

## **Memorandum**

**TO:** BOARD OF COMMISSIONERS

**DATE:** June 4, 2010

**Subject:** Agenda and Materials for 6/8/10 Budget Worksession - Amendments and Budget Notes

Dear Members of the Board –

Attached you will find materials for the 6/8/10 Budget Work Session on Amendments and Budget Notes. The board amendments and budget notes have been updated to reflect the changes proposed on 6/1/10. The department amendments have not been revised.

Attachment A – Amendments (includes both board and department)

Attachment C – Budget Notes

There is no attachment B or D at this time. That is the appropriation schedule and TSCC response which will be part of the resolution adopting the budget

### **Agenda 6/8/10**

- Review Board Amendments – edits, additions, deletions and discussion
- Review Budget Notes – edits, additions, deletions and discussion
- Department Amendment – (no changes) further questions
- Next Steps

Thanks,  
Karyne Kieta  
Budget Director

**ATTACHMENT A**  
**MULTNOMAH COUNTY**  
**FY 2011 BCC ADOPTED BUDGET AMENDMENTS**  
 (Based on Proposals Made During May and June Worksessions)



**DRAFT**  
**6/8/2010**

Proposed Funding Sources					
Proposed By	Program	PO #	Exec Budget (General Fund)	Proposed (General Fund)	Available Funding
Kafoury	Fleet – Pay for the cost differential of the electric vehicles out of the Fleet Contingency	72081A	74,000	0	\$74,000
McKeel	Reduce 1.00 FTE and associated costs in the Working Smart Initiative and use funding for the Animal Svcs. Work Crew (60047)	10033	217,907	85,000	132,907
McKeel	Reduce funding for the Non-Profit Hotel and use the funding for the 4.00 DDA's.	25121	413,507	0	413,507
<b>TOTAL AVAILABLE TO BALANCE BUDGET</b>					<b>\$620,414</b>

Proposed New Expenditures					
Proposed By	Program	PO #	Exec Budget (General Fund)	Proposed (General Fund)	Additional Expenditure
McKeel	Non-Profit Hotel <i>(See Budget Note)</i>	25121	413,507	Move to Contingency	0
Shiprack	Child and Family Hunger Relief – Backpack Program Only \$48,957 <i>(See Budget Note)</i>	25147	235,000	Move to Contingency	0
Kafoury	Working Smart Initiative <i>(See Budget Note)</i>	10033	217,907	Move to Contingency	0
McKeel	Animal Svcs. Work Crew 1.00 FTE (women offenders)	60047	0	131,087	131,087
McKeel	Restore 4.00 DDA's in the Misdemeanor Unit	15017A	0	407,284	407,284
<b>TOTAL NEW EXPENDITURES</b>					<b>\$538,371</b>

**Withdrawn Amendments**

Shiprack	High School Completion Initiative (1.50 FTE) – <i>(See Budget Note)</i>	25146	0	798,124	\$798,124
Shiprack	SUN Community Schools–Expansion (1.00 FTE) <i>(See Budget Note)</i>	25148	0	300,000	300,000

Available Funding From Above	\$620,414
New Expenditures	\$538,371
<b>BALANCE FOR CGF CONTINGENCY</b>	<b>\$82,043</b>

