



Multnomah County Oregon

Board of Commissioners & Agenda

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BOARD OF COMMISSIONERS

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JUNE 4, 5 & 6, 2002

BOARD MEETINGS

FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	7:30 a.m. Tuesday LPSCC Executive Meeting
Pg 2	9:30 a.m. Tuesday Budget Work Session
Pg 2	9:30 a.m. Wednesday Budget Work Session
Pg 3	9:00 a.m. Thursday Regular Board Meeting
Pg 7	10:30 a.m. Thursday TSCC Public Hearing
Pg 8	11:30 a.m. Thursday Budget Work Session
Pg 9	Updated County Budget Session Schedule and Cable Coverage Information

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

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

Friday, 11:00 PM, Channel 30

Saturday, 10:00 AM, Channel 30

Sunday, 11:00 AM, Channel 30

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Television

(503) 491-7636, ext. 333 for further info

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

Tuesday, June 4, 2002 - 7:30 AM
Multnomah Building, Third Floor Conference Room 315
501 SE Hawthorne Boulevard, Portland

LPSCC EXECUTIVE COMMITTEE MEETING

A Quorum of the Multnomah County Commissioners will attend the Local Public Safety Coordinating Council Executive Committee Meeting. Agenda items will include: Emergency Preparedness Update; Title V Grant - Equal Access for At-Risk Girls; Discussion of Violation of Restraining Orders and Guns; Update of LPSCC Working Groups; and Budget Cuts Impacting Interagency Collaborations. For further information, contact LPSCC Director Christine Kirk at 503-988-5894.

Tuesday, June 4, 2002 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION

WS-1 The Board of Commissioners, Auditor, District Attorney, Sheriff and Invited Participants Will Meet to Discuss the Following Multnomah County 2002-2003 Budget Issues Facilitated by John Rakowitz and Tony Mounts. **[Interested Persons are Welcome to Attend this Public Meeting, However Public Testimony Will be Taken During Scheduled Budget Hearings.]**

Financial Policies - Dave Boyer
Review Amendments to FY 2003 Approved Budget
Review Proposed Budget Notes

Wednesday, June 5, 2002 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION - IF NEEDED

WS-2 The Board of Commissioners, Auditor, District Attorney, Sheriff and Invited Participants Will Meet to Discuss the Following Multnomah County 2002-2003 Budget Issues Facilitated by John Rakowitz and Tony Mounts.

**[Interested Persons are Welcome to Attend this Public Meeting, However
Public Testimony Will be Taken During Scheduled Budget Hearings.]**

Review Amendments to FY 2003 Approved Budget
Review Proposed Budget Notes

Thursday, June 6, 2002 - 9:00 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 9:00 AM
DISTRICT ATTORNEY'S OFFICE

- C-1 Budget Modification DA 02_07 Adding 2001 Local Law Enforcement Block Grant Revenue; Bureau of Justice Administration Leadership Grant Revenue and State of Oregon Victims of Crime Grant Revenue

DEPARTMENT OF COMMUNITY JUSTICE

- C-2 Budget Modification DCJ 02_11 Adding \$161,205 Federal SAMHSA Grant Revenue to the Department of Community Justice Budget to Implement the Expansion of the Multnomah County Drug Treatment Court
- C-3 Budget Modification DCJ 02_12 Adding \$72,676 Annie E. Casey Foundation Revenue to the Department of Community Justice Budget to Fund Personnel Staffing for the Remainder of Fiscal Year 2002

SHERIFF'S OFFICE

- C-4 Budget Modification MCSO 02-04 Adding \$12,000 Oregon State Sheriff's Association Revenue to the Fiscal Year 2002 Enforcement Budget to Continue Seat Belt Grant Program
- C-5 Budget Modification MCSO 02-05 Adding \$371,800 Housing Authority of Portland, Oregon Department of Transportation, Road Fund, Metro Parks, Gresham Parks and Other Revenue to the Corrections Facilities Budget to Establish a Special Operations Budget for Work Crews at Inverness Jail

- C-6 Budget Modification MCSO 02-08 Adding \$18,000 Oregon State Sheriff's Association Revenue to the Fiscal Year 2002 Enforcement Budget for Continued Participation in the DUII Overtime Enforcement Grant Program
- C-7 Budget Modification MCSO 02-09 adding \$48,444 Reynolds School District Revenue to the Enforcement Budget to Fund a .75 FTE Sheriff Enforcement Deputy to Perform Duties as a School Resource Officer at Reynolds High School
- C-8 Amendment 2 to Intergovernmental Revenue Agreement 0111029 with the USDA Forest Service, Providing Reimbursement for Patrolling Forest Service Lands, Detailing Year 2002 Rates and Service Length

OFFICE OF SCHOOL AND COMMUNITY PARTNERSHIPS

- C-9 Renewal of Intergovernmental Agreement 4600003225 with Portland Public School District, for Outer Southeast, Inner Southeast, West District and Grant/Madison Caring Community Projects, to Fund Coordinator Positions and to Provide Funding for Alcohol and Drug Prevention Services/Activities for Fiscal Year 2002/2003
- C-10 Renewal of Intergovernmental Agreement 4600003199 with Portland Public School District, Purchasing Alternative School Support Services at the Mt. Scott Center for Learning and Teen Child Care Services for Fiscal Year 2002/2003

PUBLIC CONTRACT REVIEW BOARD

- C-11 ORDER Exempting from the Formal Competitive Bid Process the Contract with PWI Technologies for the Upgrade of the SUN/T3 Storage Area Network System
- C-12 ORDER Authorizing a Three-year Extension of the Exemption to Contract with Portland Downtown Services, Inc. for External Security Services for the Mead Building

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

- C-13 Budget Modification DBCS 1a Creating a One-time Only Pass-through Appropriation of Grant Funds from the State Fire Marshal to Local Hospitals to Reimburse Expenses Related to an Emergency Preparedness Training Exercise

- C-14 Budget Modification DBCS 02_02 Shifting Information Technology Budget from Library to Business and Community Services Information Technology Services Effective March 16, 2002
- C-15 Budget Modification DBCS 02_03 Transferring \$75,000 from the Public Land Corner Preservation Fund Contingency Account into its Operations Budget to Ensure the Year End Operating Budget is in Compliance with Local Budget Law
- C-16 RESOLUTION Authorizing Cancellation of Uncollectible Personal Property Taxes for Tax Years 1986/1987 through 2001/2002
- C-17 RESOLUTION Authorizing Private Sale of Certain Tax Foreclosed Property to PATRICK A & CANDACE G WALTERS, Including Direction to Tax Title for Publication of Notice Pursuant to ORS 275.225

OFFICE OF SCHOOL AND COMMUNITY PARTNERSHIPS

- C-18 Budget Modification OSCP #1 Adjusting Community Programs and Partnerships Division Budget to Reflect Actual Revenue Agreements and Adding 1.0 FTE Program Development Specialist (PDS) Position in the Housing & Public Works Program
- C-19 Budget Modification OSCP #2 Increasing the SUN Schools Budget by \$218,161 to Reflect a New Grant Award from the Department of Education (DOE); an increase in Annie E. Casey Foundation (AECF) Funding; and a Decrease in the City of Portland Funding as the Result of a Revision to the Revenue Agreement
- C-20 Budget Modification OSCP #3 Reflecting an Increase in the Housing and Public Works Budget by \$18,451 to Reflect a Shift of FEMA Funding from the FY03 Budget to the FY02 Budget; and a Decrease in the Housing Authority of Portland Funding as the Result of a Decision by HAP to Contract Directly to Portland Impact Instead of Passing the Funds through Multnomah County
- C-21 Budget Modification OSCP #4 Increasing the Weatherization and Energy Budget by \$2,190,615, and the Division Management Budget by \$15,334 to Reflect the State of Oregon Housing and Community Services Awards for Weatherization and Energy Services

REGULAR AGENDA - 9:00 AM
PUBLIC COMMENT - 9:00 AM

Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes per Person.

DISTRICT ATTORNEY'S OFFICE - 9:00 AM

- R-1 Budget Modification DA 02_08 Requesting One-time Only \$17,354 General Fund Contingency Transfer to the Community Court to Allow all Three Community Courts to Continue Running through the End of the Current Fiscal Year

DEPARTMENT OF HEALTH - 9:05 AM

- R-2 1000 Cranes Peace Awards Presentation by Linda Jaramillo and Anne McLaughlin
- R-3 NOTICE OF INTENT to Submit a Proposal to the Health Resources and Services Administration's *Evaluating the Impact of Information Technology on Improving the Delivery and Quality of Care for HIV Seropositive Individuals* Grant Competition
- R-4 NOTICE OF INTENT to Submit a Proposal to the Oregon Department of Human Resources Grant Competition to Design and Implement a Community-Based Demonstration Project for Asthma Education and Outreach in Vulnerable Adult Populations

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 9:30 AM

- R-5 PROCLAMATION Proclaiming June, 2002 "Adopt a Shelter Cat Month" in Multnomah County, Oregon
- R-6 Lease of Surplus Retail Space in the McCoy Building to Title Information Services, Inc., an Oregon Corporation doing business as TIS, Inc.
- R-7 Lease 4600003352 with Oregon Food Stores, Inc., an Oregon Corporation, for Space at 3552 SE 122nd (Powell Villa) for Existing Aging and Disability Services Branch Office
- R-8 RESOLUTION Authorizing Election to Receive National Forest Related Safety-Net Payments Under P.L. 106-393
- R-9 RESOLUTION Authorizing Election to Receive O&C Land Related Safety-Net Payments Under P.L. 106-393

DEPARTMENT OF COMMUNITY JUSTICE - 9:50 AM

- R-10 Approval of Lease Agreement with Central City Concern, a Non-Profit Oregon Corporation, for Space at the Medford Building, 506 NW Fifth Avenue, Portland, for Use as Alcohol and Drug Free Transitional Beds and Housing Units
- R-11 Operational Agreement 4600003378 with Central City Concern, for Operations and Staffing of the Medford Building, 506 NW Fifth Avenue, Portland, Providing up to 60 Units of Alcohol and Drug Free Housing, Emergency and Transitional, for Offenders Released from Alcohol and Drug Treatment Programs, as well as Indigent Post-Prison Parolees and Probationers in Need of Housing Services

NON-DEPARTMENTAL - 10:05 AM

- R-12 RESOLUTION Establishing Fees and Charges for Chapter 29, Building Regulations, of the Multnomah County Code and Repealing Resolution No. 01-067
- R-13 Approve Existing Site for New Sauvie Island Bridge

Thursday, June 6, 2002 - 10:30 AM - TIME CERTAIN
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

TSCC PUBLIC HEARING

- PH-1 The Tax Supervising and Conservation Commission Will Meet to Conduct a Public Hearing on the Multnomah County 2002-2003 Budget in Accordance with ORS 294.480. A Quorum of the Multnomah County Board of Commissioners Will Attend.

Thursday, June 6, 2002 - 11:30 AM
(OR IMMEDIATELY FOLLOWING TSCC HEARING)
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION - IF NEEDED

WS-3 The Board of Commissioners, Auditor, District Attorney, Sheriff and Invited Participants Will Meet to Discuss the Following Multnomah County 2002-2003 Budget Issues Facilitated by John Rakowitz and Tony Mounts.
[Interested Persons are Welcome to Attend this Public Meeting, However Public Testimony Will be Taken During Scheduled Budget Hearings.]

Review Amendments to FY 2003 Approved Budget
Review Proposed Budget Notes

MULTNOMAH COUNTY 2002-2003 BUDGET WORK SESSIONS AND HEARINGS

9:30 AM to 12:00 PM Tuesdays, Wednesdays and Thursdays as Listed Below

Unless otherwise noted, all Sessions held at the Multnomah Building
First Floor Commissioners Boardroom 100, 501 SE Hawthorne Boulevard, Portland

The Board of Commissioners, Auditor, District Attorney, Sheriff and Invited Participants Will Meet to Discuss Multnomah County 2002-2003 Budget Issues. Facilitated by John Rakowitz and Tony Mounts. **[These are Public Meetings and Interested Persons are Welcome to Attend, However Public Testimony Will be Taken During Budget Hearings Scheduled in May and June.]** Thursday Meetings are Broadcast Live on Cable Channel 30 or log onto <http://www.co.multnomah.or.us/cc/board.html> to View Live Broadcast. Tuesday and Wednesday Meetings will be Broadcast Live on Cable Channel 22 (East County subscribers only) and Rebroadcast on Cable Channels 29 and 30 (Countywide subscribers) and Media Streaming beginning Tuesday, May 7, 2002. Cable Schedule included herein. For further budget information, log onto <http://www.co.multnomah.or.us/cc/budget/index.html>.

Tuesday, June 4

9:30-12:00

Financial Policies Update; Review Amendments to Fiscal Year 2003 Approved Budget; Review Proposed Budget Notes

Wednesday, June 5

9:30-12:00

If Needed - Continued Discussion and Review Amendments to Fiscal Year 2003 Approved Budget and Proposed Budget Notes

Thursday, June 6

10:30-11:30 p.m.

Tax Supervising and Conservation Commission Public Hearing on the 2002-2003 Multnomah County Budget - Multnomah Building, Commissioners Boardroom 100, 501 SE Hawthorne Boulevard, Portland

11:30-12:00

If Needed - Continued Discussion and Review Amendments to Fiscal Year 2003 Approved Budget and Proposed Budget Notes

Tuesday, June 11

9:30-12:00

If Needed - Continued Discussion and Review Amendments to Fiscal Year 2003 Approved Budget and Proposed Budget Notes

6:00 - 8:00 p.m.

Public Hearing on the 2002-2003 Multnomah County Budget - Multnomah Building, Commissioners Boardroom 100, 501 SE Hawthorne Boulevard, Portland

MULTNOMAH COUNTY 2002-2003 BUDGET WORK SESSIONS AND HEARINGS

Thursday, June 13

9:30-12:00

Regular Board Meeting

Public Hearing and Resolution Adopting the 2002-2003 Budget for Multnomah County Pursuant to ORS 294

Public Hearing and Resolution Adopting the 2002-2003 Budget for Dunthorpe Riverdale Sanitary Service District No. 1 and Mid County Street Lighting Service District No. 14 and Making Appropriations

Public Hearing and Resolution Adopting the Mt. Hood Cable Regulatory Commission 2002-2003 Budget

****Cable Coverage****

Multnomah County 2002-2003 Budget Work Sessions and Hearings

Cable Channel 22 Available to East County Cable Subscribers Only
Cable Channels 29 and 30 Available to Countywide Cable Subscribers

Multnomah County Budget Tuesday Morning Work Sessions

Tue	May 28	9:30 AM	Channel 22 - LIVE
Fri	May 31	8:30 AM	Channel 30 - Replay
Sun	June 2	3:00 PM	Channel 29 - Replay

Tue	June 4	9:30 AM	Channel 22 - LIVE
Fri	June 7	8:30 AM	Channel 30 - Replay
Sun	June 9	3:00 PM	Channel 29 - Replay

Tue	June 11	9:30 AM	Channel 22 - LIVE
Fri	June 14	8:30 AM	Channel 30 - Replay
Sun	June 16	3:00 PM	Channel 29 - Replay

Multnomah County Budget Wednesday Morning Work Sessions

Wed	May 29	9:30 AM	Channel 22 - LIVE
Sun	June 2	5:30 PM	Channel 29 - Replay
Tue	June 4	2:00 PM	Channel 30 - Replay

Wed	June 5	9:30 AM	Channel 22 - LIVE
Sun	June 9	5:30 PM	Channel 29 - Replay
Tue	June 11	2:00 PM	Channel 30 - Replay

MULTNOMAH COUNTY 2002-2003 BUDGET WORK SESSIONS AND HEARINGS

Multnomah County Tuesday Evening Budget Hearings

Tue	May 14	6:00 PM	Taped - PCC Cascade Campus Cafeteria
Fri	May 17	11:00 AM	Channel 30 - Replay
Sat	May 18	11:30 PM	Channel 30 - Replay
Sun	May 19	8:00 PM	Channel 29 - Replay
Tue	May 28	6:00 PM	Taped - East County Building
Thu	May 30	6:00 PM	Channel 30 - Replay
Fri	May 31	11:00 AM	Channel 30 - Replay
Sun	June 2	8:00 PM	Channel 29 - Replay
Tue	June 11	6:00 PM	Channel 29 - LIVE - Multnomah Building
Wed	June 12	6:30 PM	Channel 30 - Replay
Fri	June 14	11:00 AM	Channel 30 - Replay
Sat	June 15	6:30 PM	Channel 29 - Replay

Multnomah County Thursday Board Meetings

Thursdays	9:30 AM	Channel 30 - LIVE - Multnomah Building
Fridays	11:00 PM	Channel 30 - Replay
Saturdays	10:00 AM	Channel 30 - Replay
Sundays	11:00 AM	Channel 30 - Replay

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Executive Committee Agenda



June 4, 2002

7:30 a.m. to 9:30 a.m.

