campbell

## General Information

**1. What action are you requesting from the Board?**

Approval of an internal loan not to exceed \$10 million from the Risk Management Fund to the General Fund. The purpose of the loan is to provide for a projected cash flow shortfall resulting from the timing of Property Tax collections.

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

The General Fund typically experiences a cash flow shortfall each year until Property Taxes are collected. In previous years, the Board has authorized the issuance of short-term Tax and Revenue Anticipation Notes (TRANS) to cover that shortfall.

Staff has analyzed the General Fund cash flow needs and has determined that it is not in the financial interest of the County to issue a TRAN this year. There are two primary reasons that led us to that conclusion. First, the General Fund ending balance is sufficient enough (nearly \$71 million) to limit the amount that would need to be borrowed. Second, and most importantly, the turmoil in the financial markets and uncertainty surrounding interest rate spreads created an unacceptable level of risk when evaluating issuance of the TRAN.

Oregon Revised Statutes (ORS 294.460) allow the County to loan money from one fund to another fund for any purpose for up to one year. For the current fiscal year, the General Fund cash flow shortfall is estimated to be between \$8.5 million and \$9.25 million. There is a sufficient cash balance in the Risk Management Fund to make a loan to the General Fund which will be repaid by the end of November.

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

Analysis of interest rate spreads suggested that the cost of issuing a TRAN could exceed the interest earnings we could expect to receive. This "negative arbitrage" was estimated to cost the General Fund at least \$30,000 and perhaps as much as \$120,000.

There is no impact on the Risk Fund since we intend to repay the internal loan within the month it is made following receipt of Property Tax revenues.

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

One year inter-fund loans are authorized in Oregon Revised Statutes.

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

N/A

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**Required Signature**

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



**Date:** 10/31/08



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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

Authorizing the County to Make an Internal Loan from the Risk Management Fund to the General Fund of Not More than \$10,000,000 to Provide for Short-Term Cash Flow Requirements

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

- a. Property Tax is the largest source of revenue in the General Fund. Property tax revenues are not due and payable until November 15<sup>th</sup>.
- b. The General Fund typically experiences a cash flow deficit prior to the time that property taxes are collected.
- c. In previous years, the County has authorized the Chief Financial Officer to enter into short-term borrowing to offset the projected cash flow deficit.
- d. Staff has analyzed the General Fund cash flow needs and the prospects for short-term borrowing. Uncertainty in the bond market and interest rate spreads present an unacceptable level of risk at this time.
- e. The General Fund has sufficient cash as of June 30, 2008, to limit the amount required to bridge the anticipated cash flow shortfall prior to November 15<sup>th</sup>.
- f. Oregon Revised Statutes (ORS 294.460) allow local governments to loan money from one fund to another fund for any purpose for up to one year.
- g. There is sufficient cash in the Risk Management Fund to make a loan to the General Fund.
- h. The General Fund cash flow shortfall prior to November 15<sup>th</sup> is estimated to be between \$8,500,000 and \$9,250,000. By this action the Board will authorize a loan not to exceed \$10,000,000 in order to provide for unanticipated expenses.
- i. The General Fund will repay the Risk Management Fund no later than November 30, 2008 in order that interest will not be accrued on the loan.

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

1. The County authorizes the Chief Financial Officer to make the necessary accounting transactions in FY 2008-09 to loan up to \$10,000,000 from the Risk Management Fund to the General Fund to cover the anticipated cash flow shortfall.
2. The General Fund will reimburse the Risk Management Fund for the entire amount of the loan no later than November 30, 2008.

ADOPTED this 6th day of November, 2008

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Agnes Sowle, County Attorney

SUBMITTED BY:

Carol Ford, Director, Department of County Management

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 08-147**

Authorizing the County to Make an Internal Loan from the Risk Management Fund to the General Fund of Not More than \$10,000,000 to Provide for Short-Term Cash Flow Requirements

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

- a. Property Tax is the largest source of revenue in the General Fund. Property tax revenues are not due and payable until November 15<sup>th</sup>.
- b. The General Fund typically experiences a cash flow deficit prior to the time that property taxes are collected.
- c. In previous years, the County has authorized the Chief Financial Officer to enter into short-term borrowing to offset the projected cash flow deficit.
- d. Staff has analyzed the General Fund cash flow needs and the prospects for short-term borrowing. Uncertainty in the bond market and interest rate spreads present an unacceptable level of risk at this time.
- e. The General Fund has sufficient cash as of June 30, 2008, to limit the amount required to bridge the anticipated cash flow shortfall prior to November 15<sup>th</sup>.
- f. Oregon Revised Statutes (ORS 294.460) allow local governments to loan money from one fund to another fund for any purpose for up to one year.
- g. There is sufficient cash in the Risk Management Fund to make a loan to the General Fund.
- h. The General Fund cash flow shortfall prior to November 15<sup>th</sup> is estimated to be between \$8,500,000 and \$9,250,000. By this action the Board will authorize a loan not to exceed \$10,000,000 in order to provide for unanticipated expenses.
- i. The General Fund will repay the Risk Management Fund no later than November 30, 2008 in order that interest will not be accrued on the loan.

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

1. The County authorizes the Chief Financial Officer to make the necessary accounting transactions in FY 2008-09 to loan up to \$10,000,000 from the Risk Management Fund to the General Fund to cover the anticipated cash flow shortfall.
2. The General Fund will reimburse the Risk Management Fund for the entire amount of the loan no later than November 30, 2008.