**Notes:**

Attachment A - Multnomah County  
FY 2011 Departmental Amendments

**DRAFT**

Last Updated: May 28, 2010



Prog. #	Program Name	Dept(s)	GF Change	Other Funds Change	Total Change	FTE Change	Amendment Description	Amendment #
<b>Technical Amendments</b>								
Various	Internal Service Rebalance	DCM			0		Accounts for internal service cost changes contained in the following amendments and rebalances internal service funds.	11_Over_TA_01
72024 and 72012	Worker's Compensation and Employee Benefits	DCM	0	0	0	0.00	Adjusts line items and creates a new cost center in the Worker's Comp program to better track expenses in the existing Employer At Injury Program.	11_DCM_TA_01
72051	Tax Title	DCM	546,623	(546,623)	0	0.00	The Tax Title Fund is not legally required and will be abolished in FY 11. This amendments moves the budget for the Tax Title function from the Tax Title Fund into the General Fund.	11_DCM_TA_03
15007A	District Attorney's Office - Unit A Property Crimes	DA	0	0	0	0.00	Updates a grant accounting object (WBS) to reflect ARRA grant funding.	11_DA_TA_01
Various	IT	NOND	0	0	0	0.00	Updates project accounting objects (WBS) to reflect correct project descriptions in FY 11.	11_Nond_TA_01
Various	Health Department	HD	0	0	0	0.00	Updated grant accounting object (WBS) for Office of Multicultural Health & Services, DHS Child Safety Seat, DHS Healthy Birth Outcomes, and NACCHO Medical Reserve Corps.	11_HD_TA_01
60030A 60040A 60041A	Corrections Administration MCDC MCIJ	MCSO	0	0	0	0.00	The Sheriff's Office was notified that the proposed budget reduction in the food services contract to discontinue providing coffee, tea, and soft drinks to the corrections staff violates an MOA between Multnomah County and MCCDA that was negotiated in 1997. Due to this agreement, it is necessary to provide MCCDA with the opportunity to bargain this benefit before any reductions. Supplies are reduced so the budget remains balanced and to allow necessary time to work through and complete the bargaining process.	11_MCSO_TA_01

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<b>Staffing Amendments</b>								
Various	Job Class Updates	Countywide	0	0	0	0.00	Updates the job class of XX positions that the Board has approved for reclassification in FY 2010 but are not shown with the updated job class in the Approved Budget.	11_Over_SA_01
72047	DART Residential Property Appraisal	DCM	0	0	0	0.00	Moves 1.00 FTE from Commercial Property Appraisal to Residential Property Appraisal.	11_DCM_SA_01
72070 and 72066	Capital Operating Costs and Facilities Admin & Business Services	DCM	0	0	0	0.00	Moves 1.00 FTE from the Capital Operating program to the Administration and Business Services program.	11_DCM_SA_02
80008, 80009, 80011	Library Various	LIB	0	2,122	2,122	0.25	Incorporates FY 2010 Library Budget Modification #05 approved by the Board on May 6th into the FY 2011 budget. (Realigned staff to increase website and finance support.)	11_LIB_SA_01
Various	IT	NOND	0	0	0	0.00	Moves two positions between cost centers.	11_NOND_SA_01

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<b>Revenue Amendments</b>								
25023	ADS Long Term Care	DCHS	4,889	350,772	355,661	3.00	Allocation of \$292,500 from the State of Oregon Department of Human Services (DHS) for the transfer of 3.00 Case Manager Seniors from the State to Multnomah County. The employees will be responsible for On-The-Move program duties and will be located at the Mid-County ADSD office.	11_DCHS_RA_01
25140	Housing	DCHS	2,364	53,067	55,431	0.00	Revenue from HUD not anticipated when preparing the FY 2011 budget. The additional revenue will support the preservation and creation of affordable housing in FY 2011.	11_DCHS_RA_02
25020A	ADS Access and Early Intervention Services	DCHS	10,858	254,599	265,457	0.50	\$242,874 from the Corporation of National and Community Services' Foster Grandparent Program to implement a volunteer program using low-income seniors to provide mentoring and other volunteer support for children and youth. Adds 0.50 FTE Volunteer Coordinator position.	11_DCHS_RA_03
25145	SUN Community Schools	DCHS	0	60,914	60,914	0.00	This amendment budgets new grants and rebudgets in FY 2011 grant amounts not fully expended in FY 2010. \$54,405 in 21st Century Learning Center grants from FY 2009 and 2010 are rebudgeted in FY 2011. This amendment also budgets City of Portland and Leaders Roundtable funding of \$6,509. The grants will support services that SUN provides.	11_DCHS_RA_04
25119	Energy Services	DCHS	0	260,000	260,000	0.00	Oregon Department of Housing and Community Services (HCS) received additional federal funds from Department of Energy (DOE) for furnace replacement and repair. HCS allocated \$260,000 on May 14th, 2010 to Multnomah County's Energy Services Program, which will be used in FY11 for furnace replacement and repair.	11_DCHS_RA_05