Multnomah Building, Room 315 (note change of room and time)

7:00 a.m. to 7:30 a.m. Coffee and Breakfast Snacks

- I. Introductions
- II. Approval of the Minutes from April 2, 2002
- III. Announcements 15 minutes
 - LLEBG Timeline - Community Justice Director Joanne Fuller
 - Legal Citizen of the Year - Ed Schmidt, MESD
 - Jail Bookings – Sheriff Noelle
 - Other?
- IV. Emergency Preparedness Update 30 minutes
 - Multnomah County - Chair Linn, Health Department Director Lillian Shirley, and Sheriff Dan Noelle
 - City of Portland - Elise Marshall from Mayor Katz's Office and the Portland Police Bureau
 - State and Federal
- V. Title V Grant – Equal Access for At-Risk Girls 10 minutes
Department of Community Justice, Director Joanne Fuller and Lee Block
- VI. Discussion of Violation of Restraining Orders and Guns 25 minutes
Judge Welch, Karin Immergut from the US Attorney's Office, and DV Coordinator Chiquita Rollins
- VII. Update of LPSCC Working Groups 10 minutes
DSS Justice, Court Work Group – Pre-trial efforts, Alcohol and Drug and Mental Health
- VIII. Budget Cuts Impacting Interagency Collaborations 20 minutes
 - Cities – Portland and Gresham
 - County – DA, DCJ, MCSO
 - State and Federal
- IX. Next Meeting and Agenda Items
 - September 10, 2002, 7:30 a.m. RM 635 (Note change to accommodate Labor Day)
 - Agenda Items - Racial Over-representation Report, Legislative Issues, Updates on Working Group Efforts

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Multnomah
County

BOGSTAD Deborah L

From: KIRK Christine A
Sent: Thursday, May 30, 2002 3:56 PM
To: PPB - Candy Turay; Bonnie Plane; Doug Bray - Courts; Jeff Cogen ; Judy Tuttle (jtschedule@ci.portland.or.us); Leslie D. Nelson (leslie_nelson@mesd.k12.or.us); MESD - Susen L. Ritchey; Peter Ozanne (paozanne@aol.com); WESSINGER Carol M; BRIDGES Laura M; COMITO Charlotte A; CONNOLLY Priscilla L; DEVORE Dave S; Elise Marshall, Mayor's Office ; FARRELL Delma D; KIRK Christine A; LEE Beckie K; LEWIS Sue E; MCKEEL Gail H; MOYER Catherine M; NOVICK Steve; PHELAN Judy N; Senator John Minnis ; Judge Dale Koch (dale.r.koch@state.or.us); Judge Frantz ; SHERIFF; BALL John; CRUZ Serena M; FULLER Joanne; Giusto, Bernie A.; Hennings, Jim; Judy Hadley ; Katz, Mayor Vera; Kroeker, Mark A.; LINN Diane M; Mathis, Ray; Mosman, Michael; NAITO Lisa H; RAKOWITZ John A; ROLLINS Chiquita M; Saltzman, Dan; Schmitt, Ed (MESD); SCHRUNK Michael D
Cc: SHIRLEY Lillian M; BLOCK Lee E; 'Margie Mendoza '; 'helga.m.barnes@state.or.us'; BOGSTAD Deborah L
Subject: LPSCC EXEC on the 4th - RM 315 7:30 to 9:30

The LPSCC Executive Committee Meeting Agenda for June 4, 2002 is below. Please note the time and location changes for this meeting (new room and the meeting is 30 minutes longer than usual.) Also, attached for your review are the overview of the Title V Grant that we will be discussing and the draft minutes to the last meeting.

The main discussion items are: status of emergency preparedness efforts, guns/DV, and budget impacts on cross organizational issues/LPSCC priority areas (for example alcohol and drug/mental health issues, data collection, validation and reporting...)

If you have not already sent in an RSVP, please email Carol at carol.m.wessinger@co.multnomah.or.us or call 503.988.5522. FYI - A quorum of County Commissioners will be present at the meeting.

The next meeting date will be September 10, 2002, 7:30 to 9:00 a.m. RM 635 of the Multnomah Building. Please mark your calendars.



Agenda 4-2-02.doc Multnomah County
(81 KB)



Department of...



Minutes April 2,
2002.doc (51 ...)

Christine Kirk
LPSCC Director
503.988.5894

June 4, 2002
7:30 a.m. to 9:30 a.m.

Multnomah Building, Room 315 (note change of room and time)

7:00 a.m. to 7:30 a.m. Coffee and Breakfast Snacks

- I. Introductions
- II. Approval of the Minutes from April 2, 2002
- III. Announcements 15 minutes
 - LLEBG Timeline - Community Justice Director Joanne Fuller
 - Legal Citizen of the Year - Ed Schmidt, MESD
 - Jail Bookings – Sheriff Noelle
 - Other?
- IV. Emergency Preparedness Update 30 minutes
 - Multnomah County - Chair Linn, Health Department Director Lillian Shirley, and Sheriff Dan Noelle
 - City of Portland - Elise Marshall from Mayor Katz's Office and the Portland Police Bureau
 - State and Federal
- V. Title V Grant – Equal Access for At-Risk Girls 10 minutes

Department of Community Justice, Director Joanne Fuller and Lee Block
- VI. Discussion of Violation of Restraining Orders and Guns 25 minutes

Judge Welch, Karin Immergut from the US Attorney's Office, and DV Coordinator Chiquita Rollins
- VII. Update of LPSCC Working Groups 10 minutes

DSS Justice, Court Work Group – Pre-trial efforts, Alcohol and Drug and Mental Health
- VIII. Budget Cuts Impacting Interagency Collaborations 20 minutes
 - Cities – Portland and Gresham
 - County – DA, DCJ, MCSO
 - State and Federal
- IX. Next Meeting and Agenda Items
 - **September 10, 2002, 7:30 a.m. RM 635 (Note change to accommodate Labor Day)**
 - Agenda Items - Racial Over-representation Report, Legislative Issues, Updates on Working Group Efforts

Agenda

PUBLIC SAFETY
COORDINATING
COUNCIL OF
MULTNOMAH
COUNTY

Executive Committee Meeting
April 2, 2002
7:30 a.m. to 9:00 a.m.
Multnomah Building, Room 635
Chair, Lisa Naito

7:00 a.m. to 7:30 a.m.

Coffee, bagels, copies of the *Oregonian* and the *Tribune*

- I. Introductions and Announcements
- II. Approval of the Minutes
- III. Continuation of Discussions from the March 18 meeting: 25 minutes
 - 1. ROCS 10 minutes
 - Michael D. Schrunk*
 - 2. Pre-Trial 10 minutes
 - Judge Frantz, Joanne Fuller, and Sheriff Noelle*
 - 3. Other Items?
- IV. Discussion of Violation of Restraining Orders and Guns 20 minutes
 - Mike Mosman and Chiquita Rollins*
- V. Potential Budget Cuts with Cross-Organizational Impacts 25 minutes
 - 1. Cities – Portland and Gresham
 - 2. County – DA, DCJ, MCSO, and cuts to community services
 - 3. MSCO and police efforts to reduce bookings
 - 4. State and Federal
- VI. Next Meeting and Agenda Items
 - 1. May 7, 2002
 - 2. June 4, 2002 - Emergency Preparedness
 - 3. Items –
 - Budget Cuts and Legislation
 - Working Group Efforts
 - DSS Justice – priorities, new organizational structure, and project status
 - A and D
 - Mental Health – May 15, 2002 conference and group recommendations
 - Court (pre-trial and the court reminder system)

DRAFT
LPSCC EXECUTIVE COMMITTEE
MEETING MINUTES
April 2, 2002
7:30 to 9:00 a.m.

I. Introductions and Announcements

Introductions:

LPSCC Executive Committee Members: Commissioner Serena Cruz, Joanne Fuller, Chief Bernie Giusto, Jim Hennings, Judge Dale R. Koch, Judge Julie E. Frantz, Chief Mark Kroeker, Sheriff Dan Noelle, Ray Mathis, Chiquita Rollins, U.S. Attorney Michael Mosman, Senator John Minnis, District Attorney Mike Schrunck, Elise Marshal for Mayor Katz, John Rakowitz Multnomah County Chair's Office, Doug Bray Multnomah County Courts, and Commissioner Lisa Naito LPSCC Chair

Staff to Committee Members and Guests: Karin Immergut U.S. Attorney's Office, Aisling Coghlan City Commissioner Dan Saltzman, Christine Kirk LPSCC, Charlotte Comito Commissioner Naito's Office, Carol Wessinger LPSCC, Abbey Stamp-O'Connor, and Gail McKeel DSS-Justice,

Announcements:

- Commissioner Lisa Naito acknowledged the retirement of Judge Ellis and thanked him for all the time and hard work he had put into the committee. Judge Ellis was given a plaque in recognition of his service from the LPSCC Executive Committee. She then welcomed Judge Dale Koch and congratulated him on his new position.
- Commissioner Naito announced that there will be a Mental Health Conference May 15th, 2002 from 1-5:00pm.
- Ray Mathis announced that he would be leaving the Crime Commission in August. They are looking for candidates for to fill his position. If any one had any suggestions, he asked that you forward them to him.

II. Approval of the Minutes

- The minutes of the last meeting were approved.

III. Continuation of Discussions from the March 18th Meeting

1. ROCS

Mike Schrunck emphasized the need to keep data coming concerning the over-representation of minorities in the criminal justice system. There needs to be checks made on the key data points on arrest, defense and incarceration. Timely accurate information that allows the policy makers to track the impact of their decisions is needed.

A draft report from the ROCS process will be brought in front of this group for final approval. Naito asked that after the report is done that people get around the table

and talk about implementation. Naito acknowledged this will be an ongoing problem which will need to be dealt with continuously. She thanked Mike Schrunk for his efforts.

Sheriff Noelle made a commitment to collect the data and keep looking at this issue within his organizations. He suggested writing a letter stating the commitment of all of the agencies. The group agreed this is a good idea and that it will be done.

2. Pre-Trial Efforts

On April 15th the Presiding Judge signed an order which clarifies what responsibilities are delegated to pre-trial release officers. It specifically addresses restrictions on release officer has authority and also where only a judge has authority to grant release.

The Court Work Group is working on a pre-trial instrument as well as ways to help get people to court. Ideas are an automated phone call system and appointment cards.

The Sheriff's Office has moved Close Street Supervision into the old records space at MCCF. This will allow better integration of services between DCJ and MCSO pre-trial services.

IV. Discussion of Violation of Restraining Orders and Guns

U.S. Attorney Mosman discussed the April 24th Oregonian Article and what the federal system can and cannot do in Oregon. Their jurisdiction has a limited to marginal role in most of these cases.

There is currently a national program called Project Safe Neighborhoods where they are working at cutting gun violence. The strategy of this program is to be state and locally driven. The current statistics show gun violence dropping while gun violence in Domestic Violence is increasing.

In protective orders after a hearing in which respondent receives notice it must go to a contested or ex parte procedure. Information on this is not automatically visible to the DA and Arresting Officer. In Oregon, Domestic Violence the treat or use of physical force (Assault 4) could be an identifying marker. Harassment is not likely to garner federal prosecution. Judges need to be specific in sentencing orders that the person cannot have guns. The relationships between parties need to be written in a plea check list.

Chiquita Rollins updated the group of the efforts of Judge Welch. Judge Welch is very concerned at the level of domestic violence which has occurred in the last few months resulting in deaths due to guns. Chiquita went over some of the issues. It was pointed out that a judge can order for there to be no guns but, in reality, this is very hard to enforce. Parole Officers point out to offenders that if they are found in possession of a firearm while still under a restraining order it is a mandatory jail sentence of 6 months.

The Family Law Advisory Committee will be getting a copy of all restraining orders to the police by late April. Mayor Katz office is working with the city attorney to help identify the gaps in gun possession. There is a realization that there needs to be better gun tracking and is interested in getting the ATF involved.

Bernie Giusto brought up the cultural gap found in the Latino community with Domestic Violence. There is a lack of understanding within this community what they have done wrong. When a restraining order is given it needs to be in Spanish as well. Another point brought up was what percentage of those arrested have prior convictions. If this is the case they should not have a gun anyway and can be prosecuted or the felon in possession. Also, if someone is under supervision they do not have the right to have a firearm

Judge Koch discussed that there are 3,000 Family Abuse Prevention Act cases and 25% request a hearing.

One of the issues is where to place guns if they can be taken. Noelle offered to find a place for this. MCSO can set up a system and place where guns can be dropped off. The Civil Deputies when serving restraining orders can tell people they cannot have them. A second hearing can be set up to see if people surrendered the firearm.

Schrunk mentioned that the barriers may be opportunities. There are some that can be removed through better information. He asked that a list of barriers be created and brought to this table. We have already come a long way in this area.

The group would like this brought back in June and would like to look at the legislative issues. Senator Minnis suggested that the group meet with Bill Taylor. This is a politically volatile issue that requires appropriate legal research. At the time of arrest there are many legal issues. Officers need clear statutory authority.

V. Potential Budget Cuts and Cross-organizational Impacts

1. Cities – Portland and Gresham

Chief Kroecker discussed their struggles during the budget cuts to keep police officers involved in their core mission. He discussed areas that require a great deal of police time. The issue of Mental Health has a huge impact on their budget. The cost of overtime is enormous for those officers who go to court to testify. Of those officers who do go to court only 5% end up testifying. This is a terrible waste. There is discussion on video conferencing testimony or testifying from the precinct. This is currently being worked on. If this process were simplified it would be far more affordable to have officers testify. Five officers have been taken out of Planning and Support and put back on the street.

It was announced at this point that the Mayor's budget will be ready one month late (May 1st). The police have been asked to cut 7.2%, but the Mayor is not likely to

make this deep of a cut. The cuts will impact the DA investigators, elder abuse, child abuse, Womenstregth, and precinct hours.

Bernie Guisto discussed the growing gaps in services in Gresham. It is undermining the confidence of the department. As they are cutting budgets they are seeing a 30% increase in calls for service. Smaller agencies are particularly hard hit. Reports are being written but follow-up is almost impossible. They are also seeing a rise more serious crimes.

2. County – DA, DCJ, MCSO and cuts to community services.

Diane Linn's budget will be coming out May 2nd.

The DA's office will make minor cuts to their staff that will most likely affect drug, property, and misdemeanor crimes.

Noelle has worked with the Chief's forum to look at who we can stop booking as a way to prevent jail over-crowding. A side affect of limiting bookings will most likely be increased FTAs. The crimes are: misdemeanor traffic crimes, small drug possessions, some class III A misdemeanors, all B & C misdemeanors and fish & game arrests. Some property crimes also would not be booked. These are all quality of life crimes which drive people crazy. There is already a community safety exemption, for cases, where a Sergeant approves that the person needs to go to jail. These changes will just minimize matrixing not budget cuts.

Joanne Fuller, DCJ Director, discussed the need to reduce jail beds. There may be ways to increase the speed in which Measure 11 cases are handled. Since these defendants go to the State, it would get people out of our jail faster. The pre-trial work is also a way to decrease jail use. Another is to look at reducing sanction days for probation violations.

3. State

Judge Koch shared that the Courts have taken a big cut. The cut was 1.7 million. Twenty eight employees got notices. Eight others are not being filled. Twenty people have been reassigned to cover collections as they are required to fill these by the State. The cuts are devastating to the courts ability to enter data, staff desks, and file.

Jim Hennings pointed out crime is the least problem most of his clients have – they have huge A & D and Mental Health issues.

VI. Closing

Commissioner Naito closed the meeting by indicating that we would talk about budgets again at the next meeting. We will specifically want to talk about cross organizational impacts. There is a briefing to the Board of County Commissioners

today on the alcohol and drug system. Good work has been done in charting where the money is going.

The meeting concluded at 9:08am and Naito thanked everyone for coming.

Multnomah County Department of Juvenile Community Justice
Title V Grant
Equal Access for At-Risk Girls

In 1999 the Multnomah County Department of Juvenile Community Justice applied for a \$50,000 Title V Grant to address gender specific (female) Juvenile delinquency prevention. The project title is Equal Access for At-Risk Girls and the Oregon Criminal Justice Commission administers the grant. The grant was awarded for 1999 – 2000 and was renewed again for 2000 – 2001. The Federal Title V program rules require that a local Prevention Policy Board be established for the grant. The Local Public Safety Coordinating Council (LPSCC) serves as the Prevention Policy Board for this Title V Grant. The Department of Juvenile Community Justice is seeking the approval and endorsement of LPSCC in renewing the grant for the final year and continuing the grant through September 2002.

Data on female delinquency provides convincing evidence that more prevention and intervention services are needed for girls. Female delinquency has increased more than male delinquency in recent years. The goals and objectives of the Title V Grant are as follows: 1) to work in a SUN school facility; 2) to identify girls with risk factors that, without intervention, could lead to their involvement or increased involvement in the juvenile justice system; 3) access, track and supervise at-risk girls; and 4) to utilize existing and new resources to involve teachers, families, communities and community agencies in addressing risk factors and strengthening protective factors. We have accomplished or made substantial progress in meeting all 4 of the goals and objectives.

With grant funding the department has placed a Juvenile Court Counselor (JCC) at George Middle School in north Portland. George Middle School is part of the School Uniting Neighborhoods (SUN) initiative. The SUN initiative is a collaborative model to extend the school day with the goal to connect and integrate the school and community. The JCC collaborates with existing delinquency prevention and support programs in the school district and community to provide services to identified at-risk females who are enrolled at George Middle School. A student based referral committee composed of the JCC, school administrators and staff reviews cases of female students identified by teachers as being high risk. The identified students may present community risk factors (e.g. drug availability), family risk factors (e.g. parental approval or excuses), school risk factors (academic failure or truancy), and individual risk factors (e.g. anti-social behavior). The JCC together with the youth's family, the school and community agencies work toward enhancing protective factors that promote positive behavior in the at-risk youth. To evaluate the effectiveness of the services provided, the Oregon Juvenile Crime Prevention (OJCP) screen / assessment is administered to all of the youth who participate in the project and the OJCP is completed a second time on each youth transitioning out of the program. The OJCP identifies the risk and protective factors of each participant. A comparison will be made between the first and second screen / assessment to determine if there is a change in the risk and protective factors.