ADOPTED this 6th day of November, 2008

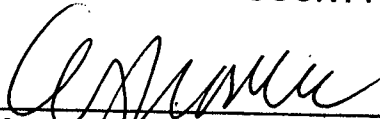
BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON



  
Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
Agnes Sowle, County Attorney

SUBMITTED BY:

Carol Ford, Director, Department of County Management



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (revised 09/22/08)

### Board Clerk Use Only

Meeting Date: 11/06/08  
Agenda Item #: R-7  
Est. Start Time: 10:25 AM  
Date Submitted: 10/24/08

**PROCLAMATION in Observance of Veterans' Day November 11, 2008,**  
**Agenda Honoring County Employees who are Veterans or are Currently Serving in the**  
**Title: Military, Reserves or National Guard**

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

Requested Meeting Date: November 6, 2008 Amount of Time Needed: 15 minutes  
Department: Non-Departmental Division: Commissioner Jeff Cogen  
Contact(s): Warren Fish  
Phone: 503.988.5219 Ext. 85219 I/O Address: 503/600  
Presenter(s): Commissioner Jeff Cogen

### General Information

**1. What action are you requesting from the Board?**

Approval of proclamation and recognition of Multnomah County Veterans and Active Military Personnel.

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

In observance of Veterans Day November 11, 2008, that on this day all County Employees who are Veterans or current members of military, Reserves, or National Guard be remembered and honored.

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

none

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

none

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

Proclamation recognizes and honors County employees who are Veterans or current members of the military.

### Required Signature

Elected Official or  
Department/  
Agency Director:

Date: 10/24/08



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. \_\_\_\_\_

In Observance of Veterans' Day November 11, 2008, Honoring County Employees who are Veterans or are Currently Serving in the Military, Reserves or National Guard

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

- a. There are 323 Multnomah County employees who are Veterans or are current members of the military;
- b. During 2008, approximately 20 Multnomah County employees have been called into active military service; With a spirit of pride and gratitude, we honor our employees who are veterans or who currently serve in the military;
- c. The willingness of our employees to give freely and unselfishly of themselves, in service of our nation, is a sacrifice on behalf of our entire Country;
- d. Through war and peace, valiant Americans have answered the call to duty with honor and dignity;
- e. In conjunction with Veterans Day on November 11, 2008, Multnomah County is proud to recognize all of the men and women who have served in our nation's armed forces;
- f. Our hearts and thoughts go out to those who were killed or disabled while serving their country;

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

In observance of Veterans Day November 11, 2008, that on this day all County employees who are veterans or current members of the military, Reserves, or National Guard be remembered and honored.

ADOPTED this 6th day of November, 2008.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Ted Wheeler, County Chair

\_\_\_\_\_  
Maria Rojo de Steffey,  
Commissioner District 1

\_\_\_\_\_  
Jeff Cogen,  
Commissioner District 2

\_\_\_\_\_  
Lisa Naito,  
Commissioner District 3

\_\_\_\_\_  
Lonnie Roberts,  
Commissioner District 4

SUBMITTED BY:  
Jeff Cogen, Commissioner District 2

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**PROCLAMATION NO. 08-148**

In Observance of Veterans' Day November 11, 2008, Honoring County Employees who are Veterans or are Currently Serving in the Military, Reserves or National Guard

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


- a. There are 323 Multnomah County employees who are Veterans or are current members of the military;
- b. During 2008, approximately 20 Multnomah County employees have been called into active military service; With a spirit of pride and gratitude, we honor our employees who are veterans or who currently serve in the military;
- c. The willingness of our employees to give freely and unselfishly of themselves, in service of our nation, is a sacrifice on behalf of our entire Country;
- d. Through war and peace, valiant Americans have answered the call to duty with honor and dignity;
- e. In conjunction with Veterans Day on November 11, 2008, Multnomah County is proud to recognize all of the men and women who have served in our nation's armed forces;
- f. Our hearts and thoughts go out to those who were killed or disabled while serving their country;

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

In observance of Veterans Day November 11, 2008, that on this day all County employees who are veterans or current members of the military, Reserves, or National Guard be remembered and honored.


ADOPTED this 6th day of November, 2008.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

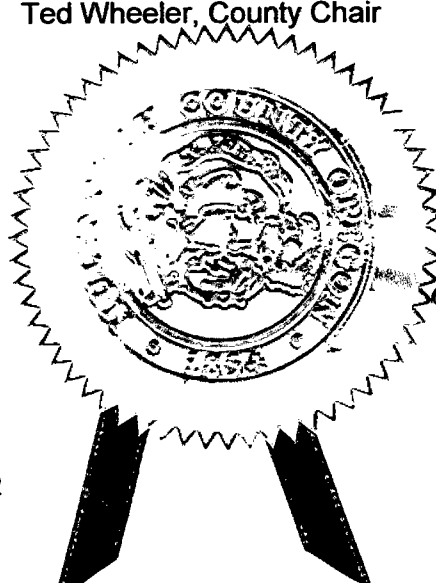
  
Ted Wheeler, County Chair

  
Maria Rojo de Steffey,  
Commissioner District 1

  
Lisa Naito,  
Commissioner District 3

  
Jeff Cogen,  
Commissioner District 2

  
Lonnie Roberts,  
Commissioner District 4



SUBMITTED BY:  
Jeff Cogen, Commissioner District 2