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Prog. #	Program Name	Dept(s)	GF Change	Other Funds Change	Total Change	FTE Change	Amendment Description	Amendment #
25145	SUN Community Schools	DCHS	4,471	116,561	121,032	1.00	Increasing SUN Community Schools by \$100,000 from Multnomah County Health Department grant award (Centers for Disease Control ARRA Prevention and Wellness Communities Putting Prevention to Work). This two-year grant will add 1.00 limited duration Health Educator to promote healthy eating and a physically active lifestyle for youth and families.	11_DCHS_RA_06
25020A	ADS Access and Early Intervention Services	DCHS	4,471	116,561	121,032	1.00	Increasing ADS Access & Intervention Services by \$100,000 from Multnomah County Health Department grant from Centers for Disease Control ARRA Prevention and Wellness Communities Putting Prevention to Work. This two-year grant will add 1.00 FTE limited duration Health Educator to promote healthy eating and a physically active lifestyle for seniors and families.	11_DCHS_RA_07
25088 and 25050	Diversion for Persons with Mental Illness	DCHS	833	113,347	114,180	1.00	Adds 1.00 Mental Health Consultant funded using additional Local Admin revenue received in State Mental Health Grant (SMHG) \$47,184, combined with reallocating funding for a vacant Admin Analyst Senior position in program #25050 by using unobligated Verity funds. The Mental Health Consultant will help divert the mentally ill from the criminal justice system into mental health services.	11_DCHS_SA_01
72081A	FREDS Fleet Services	DCM	0	20,000	20,000	0.00	Adds DEQ-ARRA funds to FREDS for Fleet diesel emissions reduction retrofits.	11_DCM_RA_01
72082B	FREDS Fleet Vehicle Replacement	DCM	0	(89,530)	(89,530)	0.00	Cuts an existing contract between Metro and the County for vehicle maintenance was not renewed for FY 2011.	11_DCM_RA_02
72071 and 72072	Capital Improvement Program and Capital Asset Preservation	DCM	0	(1,974,200)	(1,974,200)	0.00	Reduces financing proceeds for East County Courts to reflect lower anticipated borrowing for the project. Adjusts Asset Preservation Fund to reflect anticipated ending balance and to program the Multnomah Building Elevator project; no net change in that fund.	11_DCM_RA_03

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80005 80004 80007 80013 80015 80002 80009	Library Various	LIB	14,254	1,071,022	1,085,276	4.00	\$852,740 to the Library Fund from The Library Foundation for Program and Collection Enhancements. Major programs supported include Raising A Reader (\$388,740), Books 2 U (\$175,000), Summer Reading (\$50,000), and St. Johns Library Projects (\$150,000).	11_LIB_RA_01
60041A and 60068	MCIJ and Warrant Task Force	MCSO	0	59,202	59,202	0.25	Measure 57 increased the prison terms for specified drug and property crimes. It requires courts to impose a minimum sentence for offenders and requires the Department of Corrections to provide treatment. DCJ, the DA and MCSO received a 2 year grant from the State Criminal Justice Commission (CJC) to work with offenders struggling with addiction and criminality. The goal is to reduce both addiction and recidivism. Funding is for 4 months and will provide 3 jail beds for sanctioning offenders and overtime funding to cover the cost of a Law Enforcement Deputy. The 0.25 FTE pays for the corrections deputy associated with the jail beds.	11_MCSO_RA_01
10007	CCFC Administration	NOND	0	169,853	169,853	0.00	Adds grant revenue omitted in the request.	11_NOND_RA_01
Various	Information Technology	NOND	0	995,780	995,780	0.00	Increases estimated BWC and project expenditures for FY 2011 to reflect projects underway but not anticipated to be completed in FY 2010.	11_NOND_RA_02
60030A 60046 60048	Corrections Administration Human Trafficking Telestaff LEDS Sergeant	MCSO	15,527	443,892	459,419	2.00	Uses one-time-only funding from the State Criminal Alien Assistance Program (SCAAP) grant to fund a 1.00 limited duration Corrections Sergeant for one year to establish intelligence-gathering and intervention methodology regarding human trafficking as proliferated among jail inmates and 1.00 limited duration Sergeant for one year to develop efficiencies available in the Telestaff scheduling system, conducting training for system users and supporting data for Time and Attendance activities and to establish LEDS certification and maintenance in the Training Unit.	11_MCSO_RA_02