MEETING DATE: June 4, 2002
AGENDA NO: WS-1
ESTIMATED START TIME: 9:30 AM
LOCATION: Boardroom 100

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Work Session on Multnomah County 2002-2003 Budget

BOARD BRIEFING: DATE REQUESTED: Tuesday, June 4, 2002
REQUESTED BY: Chair's Office/Budget Office
AMOUNT OF TIME NEEDED: 2.5 Hours

REGULAR MEETING: DATE REQUESTED: _____
AMOUNT OF TIME NEEDED: _____

DEPARTMENT: DBCS DIVISION: Budget & Service Improvement

CONTACT: Tony Mounts TELEPHONE #: (503) 988-4185
BLDG/ROOM #: 503/4

PERSON(S) MAKING PRESENTATION: Chair Diane Linn, John Rakowitz, Tony Mounts,
Invited Others

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☒ POLICY DIRECTION ☐ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

Work Session on 2002-2003 Multnomah County Budget

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Diane M. Linn

(OR)

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Board Clerk @ (503) 988-3277 or email
deborah.l.bogstad@co.multnomah.or.us



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY JUSTICE
501 SE Hawthorne Blvd, Suite 250
Portland, Oregon 97214
(503) 988-3701 Office
(503) 988-3990 Fax
(503) 248-3561 TDD

BOARD OF COUNTY COMMISSIONERS
Diane Linn • Chair of the Board
Maria Rojo de Steffey • District 1 Commissioner
Serena Cruz • District 2 Commissioner
Lisa Naito • District 3 Commissioner
Lonnie Roberts • District 4 Commissioner

MEMORANDUM

TO: Board of County Commissioners
CC: Chair Diane Linn, Johh Rakowitz, John Ball and Tony Ball
FROM: Joanne Fuller
DATE: May 28, 2002
SUBJECT: Responses to budget presentation questions

The memo is in response to several questions raised at DCJ's May 14th budget presentation to the Board of County Commissioners. I hope that the information provided here fully answers the questions raised by the board members, but if any of you would like additional information or would like to discuss these issues further, please let me know.

Use of County General Fund in Adult Community Justice Division

Commissioner Cruz requested additional information regarding the programs in the adult division that were funded through county general fund. Theoretically, state community corrections dollars fund supervision of felony offenders. In Multnomah County, these state funds do not entirely cover the costs of providing supervision. County general fund is used to supplement state funds for felony supervision and to fund local policy-based programs and services, such as supervision of domestic violence misdemeanants, alcohol and drug free transitional housing, and enhanced transitional services. Several factors related to the technical development of the budget and SAP complicates this picture. For fiscal year 2003, departments were asked to implement administrative cost assessments due to difficulties with indirect costs in SAP. In DCJ, administrative costs were transferred to general fund and then assessed / spread out to all direct service cost centers / programs. Also in fiscal year 2003, departments were asked to discontinue the use of general fund cash transfer, which had previously allowed for more flexibility in budgeting programs. I have asked my budgeting staff to review our budgeting practices to ensure that our policy is clear regarding the funds in which programs are budgeted. The attached *Table A* provides a description of expenses in the adult division currently funded through county general fund.

FTE Reductions

The department's approved budget includes a reduction of 17 FTE. Subsequent negotiations regarding the School Attendance Initiative redesign resulted in the reduction of two additional positions for a revised total of 19 FTE. Currently seven of these positions are vacant and twelve are filled. DCJ's human resources staff believes that these reductions may possibly result in layoffs of one permanent employee and one or two probationary employees. While the final layoff situation is dependant upon many factors, including pending retirements, turnover, and other personnel issues, DCJ's human resources staff is working with multiple scenarios to try to achieve the best possible result for our staff.

Table A
Department of Community Justice: Adult Division
Fiscal Year 2003 Approved Budget by Fund

Service Area	General Fund		DOC & Other Rev		Total FY 03 Budget		Description of General Fund Expenses
	FTE	Amount	FTE	Amount	FTE	Amount	
ACJ Management	4.00	435,224			4.00	435,224	Management and administrative expenses, including contracts for interpreter services. Costs to be assessed out to direct service areas.
Continuum of Force Training	1.00	197,438			1.00	197,438	Staff training in continuum of force, includes 1 FTE PA, contract with City for radios, training equipment, and firing range costs.
Centralized Intake	12.00	603,122	24.00	1,557,888	36.00	2,161,010	Personnel costs for centralized intake
Pre Trial Services	15.00	872,018	9.00	497,053	24.00	1,369,070	\$817k in personnel costs, \$20k in training for court & family services staff, \$17k other materials & supplies, \$18k internal service reimbursements
Presentence Investigation			6.00	453,032	6.00	453,032	
Hearings Unit			5.00	335,930	5.00	335,930	
Local Control Supervision			10.00	681,528	10.00	681,528	
Family Services Unit	7.50	567,342	5.00	554,804	12.50	1,122,146	\$522k in personnel costs, \$20k client funds, i.e., bus tickets and other assistance, \$8k other supplies, \$17k internal service reimbursements
Clean Court Unit			11.00	672,702	11.00	672,702	
Mid County Field Office		22,273	18.00	1,297,529	18.00	1,319,802	Centralized staff training dollars
Special Supervision Team	0.70	55,401	2.00	148,304	2.70	203,705	Personnel costs. Ph.D. level staff administers HARE Psycopathy Scale to serious offenders.
Gresham Field Office			13.00	971,148	13.00	971,148	
Central Field Office	1.00	49,661	20.00	1,613,696	21.00	1,663,357	Personnel costs 1 FTE Corrections Tech
North Field Office	1.00	75,121	35.00	2,690,954	36.00	2,766,075	\$49k personnel costs, \$26k centralized staff training dollars
Peninsula Field Office			10.00	833,030	10.00	833,030	
Low / Limited Risk Response Team			6.00	423,141	6.00	423,141	
African American Program	3.50	235,889	0.50	27,984	4.00	263,873	\$231 personnel costs, \$4,700 supplies including client bus tickets
DUII Supervision Unit			9.71	612,395	9.71	612,395	
Domestic Violence Supervision	15.00	1,172,783	3.00	191,742	18.00	1,364,525	\$918 personnel costs, \$38k including psych evals and contracted services for domestic violence counseling, \$216 in internal service reimbursements including facilities
West Office Supervision	2.00	286,855	23.00	1,551,000	25.00	1,837,855	\$161k personnel costs, \$91k Contract for exterior security services at Mead Building, \$34k centralized staff training.
Mead Building Facilities Costs		1,360,214				1,360,214	Centralized costs for all units at Mead Building
Adult Day Reporting Center	4.00	249,043	12.00	998,429	16.00	1,247,473	\$219k personnel costs, \$30k contracted services and client supplies, such as bus tickets.
Londer Learning Center		40,000	7.30	667,790	7.30	707,790	Employment Services Contract with Better People

Table A
Department of Community Justice: Adult Division
Fiscal Year 2003 Approved Budget by Fund

	General Fund		DOC & Other Rev		Total FY 03 Budget		
Service Area	FTE	Amount	FTE	Amount	FTE	Amount	Description of General Fund Expenses
Adult Forest Camp	7.00	564,566			7.00	564,566	\$456k personnel costs, \$71k materials and supplies, including food and work equipment, 35k motor pool. Sanction for adult offenders used as an alternative to jail, operated in conjunction with juvenile forest project.
Adult Community Service			8.50	735,139	8.50	735,139	
Transition Services Unit	11.83	1,390,632	2.00	1,338,657	13.83	2,729,289	\$752k personnel costs, \$487k contracted transitional housing, \$50k operational costs for county owned transitional housing, \$99k internal service reimbursement.
Adult Division Total Budget	84.53	8,177,582	233.80	18,429,929	324.54	27,031,457	

ANSWERS TO BCC QUESTIONS FROM
5/22/02 LIBRARY BUDGET WORKSESSION

24. What are the top four budgeted items in contractual services?

NOTE: total contractual services in next year's budget: \$1,758,942.

- a. Supplemental payment to the Oregon Historical Society - \$280,000
This is the fifth year payment as per our promise to OHS.
- b. Fees for many special program providers - \$163,000
- c. Contract with Unique Management Services for debt collection - \$160,000
This is the library-specific collection agency that we spoke of at the meeting. See also information provided in answer to question number 3.
- d. Fees to various vendors for preprocessing of library books and other materials - \$150,000

25. Why did Central Library and Community Services/Neighborhood Libraries both have a decrease in FTE, yet Central Library's budget increased while Community Services' budget decreased?

Community Services budget decreased (from \$12.86 to \$12.58 million) because there were additional funds budgeted in FY 02 to cover the expense of opening two new libraries and reopening two others. For example in FY 02, there was an extra \$390,000 budgeted for supplies that is not budgeted in FY 03. The budget for supplies for 03 is now at a more normal level of \$103,685.

In FY 03, the on-call budget has been reduced by about \$140,000 (to just under \$300,000). The building management budget was also reduced by \$222,000 based on estimates received from F&PM. Reductions in these and other areas total \$975,000.

These reductions, along with a lower indirect rate, offset the increase in personnel costs of \$840,000. (As a reminder, the COLA for 02 was budgeted as a lump sum in the Support Services division for the entire library, so the increase in personnel is due to this year's COLA plus next year's, along with the insurance rate increase). This leaves Community Services with an overall decrease between FY 02 and 03 of \$280,000.

Central Library did not have any one-time expenses budgeted in FY 02, so there was nothing beyond actual FTE cuts to absorb the additional personnel costs in FY 03. Overall, Central's personnel costs increased by about \$433,000 even though the total FTE decreased by 18. There was also an additional \$103,000 added to Central's building management budget based on estimates from F&PM.

These two amounts explain the \$552,000 increase in Central's budget between FY 02 and 03 (from \$10.1 to \$10.65 million).

26. What has the Library's experience been in using a collection agency and is this information that would be helpful to Animal Control?

We use a collection agency (Unique Management Services) that limits its practice to libraries. Because they focus on libraries, they understand our threefold interest: getting books returned, collecting fines, and getting people back as library users. Patron's accounts are referred to the collection agency when they reach \$30. In the first year of using the agency (1998-99), 29,250 accounts were referred. After that initial "clean-up" year, 17,521 accounts were referred in 1999-00 and 19,116 in 2000-01 (about 4% of all library cardholders).

Library staff are available to work directly with someone from Animal Control if that would be useful.

27. Please follow up with information about public service changes that involve automation and/or patron self service (express checkout and hands-on holds).

We will contact each commissioner about these changes. We'll provide a written summary, including the reasons for these changes and the impact on the public and on staff. You'll receive this information early in June.

We can brief you individually or provide a briefing for the Board as a whole. If you have specific questions you'd like to be sure we address, please let us know.



MULTNOMAH COUNTY, OREGON

COUNTY COMMISSIONERS

DIANE LINN, CHAIR
MARIA ROJO DE STEFFEY, DISTRICT #1
SERENA CRUZ, DISTRICT #2
LISA NAITO, DISTRICT #3
LONNIE ROBERTS, DISTRICT #4

DEPARTMENT OF SUPPORT SERVICES

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

MEMORANDUM

TO: Board of County Commissioners

FROM: David Boyer, Finance Director
Tony Mounts, Budget and Service Improvements Director

DATE: June 3, 2002

AGENDA DATE: June 4, 2002

SUBJECT: Review and Approve Financial and Budget Policies for Multnomah County

I. Recommendation / Action:

Approve the 2002-2003 County Financial and Budget Policies. (Replaces Financial and Budget Policy Resolution 01-142)

II. Background / Analysis:

Each year the Finance and Budget Policies are updated. The Budget & Service Improvement and Finance, are recommending the attached Finance and Budget Policies be adopted for the 2001-2002 fiscal year.

There are several changes being recommended. They are as follows:

- Added a policy on preparing a financial forecast for the General Fund. A five year financial forecast has historically been prepared for the General Fund. This policy formalizes the importance of this forecast.
- Reserve section has been modified to recognize that the County used some of the reserve funds to balance the FY 2001/2002 budget. Affirms the current policy of setting a goal to have 5% of General Fund revenues budgeted in unappropriated fund balance. The policy defines the funding plan over the next three years. The Unappropriated fund balance for fiscal year 2002/2003 is \$10.1 million.

In addition the reserve section has been expanded to include a General Reserve Fund that is separate from the General Fund. This policy is being added to help maintain our Aa1 Moody's bond rating. The goal is to maintain this fund at approximately 5% of the total budgeted revenues of the General Fund. This reserve fund is to be used for extreme emergencies. Extreme Emergencies is defined as uses for disaster relief, essential services or expenditures that are related to public life and safety issues. The General Reserve Fund Unappropriated fund balance for fiscal year 2002/2003 is \$9.1 million.

- Policy statement relating to sale of property, capital improvement plan, allocation for facilities maintenance and repair and facility operations have been combined. Major items in the policy requires a five year capital plan, funding of Asset Preservation Fund, requires service level agreements, categories of buildings and disposition of surplus property.
- Updated various other sections with current year information. No policy changes.

The following is a brief summary of each policy statement.

GENERAL FUND FINANCIAL FORECAST: The Board of County Commissioners recognizes the importance of combining the forecasting of revenues and the forecasting of expenditures into a single financial forecast. Budget and Service Improvement will prepare a five year financial forecast for the General Fund that assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve its goals.

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

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

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

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

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

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

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

USES OF ONE-TIME-ONLY RESOURCES POLICY STATEMENT: It is the policy of the Board that the

County will fund ongoing programs with ongoing revenues. When the County receives unrestricted one-time-only revenue, the Board will consider setting these funds aside for reserves or allocating them to projects or programs that will not require future financial commitments. The Board will use the following criteria when allocating these one-time-only receipts:

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

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

ENTREPRENEURIAL ACTIVITIES POLICY STATEMENT: The Board wishes to reduce the cost of services to taxpayers as much as possible consistent with fairness, common sense and ethical consideration. The primary purpose of the County engaging in any entrepreneurial activity will be that the dissemination of the product itself serves a public interest (broadly defined) independent of the net revenue obtained and the County will conduct itself in the marketplace accordingly.

RESERVES POLICY STATEMENT: noted above

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

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

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

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

CAPITAL ASSET MANAGEMENT POLICY: The County shall prepare, adopt and annually update a five-year Capital Improvement Plan (CIP). The Plan will identify and set priorities for all major capital

asset acquisition, renovation, maintenance or construction projects. The Capital Improvement Plan shall identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance. In order to facilitate CIP discussions and to create a clear alignment of policy and funding, the Facilities and Property Management Division shall evaluate all owned County facilities and shall maintain a current list of facilities which are in substantial compliance with all applicable building codes and which have no required capital work.

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

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

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

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

INTERNAL SERVICE FUND POLICY STATEMENT: Multnomah County will establish internal service funds for the following services: (see policy statement above)

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

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

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

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

For a complete understanding of the policies, the attached document should be read.

III. Financial Impact:

No immediate financial impact will result from this action. The existence of the policies, and the County's adherence to them, has a positive effect on bond rating agencies which generally lowers the interest rates paid by the County on bonds. The policies are designed to preserve the County's overall fiscal stability.

IV. Legal Issues:

None

V. Controversial Issues:

There are various controversial issues that are discussed during budget deliberations. Issues discussed this year related to the use of reserve funds, use of one time only funds, the allocation of capital funding and policy related to the asset preservation funding.

VI. Link to Current County Policy:

These policies will continue to define the financial activities of the County for the next year.

VII. Citizen Participation:

None

VIII. Other Government Participation:

None

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

RESOLUTION NO.

Adopting Financial and Budget Policies for Multnomah County, Oregon

The Multnomah County Board of Commissioners Finds:

- a. The Board is the fiscal authority for Multnomah County government.
- b. The Department of Business and Community Services is responsible under MCC 7.001 for the budget and fiscal operations of the County.
- c. The Director of Business and Community Services is responsible for the preparation and management of the budget and for the management of the financial operations of the County.
- d. A financial and budget policy will provide for prudent financial practices.

The Multnomah County Board of Commissioners Resolves:

1. The Financial and Budget Policies set forth in Exhibit A are the policies of Multnomah County.
2. The Director of Business and Community Services is directed to administer these Financial and Budget Policies.
3. The Director of Business and Community Services is directed to review and update these policies as needed but not less than annually.
4. The Director of Business and Community Services is directed to inform the Board on the status of these policies annually.

This Resolution replaces Resolution No. 01-142.

Adopted this day of June, 2002.

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

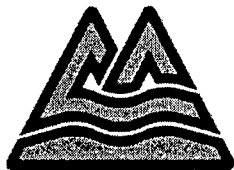
Diane M. Linn, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Thomas Sponsler, County Attorney

EXHIBIT A



MULTNOMAH COUNTY OREGON

FINANCIAL AND BUDGET POLICY

FISCAL YEAR 2002-2003

Prepared by: Department of Business and Community Services

FINANCIAL AND BUDGET POLICY

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FINANCIAL AND BUDGET POLICY

GOALS

The goals of this financial policy are:

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

FINANCIAL AND BUDGET POLICY

FINANCIAL FORECASTS FOR THE GENERAL FUND

BACKGROUND:

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

FINANCIAL FORECASTS FOR THE GENERAL FUND POLICY STATEMENT:

The Board of County Commissioners recognizes the importance of combining the forecasting of revenues and the forecasting of expenditures into a single financial forecast. Budget and Service Improvement will prepare a five year financial forecast for the General Fund that assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve its goals. The General Fund revenue and expenditure forecasting will include the following:

1. Provides an understanding of available funding.
2. Evaluates financial risk.
3. Assesses the likelihood that services can be sustained.
4. Assesses the level at which capital investment can be made.
5. Identifies future commitments and resource demands.
6. Identifies the key variables that cause change in the level of revenue.
7. Identifies one time only resources and recommends appropriate uses

STATUS:

In compliance

FINANCIAL AND BUDGET POLICY

TAX REVENUES

BACKGROUND:

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

The 1990 passage of Measure 5 presented all local governments with a different kind of taxation problem: an increase in property tax levies by any government had the potential of reducing the property tax receipts of all other local governments-better known as compression.

To avoid this possibility, Multnomah County and the cities of Portland, Troutdale, Fairview and Wood Village agreed not to propose levies that would change their relative 1992-93 shares of the \$10 constitutional cap.

In 1991, following passage of the Measure 5, the Board considered, but did not pass, a Business Income Tax rate to offset some of the lost property tax revenue.

In response to a proposal of the Library Board (which had been tasked with recommending a long-term dedicated revenue source to replace property tax support of the Library system) the Board passed a utility excise tax in 1992, then rescinded the tax in 1993 before it took effect.

In November 1996, the voters of the State of Oregon approved a constitutional amendment, Ballot Measure 47, further limiting property taxes. In May 1997, the voters approved Ballot Measure 50 and repealed Measure 47. For Fiscal Year 1998, Measure 50 reduced the amount of property taxes imposed statewide by 17% from authorized levels (except taxes to pay exempt bonded indebtedness or Local Option levies approved by voters). Measure 50 limited the growth in taxable property value to 3% per year, with the exception on new construction. It also required that general obligation bonds and local option taxes must be approved by a majority of the voters at general election in even numbered years or at any other election in which not less than 50% of eligible registered voters cast a ballot-the double majority.

In November 1997, Multnomah County voters approved a five year Library Local Option Levy. The levy costs property owners 59 cents per thousand of assessed value per year.

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

In 1999 the County was approached with a proposal to increase the rates of both the Transient Lodging Tax and Motor vehicle Rental Tax and dedicate the proceeds to Metro and City of Portland for funding an expanded Convention Center, renovating Civic Stadium and renovating Portland Center for Performing Arts. The Board approved these increases in February 2000.

All of these tax decisions were made in an atmosphere of intense public and internal debate. Those debates consistently referred to these common factors: the progressivity of the tax, its administrative costs, its impact on the economy of the region, its effect on other local governments, and the degree to which the tax might be acceptable to the public.

FINANCIAL AND BUDGET POLICY

TAX REVENUE POLICY STATEMENT:

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

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

STATUS:

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

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

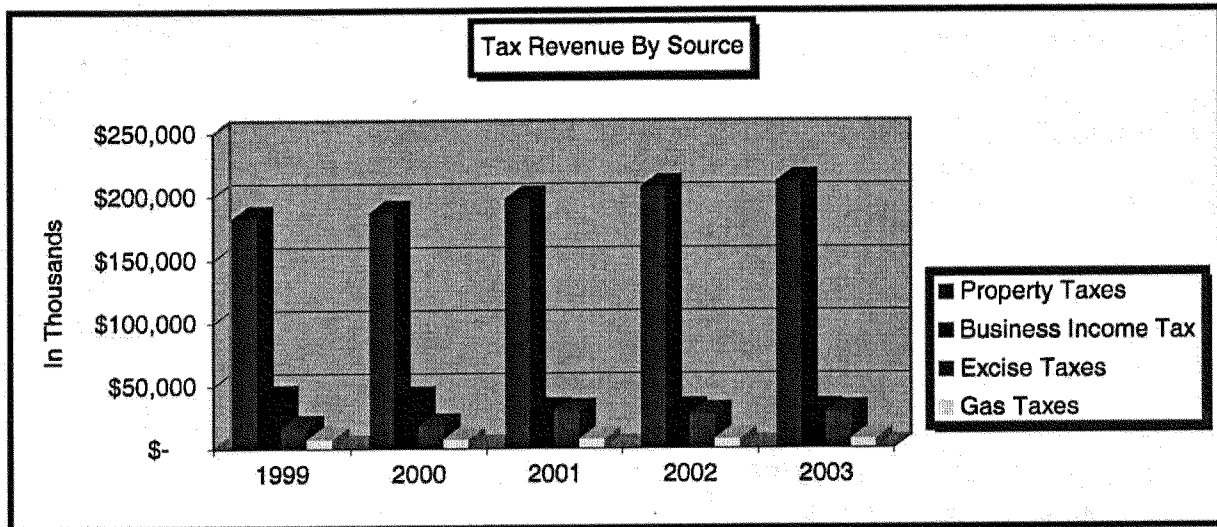
Business entities doing business in Multnomah County pay business income taxes (BIT) based on their net income.

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

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

FINANCIAL AND BUDGET POLICY

The County's tax revenues represent about 40% of the total Governmental Fund Type revenues (General and Special Revenue Funds). The following graph depicts the actual tax revenue by source since FY 1999. (FYs 2002 & 2003 are budget figures).



	1999	2000	2001	2002	2003
Property Taxes	\$ 183,155	\$ 187,256	\$ 198,188	\$ 207,036	\$ 211,775
Business Income Tax	40,904	39,934	30,377	30,176	29,635
Excise Taxes	16,974	18,101	29,821	27,284	28,712
Gas Taxes	7,470	7,221	7,372	7,278	7,375

FINANCIAL AND BUDGET POLICY

SHORT TERM LOCAL REVENUES

BACKGROUND:

Short-term revenues are sources of limited duration. The main source of these revenues has been serial levies for jail and library services and since the passage of Measure 50, a five-year local option levy for Library services. Continued use of short-term revenues for ongoing programs places these programs or other programs at risk if the voters fail to approve subsequent limited term levies.

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

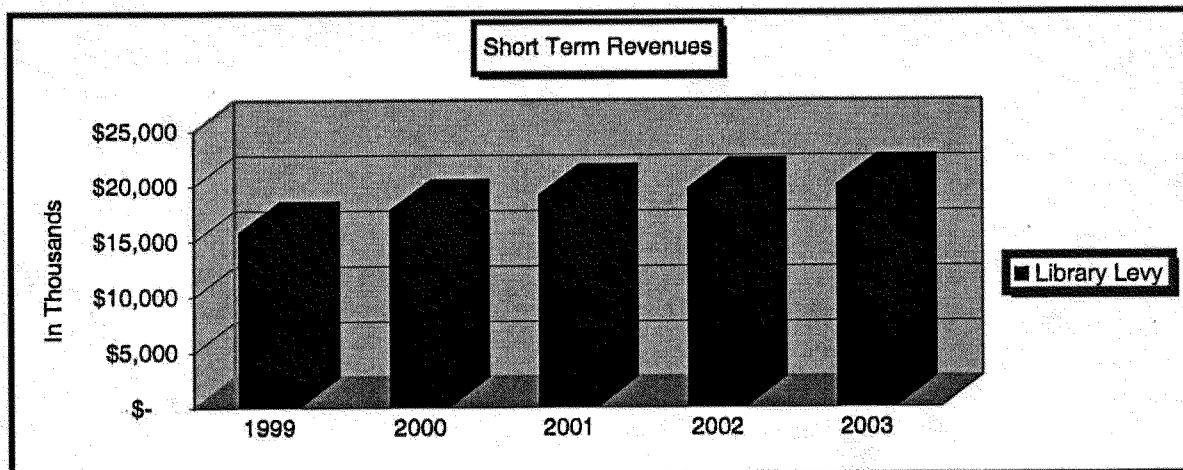
Measure 50 requires that any property tax measure needs both a majority vote and a 50% voter turnout unless it is voted on at a general election. Because of this requirement, it will be more difficult to obtain voter approval for short-term property tax revenues. Perhaps more important, the Constitution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

SHORT TERM LOCAL REVENUE POLICY STATEMENT:

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

STATUS:

On November 4, 1997, the voters approved a five year local option levy for library services. This levy costs property owners 59 cents per thousand of assessed value per year. In May 2002 the voters approved a library local option levy but there was not a 50% voter turnout. The Board will consider placing this measure on the November 2002 ballot. The following graph reflects the use of actual short term revenues since FY 1999 (FYs 2002 and 2003 reflect budgeted figures).



FINANCIAL AND BUDGET POLICY

TRANSPORTATION FINANCING

BACKGROUND:

Transportation infrastructure, roads and bridges, has not been funded adequately for either ongoing maintenance or capital improvements. In the Portland metropolitan area, growth is placing additional demands on the transportation system. Ongoing maintenance and improvements to this system are needed to continue economic growth, to alleviate existing transportation problems and to maintain the livability of the region.

Multnomah County's Capital Improvement Plan (CIP) has identified about \$13 million in transportation projects for the road system in Fiscal Year 2003 to fiscal year 2007. The county funds currently leverage another \$22 million for a total of \$35 million in projects over the 5 year period

Multnomah County also maintains and operates the Willamette River Bridges. These bridges are a critical link in a highly integrated transportation system. Regional growth makes it increasingly essential to keep all bridges in good working order with a minimum of downtime. The Fiscal Year 2003 budget includes approximately \$3 million of County funding to match \$19.3 million in federal funding. The CIP identified a need for construction and maintenance for Bridge Capital need over a 20 year period exceeds \$280 million. Anticipated revenue is approximately \$47 million leaving a \$235 million shortfall.

TRANSPORTATION FINANCING POLICY STATEMENT:

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

STATUS:

The 2001 Legislature passed House Bill (HB) 2142 to raise car title fees from \$17 to \$30 and truck title fees from \$30 to \$90. This increase would raise about \$39.5 million per biennium. The legislature also passed HB 2139 to increase DMV fees. The total increases would amount to about \$81 million. The State would be required to issue \$400 million in transportation bonds.

Revenues generated in excess of the amount needed to repay the bonds would be allocated, 50% to the State, 30% to Counties and 20% to cities.

FINANCIAL AND BUDGET POLICY

FEDERAL/STATE GRANT AND FOUNDATION REVENUES

BACKGROUND:

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

FEDERAL/STATE GRANT AND FOUNDATION REVENUE POLICY STATEMENT:

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

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

STATUS:

The fiscal Year 2003 Federal State Budget has grant revenue sources of about \$239,035,000.

FINANCIAL AND BUDGET POLICY

INDIRECT COST ALLOCATION

BACKGROUND:

The Federal and State Governments recognize that the cost of providing services includes the overhead cost of support services. Generally, federal and state grantors allow programs to recover overhead charges based on an indirect cost allocation plan. The County prepares an indirect cost allocation plan in accordance with federal guidelines. This plan determines the indirect cost rate charged to all operations funded with dedicated revenues. The central services in the Cost Allocation Plan include, but are not limited to: the County Auditor, County Counsel, Employee Services, Equipment Use, Finance, Insurance, Labor Relations, Budget & Service Improvement, Purchasing, Radio, and Records. In Fiscal Year 2003, the County is allocating departmental overhead costs directly to all programs in all departments except for the Sheriff and Library. Therefore the rates included in the cost allocation for the departments is for central services only. The Library's rate is 2.86% and the Sheriff's rate is 8.78%.

INDIRECT COST ALLOCATION POLICY STATEMENT:

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

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

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

STATUS:

The County is in compliance with this policy. The overhead rates for Fiscal Year 2003 is 2.2%

FINANCIAL AND BUDGET POLICY

USE OF ONE-TIME-ONLY RESOURCES

BACKGROUND:

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

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

RECURRING COSTS AND ONE-TIME-ONLY REVENUE POLICY STATEMENT:

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

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

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

STATUS:

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

FINANCIAL AND BUDGET POLICY

USER FEES, SALES and INTERGOVERNMENTAL REVENUES

BACKGROUND:

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

USER FEES, SALES and INTERGOVERNMENTAL REVENUE POLICY STATEMENT:

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

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

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

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

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

STATUS:

Departments are generally responsible for reviewing the fees and charges associated with their operations on an annual basis. There are four County departments which generate the majority of fee revenue – Business and Community Services, County Human Services, Health, Sheriff's Office and Community Justice. A complete review of the fees charged for services provided by the Health Department was conducted during Fiscal Year 1999. Planning fees were reviewed and increased during Fiscal Year 2000.

FINANCIAL AND BUDGET POLICY

ENTREPRENEURIAL ACTIVITIES

BACKGROUND:

As a consequence of carrying out duties or mandated functions, County programs and employees develop or acquire specialized skills, assemble information, and create educational and/or operational systems. Business, other governments or clients, who are not the primary focus of the County operation, may find these products or services economically valuable and are willing to pay for the specialized skills or products that relate to their business. In addition, County owned land or buildings may be strategically located or suitable for certain entrepreneurial activities.

Multnomah County will seek opportunities to sell a product or a service. When an opportunity does occur, County managers and policy makers face a complex decision about whether the activity will produce revenue; whether the revenue would benefit taxpayers who indirectly supported the development of the product or service; how the County should conduct itself in the marketplace consistent with the purposes for which the product or services was developed; and the use of the net revenue.

ENTREPRENEURIAL ACTIVITIES POLICY STATEMENT:

The Board wishes to reduce the cost of services to taxpayers as much as possible consistent with fairness, common sense and ethical consideration.

The primary purpose of the County engaging in any entrepreneurial activity will be that the dissemination of the product itself serves a public interest (broadly defined) independent of the net revenue obtained and the County will conduct itself in the marketplace accordingly. The Board recognizes that the decision to engage in entrepreneurial activities requires consideration of economic and public policy factors. In deciding whether to market County services and/or products the Board will consider the following:

1. Any legal restrictions that would prevent the action.
2. The ability of a County program to provide the service or product without allowing the marketing to interfere with its primary purpose.
3. Whether the product or service is superior, unique or benefits the taxpayers in the market, which may include location considerations.
4. The appropriateness of the product as it relates to a public agency.
5. The impact of marketing the particular service on the private sector providers of the same or related services. In general, the County should not compete with its taxpayers except where clearly justified under criterion 3 above.
6. The potential return compared to development or marketing cost associated with the proposed action.
7. Whether the County will subsidize its costs for providing the product or service.
8. In general, net revenues from entrepreneurial activity will be used to support or enhance the services linked to or used in the development of the product. The Board may make exceptions from time to time and use the revenues to fund other County priority services.

STATUS:

The County continues to explore entrepreneurial opportunities.

FINANCIAL AND BUDGET POLICY

RESERVES

BACKGROUND:

Annually using all available ongoing revenue to pay for ongoing programs can result in fluctuations in program levels as revenues vary from one year to the next. Programs added in one year based on positive short term receipts can cause programs of equivalent cost being cut in the next year if economic factors cause those revenues not to grow as fast as costs. This has a detrimental effect on service delivery over time. It reduces efficiency. It also sets up difficult budget problems that could be avoided if program decisions were made in the context of the County's long-term financial capacity rather than on the basis of revenue available from one year to the next.

Maintaining an appropriate reserve assists the County in maintaining its favorable bond rating, which is currently Aa1 from Moody's Investors Service. Moody's generally established benchmark for the General Fund Balance or reserve is a dollar amount equal to at least 1010% of actual General Fund revenues.

RESERVES POLICY STATEMENT:

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

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

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

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

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

FINANCIAL AND BUDGET POLICY

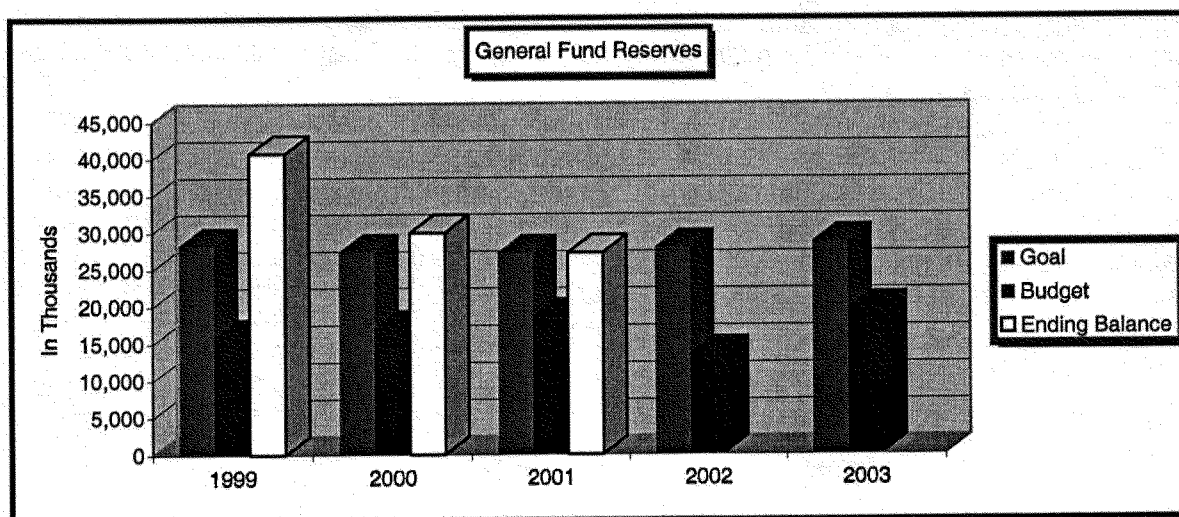
The Board will replenish the General Fund Reserve to approximately 5% of General Fund revenues over the next three years. The anticipated plan to accomplish this is as follows:

	Amount	Source
FY04	\$1,800,000	Reserves currently held for COPs issued in 1993. This issue will be refunded July 2003 backed by full faith and credit of County. Reserves will no longer be needed.
FY05	\$1,300,000	Options Include: 1. Proceeds from asset sales 2. Yearend surplus identified through the audit. 3. Service reductions
FY06	\$1,300,000	Options Include: 4. Proceeds from asset sales 5. Yearend surplus identified through the audit. 6. Service reductions

STATUS:

In Fiscal Year 2002 the basic revenue growth fell below the long term average growth. To continue funding priority services, the Board used \$5.7million of the reserve account. In Fiscal Year 2002 the Board established the General Reserve Fund and funded it with approximately \$9.1 million from General Funded vacation liabilities that are not required to be recorded in the governmental funds of Multnomah County (see discussion in Long-Term Liabilities section). In the fiscal year 2003 budget the Board replenished the unappropriated fund balance to \$10.1 million and has outlined a specific plan to completely fund the reserve over the next 3 years.

The following graph shows the reserve goal, budget and actual reserve since FY 1999. The budgeted reserves do not include funds budgeted in contingency. (Graph includes vacation account prior to the establishment of the General Reserve Fund) Actual for 2002 and 2003 not available.