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60063	MCSO Patrol	MCSO	4,105	64,332	68,437	0.00	Law Enforcement Terrorism Prevention Program sponsored by the Department of Homeland Security to assist law enforcement agencies in terrorism prevention activities. Activities include information sharing, target hardening, threat recognition and mapping, counter-terrorism and security planning, interoperable communications, and terrorist interdiction. Funds were carried over from last year in the Supplemental Budget in the amount of \$78,929 and must be used for specific terrorism prevention training classes to qualify for use under this grant. At the end of this year, we will have \$68,437 to carry into FY 2011 for training.	11_MCSO_RA_02
60070	Concealed Handgun Permits	MCSO	5,440	97,517	102,957	1.00	The number of permits has increased significantly corresponding in increased revenues in the dedicated fund which allows the entire program to be funded through the program fees. This was the original intent of the program, but in recent years the GF had to supplement the operations. Adds 1.00 FTE for an Office Assistant 2 to assist with the workload increase.	11_MCSO_RA_03

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Various	Primary Care	HD	0	1,881,753	1,881,753	0.00	The carryover of the American Recovery and Reinvestment Act (ARRA) Capital Investment Program (CIP) grant will continue funding the capital improvement projects at primary care clinics. The remodeling began in FY 2010 and will be completed during FY 2011. Grant Begin/End- 06/09-06-11	11_HD_RA_01
40047	Chronic Disease	HD	311,756	4,453,800	4,765,556	14.00	This new grant from the CDC, Communities Putting Prevention to Work Program (CPPW), enables the Community Wellness & Prevention program to add new staff to implement policy, environmental, and systems-based change strategies to promote healthy eating and active living. The grant will also provide funding to 25 community partners, including school districts, the City of Portland, the City of Gresham, and variety of public health and culturally-specific non-profit organizations. Grant Begin/End- 03/10-03/12	11_HD_RA_02
40037	Environmental Health	HD	27,734	398,369	426,103	1.36	Community Asthma Inspection & Referral (CAIR) - New Environmental Health Healthy Homes Grant - The CAIR program is funded through HUD to provide Healthy Homes services. This program will provide medical intervention, environmental assessments and physical remediation to 320 low income families with health issues who live in Multnomah County. Grant Begin/End- 05/10-05/13	11_HD_RA_03
40034	Primary Care	HD	20,301	311,369	331,670	1.90	This is a quality incentive program from CareOregon that started at Mid-County Health Center (MCHC) as a pilot program and will be expanded to other Primary Care locations. Our success in caring for clients assigned by CareOregon has been instrumental in the expansion. Grant Begin/End- 07/10-07/11	11_HD_RA_04

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40035	Health & Social Justice	HD	1,282	17,159	18,441	0.10	This is a grant from the Washington State Employee Security Department (ESD) to develop an evaluation plan for the Worksite Wellness program at ESD; analyze data collected from ESD employee surveys; and provide a summary of information, evaluated against related productivity measures, for ESD's senior management team. Grant Begin/End- 03/10-03/11	11_HD_RA_05
40035	Health & Social Justice	HD	532	6,322	6,854	0.00	The Robert Wood Johnson Smoke Free Policy grant will examine attitudes toward compliance with & health effects of a smoke free policy in subsidized multi-unit housing, and it's impact on the property. Grant Begin/End- 11/09-11/10	11_HD_RA_06
40031	Pharmacy	HD	22,557	352,834	375,391	3.00	Productivity increases in the clinics as well as additional providers have had the effect of increased numbers of clients seen with the resulting increase in Title 18/Medicare fees.	11_HD_RA_07
40037	Environmental Health	HD	2,626	35,344	37,970	0.00	This grant, from the City of Portland, Bureau of Housing and Community Development (BHCD), will provide a one year contract to Multnomah County Environmental Health for \$34,942. This will help fund a temporary Environmental Health staff, training, and equipment and supplies needed for the new CAIR program. Grant Begin/End- 07/10-04/13	11_HD_RA_08
40011	HIV	HD	1,108	15,259	16,367	0.00	This amendment increases the 2011 State HIV Prevention Block Grant award. These funds primarily support development of HIV/Hepatitis C prevention materials targeted to populations at high risk for HIV/Hepatitis C/STDs to encourage testing and to promote behaviors that reduce risk. 07/10-06/11	11_HD_RA_09