FINANCIAL AND BUDGET POLICY

GENERAL FUND EMERGENCY CONTINGENCY

BACKGROUND:

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

GENERAL FUND EMERGENCY CONTINGENCY POLICY STATEMENT:

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

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

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

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

STATUS:

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

FINANCIAL AND BUDGET POLICY

COMPENSATION

BACKGROUND:

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

COMPENSATION POLICY STATEMENT:

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

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

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

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

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

STATUS:

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

FINANCIAL AND BUDGET POLICY

CAPITAL ASSET MANAGEMENT POLICIES

BACKGROUND:

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

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

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

Multnomah County's Capital Improvement Program was last updated in 1995 and projects were reviewed in 1998. In 1998, the Strategic Space Plan contemplated innovative development offerings and public partnerships for mixed-use facilities and the County has taken steps toward the realization of such innovations in projects like the Multnomah County East Building and the Hollywood Library. Multnomah County's capital improvement project list and space utilization has significantly changed since it was last updated.

Over the last several years the County has been presented with several opportunities to improve efficiencies by acquiring equipment and/or by redirecting building rental payments to pay for the construction/renovation/acquisition of a facility. It is reasonable to assume that the County will have additional similar opportunities in the future. Given the current scarcity of capital funding, it may be appropriate to consider a variety of creative funding strategies to respond to these opportunities in the future.

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

CAPITAL IMPROVEMENT PLANNING AND FUNDING POLICY:

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

During the annual budget development process the Director of the Facilities and Property Management Division is directed to update the Capital Improvement Plan with input from the Chief Operating Officer's Cabinet. This plan shall include recommendations to the Chair and Board of County Commissioners on the priority of projects including those that may have been identified by the Cabinet, suggested by Commissioners or otherwise identified.

A Capital Improvement Financial Plan Committee is established, to be composed of

FINANCIAL AND BUDGET POLICY

representatives of Finance, Budget and Service Improvements, Facilities and Property Management, and others deemed necessary by the Chair.

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

FACILITY OPERATIONS AND LONG-TERM MAINTENANCE PLAN AND FUNDING POLICY:

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

The five year Capital Improvement Plan shall provide for anticipated future major improvements and maintenance to County capital assets as well as additional and replacement capital assets.

The Plan shall include major construction to be undertaken by the County, no matter what the funding source. The Plan will be reviewed and updated annually.

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

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

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

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

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

FINANCIAL AND BUDGET POLICY

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

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

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

Best use or disposition of SURPLUS property policy:

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

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

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

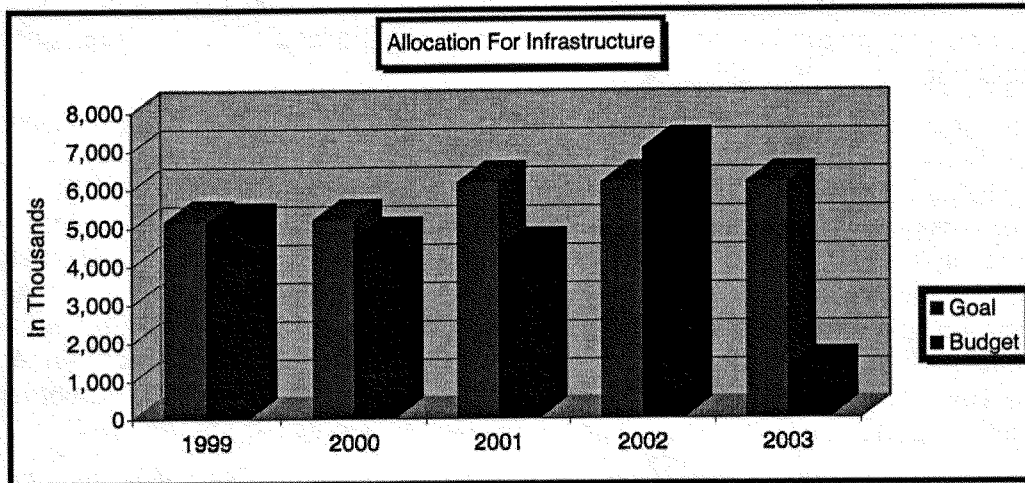
In addition:

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

FINANCIAL AND BUDGET POLICY

STATUS:

The five year CIP Plan was updated in Fiscal Year 1996. The following graph depicts the goal and actual for FYs 1999 to 2001. FYs 2002 & 2003 reflect budget figures.



FINANCIAL AND BUDGET POLICY

LONG-TERM LIABILITIES

BACKGROUND:

The Financial Accounting Standards Board has issued various statements which require private sector organizations to record long-term liabilities in their financial records. The Governmental Accounting Standards Board has been moving towards private sector accounting standards and is requiring governmental organizations to either record long-term liabilities in the financial records of the organization or disclose the liabilities in the notes to the financial statements. To avoid having the Board or future Boards face huge unfunded liabilities, beginning in the mid 1980's, the County began funding many of its unfunded liabilities. By funding these liabilities over time the County will not be faced with liabilities without the resources to fund them. The practice of funding long-term liabilities has a favorable impact on our bond rating. The following is quoted from our most recent credit report: "The County's historically strong financial management is underscored by its response to revenue limitations imposed by Measure 5 beginning in Fiscal Year 1992. In addition to making dramatic program cuts and organizational changes, the County nevertheless continued its policy on funding long-term liabilities. The County's high credit rating is supported by the strong economy, sound financial management, high level of cooperation with underlying jurisdictions and moderate debt position."

LONG-TERM LIABILITIES POLICY STATEMENT:

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

STATUS:

The following is the June 30, 2001 funding level of each liability (\$ in thousands):

Type of Liability	Total Liability	Amount Funded	Percent Funded
Self Insurance (1)	\$ 9,378	\$ 9,378	100.00%
Post Retirement (2)	10,788	8,142	75.47%
Library Retirement (3)	11,240	11,197	99.62%
Total	<u>\$ 31,406</u>	<u>\$ 28,717</u>	<u>91.43%</u>

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

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

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

FINANCIAL AND BUDGET POLICY

ACCOUNTING AND AUDITS

BACKGROUND:

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

ACCOUNTING AND AUDITS POLICY STATEMENT:

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

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

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

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

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

STATUS:

In compliance.

FINANCIAL AND BUDGET POLICY

FUND ACCOUNTING STRUCTURE

BACKGROUND:

According to local budget law and generally accepted accounting principles the County is required to establish and maintain various funds. To ensure that the Board is informed of the various funds Finance has historically presented to the Board the County's fund structure each year.

FUND ACCOUNTING STRUCTURE POLICY STATEMENT:

The Finance Director is responsible for preparing and presenting a resolution defining the various County funds to the Board each fiscal year.

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

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

GOVERNMENTAL FUNDS

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

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

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

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

PROPRIETARY FUNDS

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

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

FINANCIAL AND BUDGET POLICY

FIDUCIARY FUNDS

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

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

STATUS:

In compliance.

FINANCIAL AND BUDGET POLICY

INTERNAL SERVICE FUNDS

BACKGROUND:

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

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

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

GASB indicates that internal service funds may be used for services provided on a cost-reimbursement basis to other governments, nonprofits and quasi-governmental entities.

Most transactions between internal service funds and other funds take the form of quasi-external transactions. That is to say, the funds receiving goods or services report an expense or expenditure, while the internal service fund reports revenue. The practical consequence of this approach is that expenses/expenditures are duplicated within the financial reporting entity. The duplication resulting from the use of internal service funds is preferable to the duplication that sometimes occurs when internal service funds are not used. Under current Generally Accepted Accounting Principles, GAAP, quasi external transactions may occur between departments within the same fund:' (e.g., general fund) or between funds within the same fund type (e.g." special revenue funds). Consequently, if an internal service fund is used, duplication could occur within the same fund or fund type. The internal service fund has the advantage of isolating such duplicate transactions within a separate fund type, where their special character is clearer to users of the financial statements.

Internal service funds are used to account for services provided on a cost reimbursement basis without profit or loss.

Surpluses and deficits in internal service funds may be an indication that other funds were not charged properly for the goods or services they received.

FINANCIAL AND BUDGET POLICY

The principle that internal service funds should operate on a cost reimbursement basis applies to the operations of these funds over time. It is only when internal service funds consistently report significant deficits or surpluses that the adequacy or inadequacy of charges made to other funds must be reassessed. If it is determined that the charges made to other funds are either more or less than is needed to recover cost over a reasonable period, the excess or deficiency should be charged back to the participating individual funds. In particular, it is not appropriate to report a material deficit in internal service fund without the demonstrable intent and ability to recover that amount through future charges to other funds over a reasonable period.

Often internal service funds charge for asset use in excess of historical cost depreciation to ensure that adequate funds will be available to purchase replacement assets (whose cost is likely to be higher because of inflation. The systematic recovery of the replacement cost of fixed assets is not a violation of the cost allocation principle because the surpluses are only temporary (i.e., they will disappear when the higher priced assets are, in fact acquired).

In recent years, federal grantors have become increasingly sensitive to the potential for overcharges connected with internal service funds. Accordingly, high levels of retained earnings in internal service funds (as defined by federal cost allocation principles) may lead to the disallowance of some costs charged out to other funds.

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

INTERNAL SERVICE FUND POLICY STATEMENT:

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

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

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

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

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

The internal service reserves and amounts being billed to other departments or agencies will be reviewed annually by budget and finance to ensure they are meeting this policy.

FINANCIAL AND BUDGET POLICY

LIQUIDITY AND ACCOUNTS PAYABLE

BACKGROUND:

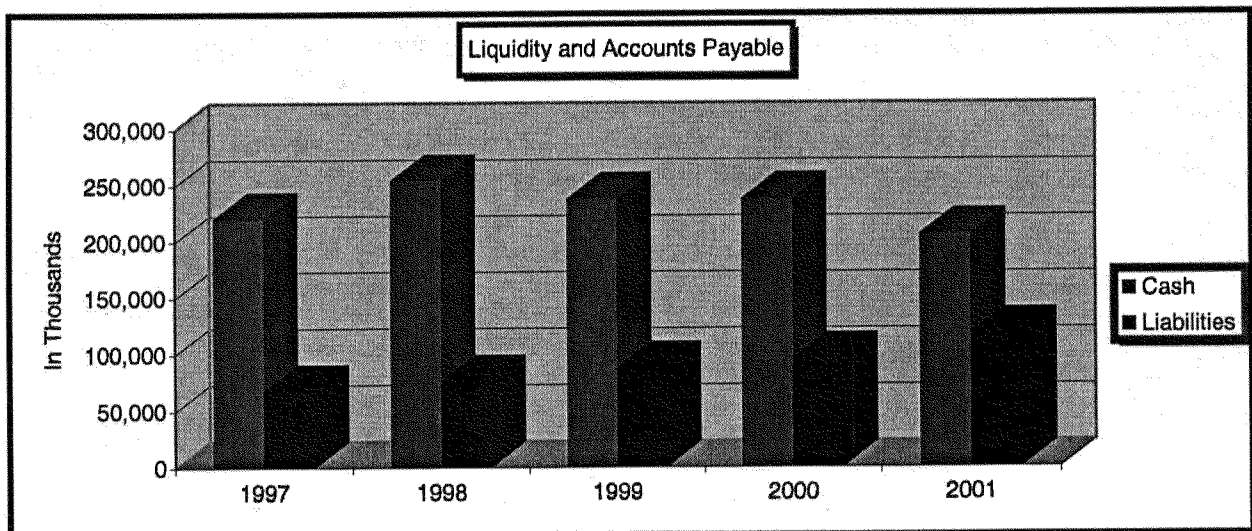
Liquidity is the ratio of cash and short-term investments to current liabilities including amounts held in trust. It reflects the County's ability to pay its short-term debts and accounts payable. Cash and Investments in the capital projects funds and debt retirement funds are long-term cash and investments. The credit rating industry considers a liquidity ratio of \$1 of cash to \$1 of debt as an acceptable liquidity ratio. Generally the County has maintained about \$2 of available cash to every \$1 of current liabilities.

LIQUIDITY AND ACCOUNTS PAYABLE POLICY STATEMENT:

The County will strive to maintain a liquidity ratio of at least \$1 dollar of cash and short-term investments to each \$1 dollar of current liabilities.

STATUS:

The County is in compliance. The following graphs depicts the comparison of cash and investments to current liabilities and accounts payable to revenues for fiscal years 1997 to 2001.



FINANCIAL AND BUDGET POLICY

BANKING, CASH MANAGEMENT AND INVESTMENTS

BACKGROUND:

Multnomah County maintains an active investment program. An investment policy was first formalized in 1982 and has been revised several times since. These policies incorporate various Oregon Revised Statute Codes which specify the types and maturity restrictions that local governments may purchase. The County's Investment Policy also contains self-imposed constraints in order to effectively safeguard the public funds involved.

BANKING, CASH MANAGEMENT AND INVESTMENT POLICY STATEMENT:

Banking services shall be solicited at least every five years on a competitive basis. The Finance Director is authorized to act as "Custodial Officer" of Multnomah County and is responsible for performing the treasury functions of the County under ORS 208, 287, 294 and 295 and the County's Home Rule Charter. In carrying out these duties and functions, the Finance Director is authorized to establish internal Finance Program Area policy that meets generally accepted auditing standards relating to cash management.

In accordance with ORS 294.135, Multnomah County's investment transactions shall be governed by a written investment policy, which will be reviewed and adopted annually by the Board of County Commissioners. The investment policy will include the investment objectives, diversification, limitations and reporting requirements. In accordance with MCC 2.60.305 through 2.60.315 the County will utilize an independent Investment Advisory Board to review the County's investment plan and investment performance. Unrecognized gains or losses on investments will be recorded in the County's financial report.

STATUS:

The County is in compliance with this policy. Banking services were put out to bid in the Spring of 1997 and the services are currently out to bid. The following is the County's June 30, 2001 investment portfolio summary (\$ in thousands):

Description	Market Value
U.S. Government Agencies	\$12,579
Municipal Bonds	5,009
Repurchase Agreements	1,300
Commercial Paper	42,681
Bankers' Acceptances	16,967
LGIP	29,786
Library Pension	11,241
Cash Deposits	7,287
Total	<u>\$ 235,850</u>

FINANCIAL AND BUDGET POLICY

SHORT-TERM AND LONG-TERM DEBT FINANCINGS

BACKGROUND:

Prior to 1988, the County had maintained a pay-as-you-go philosophy for financing capital projects. The philosophy of pay-as-you-go may be costly in some ways due to cost acceleration in inflationary periods. Over-utilized facilities generate higher operation and maintenance costs and the citizens are not served well by over-utilized or nonexistent facilities. An alternative is to issue debt which is sometimes referred to as pay-as-you-use. The philosophy of issuing debt for public projects is to have the citizens benefiting from the project pay for the debt retirement costs.

SHORT-TERM AND LONG-TERM DEBT FINANCING POLICY STATEMENT:

All financings are to be issued in accordance with the County's Home Rule Charter and applicable State and Federal Laws.

1. **Short-Term Debt.** If it is determined by the Finance Program Area that the General Fund cash flow requirements will be in a deficit position prior to receiving property tax revenues in November, the County will issue short-term debt to meet the anticipated cash flow requirements. When financing a capital project, Bond Anticipation Notes or a Line of Credit may be issued if such financings will result in a financial benefit to the County. Before issuing short-term debt the Board must authorize the financing by adopting a resolution.
2. **Bonds and Other Long-Term Obligations.** It is the policy of the Board that the County will attempt to meet its capital maintenance, replacement or acquisition requirements on a pay as you go basis. If the dollar amount of the capital requirement cannot be met on a pay as you go basis, if it is financially beneficial to issue bonds or COPs, and if the project has been determined to benefit future citizens, the County will evaluate the feasibility of issuing a long-term debt financing instrument.
3. **Uses.** All long-term financings must provide the County with an economic gain or be as a result of a mandate by the Federal or State Government or court. Under no circumstances will current operations be funded from the proceeds of long-term borrowing.
4. **Purchase/Leasing Facilities.** It is also the policy of the Board to purchase or lease/purchase facilities, instead of renting, when the programs or agencies being housed in the facility are performing essential governmental functions.
5. **Debt.** When issuing debt, the County will follow the Government Finance Officers Association recommended practice of selecting and managing the method of sale of State and Local Government Bonds.
6. **Capital Expenditures.** If capital expenditures are anticipated to be incurred prior to the issuance of the debt, the Board authorizes the Finance Director to execute a declaration of official intent "DOI" with regard to such expenditure. The DOI must express the County's reasonable expectations that it will issue debt to reimburse the described expenditures. It must contain a general description of the project and state the estimated principal amount of obligations expected to be issued to finance the project. A copy of the DOI shall be sent to the Board.

FINANCIAL AND BUDGET POLICY

7. **Financing Mechanisms.** The following are the different types of financings the County may use to fund its major capital acquisitions or improvements.

a) **Revenue Bonds** may be used whenever possible to finance public improvements which can be shown to be self-supported by dedicated revenue sources, needed for infrastructure or economic development or approved by the Board for specific purposes.

i) Revenue supported bonds are to be used to limit the dependency on property taxes for those projects with available revenue sources, whether self-generated or dedicated from other sources.

ii) Adequate financial feasibility studies are to be performed for each project to determine the adequacy of the dedicated revenue source.

b) **General Obligation Bonds** (G.O. bonding) will be used to finance capital projects that have been determined to be essential to the maintenance or development of the County.

i) Capital improvement projects will be analyzed, prioritized and designated as to essential characteristics through the CIP committee process.

ii) Use of G.O. bonding will only be considered after exploring alternative funding sources such as Federal and State grants and project revenues.

c) **Full Faith and Credit or Limited Tax Bonds** will be considered as a financing method if Revenue bonding or G.O. bonding is not feasible.

d) **Lease-Purchases or Certificate of Participation (COP)** will be considered as a financing method if Revenue bonding or G.O. bonding is not feasible.

e) **Leases and limited tax bonds** as reported in the County's comprehensive annual financial report will be limited as follows:

i) Annual lease-purchase payments or limited tax bond payments recorded in the respective Funds, except proprietary funds, will be limited to 5% of the total revenues of the fund supporting the lease payment.

ii) All acquisitions will be limited to the economic life of the capital acquisition or improvement and in no cases shall exceed 20 years.

iii) All acquisitions must fit within the County's mission, goals & objectives or governmental role.

iv) All annual lease-purchase or bond payments must be included in the originating Departments' adopted budget or in the facilities management's building service reimbursement .

f) **Refundings or Advance Refundings** will be done if there is a present value savings of 3% or more or if the restructuring of the financing will benefit the County.

g) **Intergovernmental Agreements** with the State of Oregon for Energy Loans.