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40018	WIC	HD	3,879	53,366	57,245	0.00	The State provided Multnomah County WIC with funding to help enhance the clients' through participant centered education (PCE). This may include rewriting lesson plans, improving the office experience, or improving a phone system that makes it easier to contact clients. WIC was also awarded state funds to support implementation of the use of fruit and vegetable vouchers at area farmer's markets. WIC staff will assist clients' in the use of voucher. Grant Begin/End- 07/10-06/11	11_HD_RA_10

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<b>Carryover Amendments</b>								
72056	Central Human Resources-Administration	DCM	17,000	0	17,000	0.00	Carryover for furniture purchased but not expected to be received by 6/30/10 for moving Central HR from the 4th floor to the 3rd floor due to the IT staff move onto the 4th floor. Purchase order #4500123233	11_DCM_CA_01
60018	Property and Laundry	MCSO	172,900	71,415	244,315	0.00	In the warehouse contract, it states all permitting must be complete before MCSO takes occupancy (scheduled for June 11, 2010). In order to have the warehouse fully functioning, necessary modifications will need to take place. Modifications cannot be addressed until the Sheriff's Office takes possession of the warehouse. This does not give the Sheriff's Office sufficient time to complete the work or receive capital items that have been ordered. This amendment earmarks purchases planned for FY 2010 in FY 2011.	11_MCSO_CA_02

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<b>Program Amendments</b>								
25120	Homeless Family Shelter System	DCHS	15,000	0	15,000	0.00	The pilot project "30 Families in 30 days" initiated in January 2010 budgeted rental assistance for 30 families for 6 months. Many of the families did not access the program until mid to late February 2010. Six months of rental assistance will not be completed until July or August of 2010, in FY 2011. Requests \$15,000 of General Fund to provide 6 months of rent assistance to the current 30 families.	11_DCHS_PA_01
25090	Detoxification and Post-Detoxification Housing	DCHS	0	260,000	260,000	0.00	Provides \$260,000 to ensure that Hooper Detox can continue to operate 24 hours per day, 7 days a week. Service levels will be reduced from 53 beds and 2,500 annual admissions to 45 bed level with 2,125 annual admissions. The \$260,000 for Detox will be covered with General Fund originally budgeted in the Multnomah Treatment Fund, Program Offer 25063A, which will in turn be covered by with one-time State money in FY 2011. It is anticipated that the funding gap for Hooper Detox will be ongoing.	11_DCHS_PA_02
72038	DART County Clerk Functions	DCM	0	0	0	0.00	Transfers the passports program from DCS-Elections to DCM-DART and includes 1.00 FTE with related materials and supplies expenses and \$70,000 in Fee revenue. DCS is reduced and DCM is increased in the same amount for no net change in the General Fund.	11_DCM_PA_01
91013	Road Services	DCS	0	(98,540)	(98,540)	(1.00)	1.00 FTE engineering staff reduction (\$81,451) responds to the road capital improvement program which moves away from construction and into a design phase for FY 2011.	11_DCS_PA_01
91016	Bridge Engineering	DCS	0	97,729	97,729	(1.00)	Increases ongoing Broadway Bridge project expenditures which will be funded from an unexpected reimbursement from ODOT in FY 2010 and supplemented by the elimination of a <i>vacant</i> position.	11_DCS_PA_02

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40013A/B	Early Childhood Services	HD	0	557	557	0.75	ECS reorganized to ensure accountability, provide adequate system support and utilize evidence-based best practices. ECS consolidates offices from three sites to two - Northeast and East; and maintains drop-in workstations at North and Southeast and will work to identify drop-in sites in Mid County. The amendment has a net increase of 0.75 FTE.	11_HD_PA_01
TOTAL			1,210,510	9,495,924	10,706,434	33.11		

## Attachment C - FY 2011 Budget Notes

June 8, 2010

### SUN Service System Fees (Willer)

The Board directs DCHS to report on the status of fee collection efforts for the SUN Community Schools, no later than August 31st, 2010. The Board is concerned that the fees are not always collected from parents who could afford to contribute to the program. The County does not collect the fees itself, but the fees help to support the array of services that SUN provides. The report should detail the status of fees collected by school, whether the school has a parent advisory council and the number of parents serving on it, along with information about the demographics of each school and the services SUN provides on site. Information shall be provided for the past two years.