FINANCIAL AND BUDGET POLICY

- h) **Local Improvement Districts.** Except as required by State law, it is the policy of the Board not to form Local Improvement Districts (LIDs) for purposes of issuing debt to finance LID improvements unless specifically required by Oregon Revised Statutes. The reasoning for not forming LIDs is because of the added costs of administering the LIDs, the small number of citizens served, and the potential risk that in the event of default by the property owners, the County's General Fund will have to provide funds to retire any outstanding obligations.
 - i) **Conduit Financings.** It is the policy of the Board to act as an "Issuer" of conduit financing for any private college, university, hospital, for profit or non-profit organization that is located in Multnomah County and is eligible to use this type of financing. The County will charge a fee of \$1.00 per \$1,000 of bonds issued or \$10,000, whichever is greater, to act as an issuer for the organization. The maximum fee to be collected will not exceed \$50,000. This fee is to offset any administrative costs that may be incurred by the County when acting as an issuer. The County will retain bond counsel to represent the County on any legal issues including any risks associated with the conduit financing. The university or college will be assessed an additional fee to cover any bond counsel expenses incurred by the County. In addition to the fees established above, the organization must have a Moody's rating of Baa or better or BBB rating from Standard and Poor's and must not condone any discriminatory practices or policies. The Board of County Commissioners must approve each conduit financing issue.
 - j) **External financial advisors, underwriters and bond counsel** will be selected in accordance with the County's Administrative Procedures.
8. **Revenue Bonds in Partnership with Nonprofit Agencies.**
- a) The County may issue tax exempt revenue bonds in partnership with a 501(c)(3) non-profit agency. The non-profit agency is responsible for 100% of the capital project costs, all of the debt financing issue costs, any debt reserve requirements and will be responsible for the ongoing annual debt payments and other related costs. The County will issue debt not to exceed 60% of the total capital costs of the project.
 - b) The County enjoys a very good credit rating and does not wish this rating to be negatively impacted. Before the County considers a proposal to assist a 501(c)(3) non-profit agency by issuing tax exempt revenue bonds to finance a capital project, the agency and the County must comply with the following. The conditions listed below are in addition to the applicable requirements contained in this section of the County's Financial and Budget Policies.
 - c) **Preconditions:**
 - i) The agency must be an IRS 501(c)(3) organization and must demonstrate that it cannot obtain conventional financing at a reasonable cost.
 - ii) In general, it is intended that the County will be assisting small to medium size agencies that have total annual revenues from all sources of at least \$1,000,000 but not greater than \$10,000,000

FINANCIAL AND BUDGET POLICY

- iii) The planned use of the revenue bond proceeds must be consistent with County policy priorities or benchmarks.
- iv) The agency must provide the County with five years of historical financial information and operational trends.
- v) The agency must provide the County with a capital and business expansion plan including a five year revenue and expenditure forecast.
- vi) The agency must demonstrate its ability to conduct a capital fund raising campaign.
- vii) The agency must be non-discriminatory in providing access to its services and in its employment practices.

d) Cost Responsibilities:

- i) The agency is responsible for 100% of the capital project costs. The County will assist the agency by issuing tax exempt revenue bonds to finance no more than 60% of the capital project and related allowable debt issuance costs. The agency is responsible for raising the remaining project funds.
- ii) The agency is responsible for all bond issuance costs.
- iii) Unless granted an exception by the Chair, County administrative costs are to be reimbursed by the agency or capitalized as part of the debt to be repaid by the agency.
- iv) The agency is responsible for all ongoing costs related to the financing. These include annual debt payments, paying agent costs, or other related costs. The agency is obligated for the term of the financing and may not have the option of a "nonappropriation" clause.
- v) Before the County issues the debt, the agency must have raised 75% of the project funds for which it is responsible; with the County's administrative agreement, a portion of those funds may be in the form of well-secured promissory notes from grantors or private contributors; the remaining agency contributions must be deposited before matching debt funds are released, on a schedule negotiated in the contract for each project.
- vi) It is expected that all private funds will be collected within one year of the County's approval of the bond financing partnership. If the private funds are not collected within two years of the County's approval of bond financing, the County shall no longer be considered as committed to the revenue bond financing partnership.

e) Other Conditions:

- i) The County must have title, or first lien rights if the escrow agent holds title on behalf of the lender, to the property while debt is outstanding.

FINANCIAL AND BUDGET POLICY

- ii) The agency must provide the County an unencumbered cash reserve in the amount equal to at least six monthly payments or make monthly installment payments equal to 1/12 of the annual debt service requirement. Any interest earned on these funds remains the property of the County and will be used to offset administration costs. Payments are to begin upon the issuance of the debt. This reserve is in addition to any reserves required by the financing.
 - iii) The County will conduct a risk analysis and fully disclose this information to the Board prior to approval of the debt. The County reserves the right to have a third party perform a credit analysis.
 - iv) The Board must approve of the financing by resolution
 - v) Contractual language must be in place to protect the County in case of late payments or default by the agency.
 - vi) The agency must provide an annual, independently audited financial report to the County.
- f) **Non-Profit Revenue Bond Limits:**
- i) In general, the County will not provide revenue bond financing for a non-profit agency for any project that is under \$1,000,000 or over \$4,000,000. in bonded indebtedness.
 - ii) The issuance of revenue bonds in partnership with non-profit agencies shall not be greater than \$8,500,000 of principal outstanding.
 - iii) The maximum term of revenue bonds issued under this policy will not exceed 15 years.
- g) **Administration of this Policy Section:**
- i) The Finance Program Area is responsible for coordinating the overall process of accepting and reviewing proposals by non-profits to enter into partnership with the County for revenue bond financing and for making recommendations to the Chair in considering these requests.
 - ii) County operating department(s) with related programs are responsible for analyzing proposals for conformity with related program policy guidelines
 - iii) The Finance Program Area is responsible for analyzing proposals for conformity with these financial policy guidelines and for implementing revenue bond financing partnerships, as approved.
9. **Hospital Authority:** It is the policy of the Board to issue revenue bonds for hospital facilities as authorized by Resolution 98-1 adopted by the Board of County Commissioners, acting as Hospital Authority, on December 3, 1998.

FINANCIAL AND BUDGET POLICY

STATUS:

The following shows the County's outstanding obligations as of July 1, 2002:(\$ in thousands)

Description	Moody's Rating	Dated	Maturity Date	Amount Issued	Principal Outstanding	2002/2003 Prin & Int Payment
Short Term Notes "TRANS" Planned	MIG 1	7/1/01	6/30/02	\$ 20,000	\$ 20,000	\$ 20,900
General Obligation Bonds	Aa1	10/1/96	10/1/16	\$ 79,700	\$22,270	\$ 3,743
	Aa1	10/1/96	10/1/16	29,000	3,475	664
	Aa1	3/1/94	10/1/13	\$ 22,000	4,190	1,152
	Aa1	9/1/94	10/1/14	9,000	1,160	418
	Aa1	2/1/99	10/1/16	66,115	65,440	3,211
				<u>\$205,815</u>	<u>\$ 96,535</u>	<u>\$ 9,191</u>
Revenue Bonds						
RCC Series 1998	A3	10/1/98	10/1/14	\$3,155	\$2,835	\$ 288
Motor Vehicle Revenue Bonds 2000	A3	11/01/00	11/01/15	5,500	5,500	534
				<u>\$8,655</u>	<u>\$8,335</u>	<u>\$822</u>
Pension Obligation Revenue bonds	Aa2	12/1/99	6/1/30	<u>\$184,548</u>	<u>\$184,008</u>	<u>\$ 9,484</u>
Full Faith and Credit Obligations						
Series 1999A Multnomah Building	Aa2	4/1/99	8/1/19	\$ 36,125	\$ 33,745	\$ 2,744
Series 2000A Full Faith	Aa2	4/1/00	4/1/20	61,215	55,070	6,152
				<u>\$ 97,340</u>	<u>\$ 88,815</u>	<u>\$ 8,896</u>
Certificates of Participation						
1998 JJC Refunding & New	Aa3	2/1/98	8/1/17	48,615	\$ 33,591	\$ 5,372
1993 A & B Health Facilities	Aa3	5/1/93	7/1/13	19,890	11,515	1,650
				<u>\$ 68,505</u>	<u>\$ 45,105</u>	<u>\$ 7,022</u>
Portland Building Contract	N/A	1/22/81	1/22/08	\$ 3,475	\$ 1,507	\$ 332
Total Debt Payments						<u>\$16,250</u>
Deduct Non General Fund Debt						<u>(2,673)</u>
						<u>\$13,577</u>

REMAINING BORROWING CAPACITY

Debt Capacity (Supported by General Government Fund Types Only)

2002-2003 General Fund Revenues	\$ 287,215
5 % limitation	0.05
5% Limitation Dollar Amount	\$ 14,360.
Lease/Debt Capacity Used	\$ (13,577)
Annual Payment Available	\$ 783
Estimate Principal Value Available	\$ 10,000



Diane M. Linn, Multnomah County Chair

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MEMORANDUM

TO : Board of County Commissioners
FROM: John Rakowitz, Chief of Staff
DATE : June 3, 2002
RE : Budget Amendments/Notes Review Week of June 3-7

Attached is a packet containing all amendments available as of June 3, 2002. At the beginning of the packet is a memo describing the packet's organization and review process.

The objectives for the work sessions this week are:

1. Provide the opportunity for the Board to review and understand proposed amendments to the FY2002-03 Budget.
2. Clarify language on Budget Notes in preparation for adoption.
3. Finalize the list of amendments and Budget Notes for Board action on June 13.

No final action on any amendments or Budget Notes will be taken at the work sessions.

On Tuesday, June 4, the meeting will start with Dave Boyer's review of the updated Financial Policies. Following this discussion, John Rakowitz and Tony Mounts will facilitate the Board's review of the amendments and Budget Notes.

A. Schedule for Finalizing Amendments

- June 4 - Budget Office to present the proposed amendments – Board, program, carryover, technical, staffing and revenue. Department staff will be present to answer questions. Board can leave or delete amendments from lists or ask for more information.
- June 5 – Discussion of Board amendments (or continued review of departmental amendments). Board can leave or delete amendments from lists or ask for more information.
- June 11 – Finalize list of departmental and Board amendments to include in budget adoption resolution.
- June 13 Board meeting – Board votes on amendments grouped by category. Commissioners can ask that any amendment be moved from group and voted on separately. Once amendments are approved, the budget adoption is voted on.

Attachments:

1. 5/31/02 Memo from Tony Mounts
2. Budget Amendment Report



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS

DIANE LINN
MARIA ROJO DE STEFFEY
SERENA CRUZ
LISA NAITO
LONNIE ROBERTS

BUDGET & SERVICE IMPROVEMENT

MULTNOMAH BUILDING
501 S.E. HAWTHORNE BLVD, FOURTH FLOOR
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503) 988-3883

TO: Board of County Commissioners

FROM: Tony Mounts, Budget Director

DATE: June 3, 2002

SUBJECT: Budget Amendments Report

Each year it is necessary to make certain changes to the budget after it has been approved but before it is adopted. These changes are made through a series of budget amendments, which the Board votes on during the budget adoption process. Some amendments are proposed by the Board and prepared by the Budget Office, and others are proposed and prepared by departments or by individual Board members. There are six different types of amendments: Program Amendments, Carryover Amendments, Technical Amendments, Staffing Amendments, Revenue Amendments and Board Amendments. Each type is described below.

On June 4 and June 5, the Board will have the opportunity to review, question and comment on the amendments. The Departments have been asked to make staff available to answer any questions the Board might have about individual amendments. The Board will not be asked to make any decisions at these worksessions. On June 13, the Board will be asked to vote on and approve these amendments. The Board will also be asked to adopt the budget on this date.

To help organize the information we have color-coded the amendments by category and have created a single report for amendments that impact the General Fund. In addition, a report organizing the amendments by requesting department is provided. These additional reports contain amendments from all categories. **Please note that Budget staff are still finalizing some amendments and numbers may yet change. Amendments where financial information is uncertain will be hand-marked with an asterisk (*).**

Budget Notes

Draft Budget Notes are attached to this memo. No budget note has been prepared to reflect the Board's desire for a briefing on the Multnomah Building as this briefing is scheduled for June 20, prior to the start of next fiscal year. **Staff will review the draft Budget Note language with the Board. Board discussion to help clarify language and intent.**

Board Amendments (Blue sheets)

Board Amendments are categorized as program amendments. The criteria for a Board Amendment, is that it be proposed by a Commissioner or the Chair. **Staff will describe the amendments. Board sponsors will speak to the proposal with discussion to follow. Staff will be available for questions.**

June 3, 2002

**Program
Amendments
(Green sheets)**

Program amendments make a programmatic or policy-driven change in a department's budget request such that funding levels are increased or decreased, or staff are added or subtracted. An example of a program amendment would be a program proposed by a Board member during the budget briefings. Program amendments from departments require a supplemental staff report supporting the requested change. **Budget staff will describe the amendments. Department staff will be available to answer questions.**

**Technical
Amendments
(Purple sheets)**

Technical amendments make adjustments between object codes that do not change the bottom line in a department or a fund. An example of a technical change would be adjusting materials and services between a department's divisions in the same fund. **The Chair will poll the Board for any questions, review will be by exception.**

**Staffing
Amendments
(Pale Yellow
sheets)**

Staffing amendments show any proposed change in staffing levels between departmental organizations. Staffing amendments are the same as technical amendments in the sense that they should not reflect any bottom-line changes in a department's staff levels. An example of a staffing amendment would be the transfer of staff into a different program within the department. Reclassifications are also categorized as staffing amendments. **The Chair will poll the Board for any questions, review will be by exception.**

**Revenue
Amendments
(White sheets)**

Revenue amendments are a means of recognizing revenues that were not included in the budget request. An example of a revenue amendment would be a grant that is awarded to a department in April, after the department's budget request has been turned in. Revenues amendments will generally have a corresponding increase in expenditures. **The Chair will poll the Board for any questions, review will be by exception.**

**Carryover
Amendments
(Canary sheets)**

Carryover is a one-time-only *re-appropriation for FY 2003* of an expenditure *authorized in FY 2002*. This concept is important to the idea of carryover, because it means if something is carried over, it was planned for, *and budgeted for*, in FY 2002. The department's **ending balance**, or unspent appropriation, should be adequate to cover the purchase in the FY 2003. For General Fund carry over amendments, the item should not infringe into the department's 98% target budget for FY 2002. Carryover items will be held in contingency until FY 2002 has been closed in order to ensure that FY 2003 General Fund Beginning Working Capital meets the adopted appropriation. **The Chair will poll the Board for any questions, review will be by exception.**

June 3, 2002

FY03 Budget Notes

Transition Funds for Elected Officials

It is possible that one or more of the members of the Board of County Commissioners may leave office mid-year in 2003. Should a new commissioner be elected, the Budget Office may approach the Board for a one-time contingency request for \$20,000 to cover start-up costs for the incoming commissioner's office.

A new Sheriff will take office in January, 2003. The Sheriff's Office may approach the Board after January 1, 2003 for a one-time contingency request for \$XX,XXX to cover transition costs for the new Sheriff's administration.

Mobile Health Unit Program

The Health Department will research and develop a proposal for a Multnomah County mobile health unit program for consideration by the Board of County Commissioners by October 2002. A mobile unit program could increase service access and equity by extending current services beyond the Health Department's existing primary care, dental, school-based, and neighborhood health access sites.

The Health Department will work with the District 4 Commissioner and staff to ask clients and communities for their input on what services are most needed and can be provided by a mobile health unit. Successful mobile health unit programs in other parts of the country provide a wide range of services including health promotion and education, health information and referrals and primary health and dental treatment. The Health Department will develop a proposed service model, including staffing and operational costs. The Health Department will also work with the Department of Community and Business Services on cost estimates for acquisition/lease options and ongoing van operating costs.

Animal Control Mitigation Plan

In FY 03, the combination of General Fund constraint and a five-year trend of declining pet license revenues have created a critical funding challenge for maintaining the current service level in Animal Control. The Approved Budget funds expanded animal shelter hours to 7-days-a-week. Field Services were reduced to shift resources to enhance shelter hours. The Approved Budget includes funding a marketing campaign to increase revenues by \$200,000.

In order to retain core field services, the Department of Business and Community Services will implement an aggressive mitigation plan to increase pet license revenues. The plan includes increasing license fees, reallocating department resources and employing a marketing campaign to achieve higher license compliance. Key action items in the plan are:

- Increase license fees and pet adoption revenues.
- Conduct a comprehensive license marketing campaign beginning July 2002.

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- Present a quarterly financial progress report to the Board during FY03.
- Implement actions to increase license renewal compliance effective July 2002.
- Increase the incentives for businesses/organizations that sell licenses for Animal Control.
- Reallocate department resources to fund additional FTE in Animal Control.
- Amend the County Code pertaining to the rabies vaccination requirement for pet licensing by July 2002.
- Make technical changes to the personnel budget to reflect staffing level revisions required to implement enhanced shelter services

All increased revenues will be dedicated to restoring Animal Control staff and services. This Program amendment restores 5.00 FTEs to the FY 03 budget. However, the mitigation plan does not fully restore Animal Control staffing nor services. Total Animal Control staffing levels have been reduced in FY 03.

Re-Opening MCCF

The Multnomah County Correctional Facility (MCCF) in Troutdale was closed in October 2001 as part of the General Fund reductions necessary to rebalance the FY02 Budget. Since the closure, the Sheriff's Office has been faced with a shortage of jail beds, forcing early release of prisoners under the matrix system. The Department of Community Justice is actively pursuing actions to reduce the cost of the Interchange Program. Additional savings may be available from facility rates for correctional buildings as well as projects scheduled for the Multnomah County Detention Center (MCDC). When the total of these savings is known, it is the Board's intent that the funds be dedicated to support the reopening of the MCCF.

OCSP – Mitigation of Impacts to SE Portland Community Projects

The Office of School and Community Partnerships is working to mitigate the reductions due to FY03 County General Fund constraints, to services provided by Kelly Community House. The Office has been working with the Community and Family Service Center, Family Works' contractor Lutheran Family Services (LFS), to design a re-alignment of a portion of their services in order to free up resources to assist in sustaining several components of the priority services identified by Kelly Community House. This will be accomplished by moving CFSC system resources to help LFS in addressing these priority services which include, in priority order: School-Community Center, Cooperative Preschool, Family Literacy and Early Childhood Playgroup, and Counseling.

As we worked toward a funding solution, we were able to identify a potential \$60,000, in the OSCP budget that can be redirected and

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committed to Kelly Community House to augment the efforts mentioned above. In our efforts to assess what overlap exists, we are concentrating on the core services of our Community and Family Services Center System: Information and Referral, Case Management, Skill Building, Parent Education/Child Development, and Self Sufficiency. We are also assessing what additional links may exist in the current SUN Initiative and Caring Community Systems

Flash Money

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

Summary of Budget Changes

FY 2003

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Pending Amendments

Board Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCHS_BA_01	Shifts various funding sources in CCFC and OSCP to free-up General Fund to restore \$150,000 for Emergency Housing in the Aging & Disability Services division of DCHS. (Linn/Rojo)	151,320	61,320	0	0.00
	DCHS Total	151,320	61,320	0	0.00
* 03_MCSO_BA_06	Replaces Sheriff's Office requested cuts with Chair's package of cuts in order to preserve jail bed capacity within the County jail system. (Chair)	0	0	0	0.00
	MCSO Total	0	0	0	0.00
* 03_NOND_BA_01	GENERAL FUND: Carries over \$XX,XXX in District 2 to pay for staff support for the first four months of FY 2003 for a stakeholders group looking at the issue of Latino gang violence. (Cruz)	0	0	0	0.00
03_NOND_BA_09	Adds \$16,000 from General Fund contingency for one-time-only to the Commission on Children, Families, and Communities for working with the Sexual Minority Youth Advocacy Team to develop and integrate ongoing funding for services for sexual minority youth in Multnomah County. (Rojo)	0	0	0	0.00
	NOND Total	0	0	0	0.00
03_OSCP_BA_01	Adds \$25,000 General Fund from contingency for CourtCare on a one-time-only basis. It also adds the State of Oregon Judicial Department match of \$25,000 that runs through the County. (Linn)	25,550	25,550	-25,000	0.00
	OSCP Total	25,550	25,550	-25,000	0.00
	Total	176,870	86,870	-25,000	0.00

Summary of Budget Changes

Pending Amendments

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_PA_01A	F&PM. Adds 3.00 FTE that were cut as part of the requested budget. F&PM met with clients and believes that it is necessary to add these positions to facilitate the essential goals and objectives of the division and departments. Expenditures are balanced by reduced operational expenditures. Also moves 1.00 FTE from the Economic Development Program funded with a combination of General Fund and SIP dollars to the Facilities fund. It transfers the general fund dollars funds to contingency, transfers SIP administration to Finance. General Fund contingency will then used to fund Animal Control position and funding for diversity initiatives. General fund contingency is only used as temporary holding spot to transfer funds from one program to another.	-107,895	-89,712	101,332	3.00
03_BCS_PA_01B	ANIMAL CONTROL. This amendment increases license fee revenue (\$75,000), decreases GF contingency by \$62,724 and reallocates resources to increase 5.00 FTE. General Fund contingency for this amendment was created by 03-BCS-PA-01A, the Facilities amendment. The 5.00 FTE increases shelter operation to 7 days per week and reestablishes field operations to current services level of 5 days per week. Total increase to the budget is \$306,534	153,267	153,267	-62,724	5.00
03_BCS_PA_01C	BCS DIRECTOR'S OFFICE. This amendment provides funding for \$38,000 for professional services to be purchased from MHRC (\$20,000) for cultural competency, disability awareness and other training and from other vendors (\$18,000) for county-wide diversity related training and professional services. The General Fund contingency for this amendment was created by 03-BCS-PA-01A, the Facilities Management amendment.	0	0	-38,000	0.00
* 03_BCS_PA_02	DATA PROCESSING FUND/RISK MGT FUND. Moves 2.00 FTE from application support to DCJ application services. Cuts 1.00 FTE from support for Aging universal client system. Increases the service reimbursement from DCJ by \$190,018.	375,972	375,972	4,180	-1.00
BCS Total		421,344	439,527	4,788	7.00
03_DCHS_PA_01	MENTAL HEALTH & ADDICTION SERVICES (EARLY CHILDHOOD). Reduces contracted program funding to increase staffing levels in the Early Childhood program and makes staffing corrections.	14,123	14,124	0	1.20
03_DCHS_PA_02	MENTAL HEALTH & ADDICTION SERVICES (CRISIS SERVICES). Changes the Mental Health budget to implement Advanced Crisis Wrap Around Mental Health Services.	0	0	0	0.00
03_DCHS_PA_03	MENTAL HEALTH & ADDICTION SERVICES (A&D ADMINISTRATION). Cuts the Addiction Services Manager and increases professional services.	-14,884	-14,884	0	-1.00
* 03_DCHS_PA_04	MENTAL HEALTH & ADDICTION SERVICES. Corrects budgeting of SOAP/RAPP services that are paid for by DCJ, allowing \$185,000 of CGF to be reallocated. \$118,816 of this is for Legacy CARES NW that should have been budgeted and was not. The remaining amount, combined with the cutting of 2.50 FTE (1 Research Evaluation Supervisor, 1 Program Development Specialist, and 0.50 CFS Supervisor) allows the addition of 5.10 FTE (1 OA2 and .6 MH Consultant in the Crisis Call Center, 1 program development specialist in MH Contracts, 1 program development tech in operations, and 1.50 MH consultants if Bienestar for East County & Gresham. See staff report for more detail.	-58,066	0	0	0.00
* 03_DCHS_PA_05	PLANNING & DEVELOPMENT. Disperses the DCHS Planning & Development Unit.	0	0	0	0.00
* 03_DCHS_PA_06	DCHS will absorb costs for Domestic Violence _____ through the use of salary savings in the amount of \$40,000.	0	0	0	0.00
DCHS Total		-58,827	-760	0	0.20

Summary of Budget Changes

FY 2003

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Pending Amendments

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCJ_PA_01	GENERAL FUND/ STATE-FEDERAL FUND. Increases School Attendance Initiative contracted services, including \$305k to PPS, \$292k to MESD, partly offset by \$110k in flex funds contractual, \$71k in Adult Justice, \$50k OCHA, \$123k VOA contract reductions, cuts 2 FTE in SAI. It also reprograms Embrace grant, which serves substance abusing youth, adds 0.50 FTE and corrects an error in DCJ's COLA adjustment.	-21,185	-21,185	-43,632	-1.50
03_DCJ_PA_03	GENERAL FUND. DCJ staffing changes, including restoration of 2.00 FTE in the Child Abuse Unit. Cuts a Program Manager Sr. position from the Director's Office.	6,634	6,634	0	1.00
	DCJ Total	-14,551	-14,551	-43,632	-0.50
03_HD_PA_01	FEDERAL/STATE FUND. Implements Healthy Start program in Multnomah County. Funding is through the CCFC; services include prenatal assessment, Welcome Baby visits at the hospital, and home visiting services to new parents as needed. Adds \$2,818,190 and 21.00 FTE.	0	0	0	0.00
03_HD_PA_02	FEDERAL/STATE FUND. Children's Receiving Center: creates a team located at the Children's Receiving Center campus to do physical health assessments. Services are funded with Medicaid fee-for-service revenue.	436,599	46,252	0	3.80
	HD Total	436,599	46,252	0	3.80
03_LIB_PA_01	LIBRARY LEVY FUND. Decreases library levy revenue by \$5,367,321, due to May 2002 failure of new levy from low turnout.	0	-5,367,321	0	0.00
	LIB Total	0	-5,367,321	0	0.00
03_NOND_PA_01	Adds \$9,882 to RACC budget. Chair intended \$150,000 cut to be from the current year budget rather than from the FY 03 constraint amount.	0	0	-9,882	0.00
	NOND Total	0	0	-9,882	0.00
* 03_OSCP_PA_01	Adds \$265,010 Community Services Block Grant and swaps \$164,000 of General Fund out of the Family Center System to fund GIFT (\$64,000) and Homeless Youth Services (\$100,000).	0	0	0	0.00
	OSCP Total	0	0	0	0.00
	Total	784,565	-4,896,853	-48,726	10.50

Summary of Budget Changes

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Pending Amendments

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_TA_01	DATA PROCESSING/TELEPHONE FUND. This amendment reallocates costs for departmental support assessment. There is no net impact to the budget.	-261,400	-261,400	0	0.00
03_BCS_TA_02	RISK FUND. Reallocated expenditure within the Central HR Risk Fund cost centers due to decreased benefit costs for FY 2003. No net impact to the budget.	-6,650	-6,650	0	0.00
03_BCS_TA_03	ROAD FUND. Changes the Transportation Road Capital Improvement Project Table to increase safety improvements from \$50,000 to \$190,000 and to delete NW Germantown Rd Construction by \$140,000. There is no net impact to the fund.	0	0	0	0.00
03_BCS_TA_04	Corrects budgeted cost element in Marriage licenses program. There is no net impact to the budget.	0	0	0	0.00
03_BCS_TA_05	Corrects Finance division expenditure assignment between cost centers. There is no net impact to the budget.	0	0	0	0.00
03_BCS_TA_06	BLDG. PROJECT FUND. Moves mainframe migration and SAP upgrad project expenditures from Countywide cost center to BCS WBS elements and cost centers. No net impact to the budget.	0	0	0	0.00
03_BCS_TA_07	CAPITAL ACQUISITION FUND. Corrects and reallocates beginning working capital (BWC) within the Capital Acquisition Fund (Flat Fee). It shifts already budgeted central fund BWC into individual departmental accounts to reflect FY 02 spending and revenues. There is no net impact to the budget.	-10,150	-10,150	0	0.00
03_BCS_TA_08	DATA PROCESSING/TELEPHONE FUNDS. Reallocate costs for BCS departmental support assessment. MARK REVIEW	-261,400	-261,400	0	0.00
03_BCS_TA_09	CAPITAL IMPROVEMENT. This amendment updates the FY 2003 Capital Improvement Fund project expenditures and adds a carryover project to the asset preservation fund. Adds Blanchard Bldg Improvements - \$120,000; decreases \$120,000 from New Building System Emergency Repairs; adds Asset Preservation Facilities audit \$120,000; decreases \$120,000 from unappropriated balance. There is no net change to either fund.	0	0	0	0.00
* 03_BCS_TA_10	This amendment adjusts the cash transfers to balance revenues and expenditures between funds.	0	0	0	0.00
BCS Total		-539,600	-539,600	0	0.00
03_DCHS_TA_01	Corrects wbs coding for A&D programs.	0	0	0	0.00
03_DCHS_TA_02	Revises wbs coding for A&D programs to allow for more detailed cost tracking.	0	0	0	0.00
03_DCHS_TA_03	Corrects cost element coding in MHAS Division	0	0	0	0.00
03_DCHS_TA_04	Corrects wbs coding for in MHAS Division.	0	0	0	0.00
03_DCHS_TA_05	Moves \$512,545 of school funds that were incorrectly budgeted in the Mental Health Outpatient pool to the Child & Adolescent partnership program.	0	0	0	0.00
03_DCHS_TA_06	Cuts a double budgeted DD case manager in Children's Services and MH Bienestar program and moves the General Fund savings to the Crisis walk in clinics.	0	0	0	0.00
03_DCHS_TA_07	Corrects and adjusts wbs coding for M&S in the Developmental Disabilities Division.	0	0	0	0.00
DCHS Total		0	0	0	0.00
03_DCJ_TA_01	Corrects several errors, no change in total FTE, revenues, expenditures.	9,510	9,510	255	0.00
03_DCJ_TA_02	Adjusts insurance, due to lower insurance rates than budgeted.	-78,483	-78,483	-4,986	0.00
03_DCJ_TA_03	This budgets changes to overhead assessments and other secondary costs, which will not be known until other budgetary changes have been made.	0	0	0	0.00
DCJ Total		-68,973	-68,973	-4,731	0.00

Summary of Budget Changes

FY 2003

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Pending Amendments

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_HD_TA_01	GENERAL FUND/FEDERAL-STATE FUND. Apportions medical/dental insurance decrease among program budgets in the Health Department.	0	0	0	0.00
03_HD_TA_02	GENERAL FUND. Adjusts Vector Control budget: corrects staffing in the West Nile Virus package; and adjusts revenues and expenses to reflect changes in mosquito control and surveillance contracts with other jurisdictions.	7,779	-20,795	0	1.20
* 03_HD_TA_03	FEDERAL-STATE/ GENERAL FUNDS: Adjusts Health Department budget to correct assessments done in the request. Net reduction of (\$XXX,XXX) in Federal-State Fund expenditures and revenues.	0	0	0	0.00
	HD Total	7,779	-20,795	0	1.20
03_LIB_TA_01	LIBRARY BOND PROJECTS FUND. Redistributes Library Construction Fund from buildings to Supplies and Equipment.	0	0	0	0.00
	LIB Total	0	0	0	0.00
03_MCSO_TA_01	GENERAL FUND. Corrects Sheriff's Office proposed budget: moves salary savings from cost center 601400 to 601410, where it belongs; moves expenditures between cost centers in the same fund; adds cost center 601460 omitted in the request.	0	0	0	0.00
03_MCSO_TA_02	Corrects motor pool, distribution/postage internal service reimbursements.	245,688	123,522	0	0.00
	MCSO Total	245,688	123,522	0	0.00
03_NOND_TA_01	GENERAL FUND. Adds revenue from small cities to District 4 budget to cover costs of satellite office. Omitted in request.	2,400	2,400	0	0.00
03_NOND_TA_02	GENERAL FUND. Adjusts Nondepartmental budgets to bring all BCC budgets to the same amount; changes CIC and TSCC budgets to reflect correct med/dental insurance amounts. Reduces contingency by \$1,051.	0	0	-1,051	0.00
* 03_NOND_TA_03	FEDERAL/STATE FUND. Adjusts CCFC budget between programs. Net reduction in personnel costs by \$60,000. This amount will go toward restoration of the emergency housing for seniors in the DCHS-Aging budget (see amendment 03-DCHS-BA-01).	0	0	0	0.00
	NOND Total	2,400	2,400	-1,051	0.00
03_OSCP_TA_01	Corrects wbs coding for Urban Renewal, HUD Pathways Family Wages, and HUD Horizons Homeless Families grants.	0	0	0	0.00
03_OSCP_TA_02	Corrects coding for OEAP grant.	0	0	0	0.00
03_OSCP_TA_03	Moves \$125,248 from HUD Supportive Services to Leasing in the HUD Family Futures grant.	0	0	0	0.00
03_OSCP_TA_04	Corrects wbs coding for DOE, BPA, and PVE grants.	0	0	0	0.00
	OSCP Total	0	0	0	0.00
	Total	-352,706	-503,446	-5,782	1.20

Summary of Budget Changes

FY 2003

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Pending Amendments**Staff Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_SA_01	Moves 1.00 Information Systems Analyst Sr. from the Budget & Service Improvement Division of BCS to the Information Technology Organization. There is no net effect on the general fund.	80,627	80,627	0	0.00
03_BCS_SA_02	Moves a 1.00 Information Systems Analyst 2 between units within the Information Technology Organization. No net impact to the budget.	0	0	0	0.00
	BCS Total	80,627	80,627	0	0.00
03_DCHS_SA_01	Cuts vacant case manager and adds an office assistant 2 in N/NE ADS District.	0	0	0	0.00
03_DCHS_SA_02	Moves a case manager assistant from DD Crisis & Long-Term Services to Intake & Protective Services.	0	0	0	0.00
03_DCHS_SA_03	Reclassifies a mental health consultant to a program development specialist senior.	0	0	0	0.00
03_DCHS_SA_05	Reclassifies a program development technician to a program development specialist senior for the new Community Provider Liason in mental health operations.	0	0	0	0.00
	DCHS Total	0	0	0	0.00
03_DCJ_SA_01	GENERAL FUND. Reclassifications, other staffing changes, with net 0.00 FTE.	-2,578	-2,578	0	0.00
	DCJ Total	-2,578	-2,578	0	0.00
03_OSCP_SA_01	Reclassifies a management assistant position to a program development specialist.	0	0	0	0.00
	OSCP Total	0	0	0	0.00
	Total	78,049	78,049	0	0.00