### Animal Services – Downtown Pet Adoption Center (Cogen)

The County's Animal Services Division is requesting funding for a small, temporary animal adoption center in Portland. The animal adoption center has the goal to make Multnomah County's Animal services visible and accessible to Portlanders and to reduce animal euthanasia rates. The 2,000-to-2,500-square-foot center is planned for Portland's core and would operate six to seven days a week. The downtown adoption center would feature a rotating cast of adoptable animals and would accept stray animals in addition to providing office space for one Animal Control Officer. \$75,000 has been earmarked in contingency for this project. Once the department raises \$225,000 they may return to the Board to access the funds in contingency.

### Child and Family Hunger Relief – (Shiprack)

The Board will revisit Program Offer 25147, Child and Family Hunger Relief by July 31<sup>st</sup>, 2010. \$186,043 is allocated to the program in the FY 2011 adopted budget to run the summer and non-school/weekday portions of the program. The Board would like to hear from DCHS how the program will leverage resources from the faith-based, not-for-profit, and business community after the one-time funding is spent. \$48,957 for the Back Pack Program will be earmarked in contingency should the Board decide to fund the weekend feeding program.

### Nonprofit Hotel – (McKeel)

The Board did not fund Program Offer 25121, the Nonprofit Hotel. The Board directs DCHS to present a business plan to the Board no later than September 30, 2010. After hearing a detailed business plan on the operations, future funding plans, and timeline for implementing the program, the Board will consider funding this program. The \$413,507 will be earmarked in contingency should the Board decide to fund this program in FY 2011.

### Juvenile Detention Electronics at Donald E. Long (Shiprack)

The monitoring of and access to all internal areas (custody units, sleeping rooms, holding cells, hallways) and external areas (police gates, public entrance, sally ports) is currently operated by manual input-output switch systems located in Mail Control, Intake, Visiting Control and in each custody unit. Any time one of these system areas breaks down, extreme security and safety hazards are created. Community Justice, working with Facilities and Property Management and Electronic Services proposes to replace the existing control systems with modern, detention-grade control systems that allow for the County's Electronic Services group to provide cost effective servicing.

## Attachment C - FY 2011 Budget Notes

June 8, 2010

The Board directs Community Justice and County Management to return to the Board on or before August 31, 2010 and report on the following:

- Total estimated cost for a new or updated system
- Timeline and implementation schedule
- Financing/funding options.

### Work Smart Initiative (Kafoury)

The Board desires a briefing on or before August 31, 2010, on the status of the Administrative Review and in particular the Business Process Reengineering. The report should include information about:

- the original plan and scope of work
- implementation and accomplishments
- remaining or incomplete tasks
- subsequent phases or rollout
- expenditures to date and FY 2011 proposed budget
- next steps and timeline

The \$217,907 will be earmarked in contingency should the Board decide to fund this program in FY 2011.

### Use of One-Time-Only (OTO) Funding (McKeel)

There are a number of programs that are funded with one-time-only funding (OTO) for FY 2011. Multnomah County's financial policies addresses OTO, however, the BCC would like a detailed discussion about the use of OTO.

The Board directs the Budget Office to schedule a worksession prior to the mid-year State re-balance. The discussion should include:

- The level of reserves set aside as established by Board policy
- One-time-only spending proposals for projects or pilot programs
- Ramping down or phasing out programs funded by OTO funds
- Bridge or gap financing for existing programs for a finite period of time
- Future funding impacts (i.e. loss of State or Federal funding).
- Best practice
- Survey of surrounding local governments' OTO policies.