Summary of Budget Changes

FY 2003

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Pending Amendments

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_RA_01	DATA PROCESSING FUND. Balances service reimbursement revenue to service reimbursement expenditures for the data processing fund.	37,937	227,124	0	0.00
03_BCS_RA_02	FLAT FEE FUND. This amendment balances service reimbursement expenses to revenues for the flat fee fund. This amendment will increase the fund by \$80,874	80,874	80,874	0	0.00
03_BCS_RA_03	TELECOMMUNICATIONS FUND. This amendment balances service reimbursement revenues to expenditures in the Telecommunicaitons fund. This amendment will result in an overall net decrease of \$147,880.	-147,880	-147,880	0	0.00
03_BCS_RA_04	FLEET MANAGEMENT FUND. This amendment will balance the service reimbursment revenues and expenditures in the Fleet fund to balance with departmental requests. The net effect decreases the overall fund level by \$429,466.	-429,466	-429,466	0	0.00
03_BCS_RA_05	MAIL DISTRIBUTION FUND. This amendment balances internal service revenues and expenditures in the Mail distrugtion fund. The net effect is to decrease the overall fund by \$321,885.	-321,885	-321,885	0	0.00
03_BCS_RA_06	ROAD FUND. This amendment will increases the planned State motor vehicle revenue share estimate for FY 03. Revised estimate will trigger an expenditure increase to the City of Portland cash transfer with the balance placed in road fund contingency. The statutory obligations of the City of Portland payment warrant the increase in the planned cash transfer amount. Gas tax receipts will be above current estimates by \$285,000.	285,000	285,000	0	0.00
03_BCS_RA_07	STRATEGIC INVESTMENT PROGRAM FUND. Corrects account coding for certain SIP funded programs in BCS and OSCP. Budgets expenditures directly in the SIP fund, eliminating service reimbursements. This amendment also adjusts fund level to reflect revised beginning working capital calculations.	-549,387	286,933	0	0.00
03_BCS_RA_08	GENERAL FUND. Increases rev and exp budget for GIS Readiness Project as a result in projected ORMAP grant revenues from pending intergovernmental revenue agreements with the State DOR. These grant revenues are to be used as a funding source for GIS readiness proposals, including strategic planning, purchasing software, training personnel, converting CAD files and development of maintenance tools. A mapping fee of \$1/document is collected upon recording of documents by counties and is deposited into a statewide Oregon Land Information System Fund. The state makes these funds available to be redistributed back to counties upon written request, to obtain grant funding for GIS proejects. This amendment will increase the budget by \$54,467.	54,467	54,467	0	0.00
03_BCS_RA_09	GENERAL FUND. Adjusts revenue by \$35,000 from an increase in the volume of fee revenues collected, due to an increase in the volume of recorded documents. The revenue increase offsets and increase in expenditures associated with the increase in recording activity. Fees collected are dedicated to the Records Storage & Retrieval Program.	35,000	35,000	0	0.00
BCS Total		-955,340	70,167	0	0.00

Summary of Budget Changes

FY 2003

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Pending Amendments

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCHS_RA_01	Reduces State Mental Health Grant (A&D) Revenue by \$11,924 and corrects account coding to reflect revised Financial Assistance Agreement.	-12,186	-12,186	0	0.00
* 03_DCHS_RA_02	Removes SMHG 37 Special Projects funding (\$247,506 for Indigent Meds & \$303,292 MH Intense/Ext Care)	0	0	0	0.00
* 03_DCHS_RA_03	Adds 0.75 FTE Spanish Speaking MH Consultant through SAMHSA grant (\$57,691 IDA #0210073 w/Health).	0	0	0	0.00
* 03_DCHS_RA_04	Transfers \$7,546 County General Fund from OSCP to DCHS for DV programs.	0	0	0	0.00
* 03_DCHS_RA_05	Adjust Title XIX and IIIB Resources related to Chair Change 03_DCHS_CC_08 (ADS cut to meet constraint).	0	0	0	0.00
* 03_DCHS_RA_07	Increase State Mental Health Grant award for (A&D) Continuum of Care by \$298,879.	0	0	0	0.00
* 03_DCHS_RA_08	Adds \$800,000 for Hospital Waitlist to pay for indigent clients.	0	0	0	0.00
* 03_DCHS_RA_09	Adds \$10,000 A&D Prevention revenue. (Was previously used for RDI.)	0	0	0	0.00
* 03_DCHS_RA_10	Adds \$80,281 DD Universal Access funds and adjusts staffing levels.	0	0	0	0.00
* 03_DCHS_RA_11	Adjusts the DCHS budget to correspond with DCJ supporting two outstationed MH Consultants after a Targeted Capacity Enhancement grant ends.	0	0	0	0.00
* 03_DCHS_RA_12	Adds \$34,747 of City of Portland funding for the Domestic Violence Coordination program.	0	0	0	0.00
* 03_DCHS_RA_13	Adds \$662,000 in State Funds for Self-directed individual & family support. Removes \$18,600 in DD TriMet Rider Fee income.	0	0	0	0.00
* 03_DCHS_RA_14	Adds one-time-only cash transfer from Fund 3002 to Fund 1505 to correct accounting error in FY 2000 year-end closing	0	0	0	0.00
DCHS Total		-12,186	-12,186	0	0.00
03_DCJ_RA_02	FEDERAL/STATE FUND. Adds \$584,119 in contracted services, and \$64,579 flexible funding for youth needs. Adds \$32,470 Juvenile Accountability Initiative block grant, \$564,500 state gang transition funds, and \$66,000 state flex funds revenue.	677,242	677,242	14,272	0.00
03_DCJ_RA_03	FEDERAL/ STATE FUND. Increase Robert Wood Johnson Embrace grant revenue by \$72,588.	94,286	94,286	1,563	0.00
DCJ Total		771,528	771,528	15,835	0.00
03_HD_RA_01	FEDERAL/STATE FUND. Increases HIV Care Services program budget to reflect increase in funding from Ryan White CARE grant (Title 1). Adds \$136,076 and increases case management services, clinical training, and printing of outreach materials and client surveys.	136,076	136,076	0	0.00
03_HD_RA_02	FEDERAL/STATE FUND. Adds \$45,460 of state grant revenue to the Immunizations program.	18,460	45,460	0	0.00
03_HD_RA_03	FEDERAL/STATE FUND. Adds \$18,716 state grant revenue to the Communicable Diseases program to expand its case investigation of people with Hepatitis C.	4,637	18,716	0	0.00
HD Total		159,173	200,252	0	0.00
03_LIB_RA_01	LIBRARY FUND. Adds \$273,750 Library Foundation revenue and increases program expenditures.	290,457	290,457	5,893	1.00
LIB Total		290,457	290,457	5,893	1.00

Summary of Budget Changes

FY 2003

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Pending Amendments

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
* 03_OSCP_RA_01	Shifts \$35,016 of LIEAP grant funding from FY 03 back to FY 02.	0	0	0	0.00
* 03_OSCP_RA_03	Reduce FY 03 HUD HomeFafe fund (\$30,000) for use in FY 04, Increase matched HSP funds (\$12,000).	0	0	0	0.00
* 03_OSCP_RA_04	Reduces FEMA Phase 20 funding for the Oregon Food Bank by \$27,252 (funding is shifted into FY 02); increase SMHD funds by \$1,480; increase City of Portland funds by \$575; Increase SMHG by \$1,928 for COLA.	0	0	0	0.00
* 03_OSCP_RA_05	Removes HAP funds for Richmond Place, which will be directly funded.	0	0	0	0.00
	OSCP Total	0	0	0	0.00
	Total	253,632	1,320,218	21,728	1.00

Summary of Budget Changes

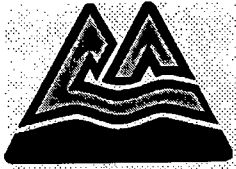
FY 2003

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Pending Amendments

Carryover Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_CA_01	FLEET FUND. Carries over \$53,059 expenses for 3 vehicles authorized for purchase (2002 Ford Taurus; 1996 Isuzu Truck; 2003 Ford Crown Vic) in FY 2002 that will not be delivered before June 30, 2002.	53,059	53,059	0	0.00
03_BCS_CA_02	GENERAL FUND. Carries over \$5,000 for Data Entry Software for the Data Operations Section of the Property Valuation Division to replace existing Key Entry III Software that is incompatible with Windows NT. If this item is approved after the close of FY 2002, the appropriation will be assigned to cost center 709615.	5,000	5,000	5,000	0.00
03_BCS_CA_04	GENERAL FUND. Carries over \$42,660 for payment of a contract for IBM Software Maintenance budgeted in FY 2002 but not invoiced by the vendor. If this item is approved after the close of FY 2002, the appropriation will be assigned to cost center 705401.	42,660	42,660	42,660	0.00
03_BCS_CA_05	GENERAL FUND. Carries over \$126,128 for professional services contracts entered into, but will not be completed by the end of the year. Includes: Hearing Officer (\$3,000); H20 legal service (\$20,000); GIS development (\$30,200); H20 quality monitoring (\$9,240); Hearing Officer (\$4,186 and \$16,673); Howard Canyon Impact Study (\$30,891); Hearing Officer (\$11,938). If approved after the closing of FY 2002, the funds will be moved to 901000.	126,128	126,128	126,128	0.00
03_BCS_CA_06	GENERAL FUND. Carries over \$63,000 to pay for a consultant to work with BSI to develop a general fund forecasting model and maintenance of data set. Also purchases consulting to facilitate business model redesign of shared services to align County budget forecasts, performance indicators, and organizational structure and relationships. If approved after FY 2002 closes, this amount will be assigned to cost center 701000.	63,000	63,000	63,000	0.00
03_BCS_CA_07	GENERAL FUND. Carries over \$10,900 to increase the Aerial Photo appropriation budgeted in FY 2002, but delayed in starting due to RFP/Contract Process not completed. Matching grant from DOR for FY 2003 contingent upon these dedicated funds. To be allocated to WBS element ORMAP.6	10,900	10,900	10,900	0.00
BCS Total		300,747	300,747	247,688	0.00
03_HD_CA_01	GENERAL FUND: Carries over \$450,000 for the HD's new practice management computer system (EPIC).	450,000	450,000	450,000	0.00
HD Total		450,000	450,000	450,000	0.00
Total		750,747	750,747	697,688	0.00
Grand Total (all amendment types)		1,691,157	-3,164,415	639,908	12.70



Department of Business and Community Services

MULTNOMAH COUNTY OREGON

Facilities and Property Management

401 N. Dixon Street

Portland, Oregon 97227

(503) 988-3322 phone

(503) 988-5082 fax

STAFF REPORT

TO: Board of County Commissioners

FROM: Doug Butler, Director of Facilities & Property Management

DATE: May 30, 2002

RE: BCS FY 2003 Program Amendment 1A:
Deleting One (1) FTE Economic Development and
Retention of Staffing for Four (4) FTE in FM Fund

1. Recommendation/Action Requested:
Delete one position Economic Development (82% General Fund, 18 % SIP Fund)
 - 9710 – Management Assistant - \$60,000Retain three positions previously described as cut (Facilities Management Fund)
 - 6111 – 1 Purchasing Specialist (MWESB) - \$42,000
 - 9710 – 2 Management Assistant - \$130,269
 - 6016 – 1 Facility Specialist 3 - \$55,000
2. Background/Analysis:
The County Strategic Investment Program will be managed differently during FY 2003. Financial administration for the fund will be managed by the Finance Director in BCS, management of the SIP Program will occur within Facilities and Property Management.

Strategic Investment Program revenue will be transferred to the Finance Director's Office in BCS for financial administration of the SIP Fund.

General Fund reductions from this amendment are intended to be the source of revenue for the Animal Control and MHRC/Diversity program amendments that follow.

03-BCS-PA-01A

Initial budget by former director cut three (3) FTE positions. Upon hiring the new director it was determined that these three positions are necessary to provide the level of customer service and initiative support necessary to meet FY 03 departmental goals and objectives.

FY02 FM Fund Headcount remains the same for FY 2003 as FY 2002. Facilities is absorbing the Management Assistant position from Economic Development. Please note that the overall FY 2003 Facilities Management Fund budget was reduced by \$2.3 million dollars from FY 2002.

3. Financial Impact:

General Fund:

Reduction of \$101,332 – These funds are within the BCS General Fund constraint and are requested to be redirected to Animal Control and Diversity programs in following Program Amendments.

Strategic Investment Fund:

\$18,775 redirected from Facilities and Property Management to Finance Director's Office (BCS).

Facilities Management Fund:

Total Base Salaries and Benefits = \$ 299,714. offset by expenditure reductions and revised revenue forecasts.

4. Legal Issues:

None

5. Controversial Issues:

None

6. Link to Current County Policies:

The basis for these three positions is due to the alignment of Facilities and Property Management into three essential areas. These areas include:

- Customer Service
- Diversity and MWESB Contractors
- Activity Based Costing / Shared Services

7. Citizen Participation:

None

8. Other Government Participation:

None



MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS
AND COMMUNITY SERVICES

DIRECTOR'S OFFICE

MULTNOMAH BUILDING
501 SE HAWTHORNE BLVD, 4th FLOOR
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PORTLAND OR 97293-0700

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

STAFF REPORT

TO: Board of County Commissioners
FROM: Mike Oswald, Department of Business and Community Services
DATE: May 30, 2002
RE: BCS FY03 Program Amendment 1B: Animal Control Mitigation Plan

1. Recommendation/Action Requested:

Approval of a Program Amendment to restore animal control services.

2. Background/Analysis:

In FY03, the combination of General Fund constraint and a five-year trend of declining pet license revenues have created a critical funding challenge for maintaining the current service level in Animal Control. The Approved Budget funds expanded animal shelter hours to 7-days-a-week. Field Services were reduced to shift resources to enhance shelter hours. The Approved Budget includes funding a marketing campaign to increase revenues by \$200,000.

In order to retain core field services, the Department of Business and Community Services will implement an aggressive mitigation plan to increase pet license revenues. The plan includes increasing license fees, reallocating department resources and employing a marketing campaign to achieve higher license compliance. Key action items in the plan are:

- Increase license fees and pet adoption revenues.
- Conduct a comprehensive license marketing campaign beginning July 2002.
- Present a quarterly financial progress report to the Board during FY03.
- Implement actions to increase license renewal compliance effective July 2002.
- Increase the incentives for businesses/organizations that sell licenses for Animal Control.
- Reallocate department resources to fund additional FTE in Animal Control.
- Amend the County Code pertaining to the rabies vaccination requirement for pet licensing by July 2002.
- Make technical changes to the personnel budget to reflect staffing level revisions required to implement enhanced shelter services

All increased revenues will be dedicated to restoring Animal Control staff and services. This Program amendment restores 5.0 FTEs to the FY03 Approved budget. However, the mitigation plan does not fully restore Animal Control staffing nor services. Total Animal Control staffing levels have been reduced in FY03:

Fiscal Year	FTE
FY02	45.00
FY03	40.00
Reduction	(5.00)

3. Financial Impact:

The license fee increase is projected to generate an additional \$75,000.
The Pet Adoption revenue increase is \$25,000. This estimate reflects an anticipated increase in pet adoptions from expanding shelter hours to 7-days-a-week.
Reallocate \$62,724 General Fund (created by Facilities & Property Management Program Amendment within BCS constraint) to the FY 03 Animal Control budget.

4. Legal Issues:

The department will bring a Resolution to the Board in June 2002 to increase license fees

5. Controversial Issues:

Even with the adoption of this mitigation plan, Animal Control services and staff will be reduced below current FY02 service levels. Reduced services will most likely generate concerns from the public.

6. Link to Current County Policies:

na

7. Citizen Participation:

Service reduction options were discussed with a stakeholder group for review and input.

8. Other Government Participation:

The stakeholder group included representatives from the City of Portland and the City of Gresham.



MULTNOMAH COUNTY, OREGON

**COUNTY
COMMISSIONERS****DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

DIANE LINN, CHAIR
MARIA ROJO DESTEFFEY,
DISTRICT #1
SERENA CRUZ, DISTRICT #2
LISA NAITO, DISTRICT #3
LONNIE ROBERTS, DISTRICT
#4

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MEMORANDUM

TO: Board of County Commissioners

FROM: Cecilia Johnson, BCS Department Director

DATE: May 30, 2002

SUBJECT: BCS FY 2003 Program Amendment 1C: MHRC / Diversity Program

I. Recommendation/Action Requested:

This request is for the approval of a \$38,000 FY 2003 Program Amendment to be allocated for the purchase of \$20,000 professional services from the Metropolitan Human Rights Center and \$18,000 in BCS Director's Office diversity related professional services.

The services could include the following:

- Technical assistance for Cultural Competency Policy Framework development
- "Dynamic Differences" diversity training sessions for county employees and citizens
- Technical assistance to and participation in Countywide Diversity Committee
- Technical assistance and support for the county's "Windmills Disability Awareness" training

II. Background/Analysis:

The county has enjoyed a long collaborative relationship with the Metropolitan Human Rights Center. For many years financial support has been given to the Center to provide services to the unincorporated areas of the county. The Metropolitan Human Rights Center provides professional services and training that compliment, but do not duplicate, existing county services and training. Continuation of this funding relationship is advantageous to the county in the following areas:

- Multiple "Dynamic Differences" sessions for community groups to

- coincide with other County community building efforts
- Multiple “Dynamic Differences” sessions for county teams and work groups to supplement and enhance the existing diversity training offered to all county employees
- Collaboration and technical assistance to train the trainer activities for Countywide diversity and Windmills trainers
- Provision of technical assistance and support for cultural competency efforts including: research, framework design, and evaluation

II. Financial Impact:

\$38,000 is within the Department of Business and Community Services’ General Fund constraint (comes from General Fund Contingency created by Facilities Management Program Amendment).

IV. Legal Issues:

None.

V. Controversial Issues:

None.

VI. Link to Current County Policies:

This is linked to the Chair’s Diversity Initiative and compliments the existing county activities that support the initiative with regards to employment, cultural competency, and community outreach.

VII. Citizen Participation:

Dynamic Difference training sessions will be made available to citizen groups and individuals.

VIII. Other Government Participation:

The Metropolitan Human Rights Center is part of the City of Portland.

Decision Package Analysis Memo

TO: Board of County Commissioners

**FROM: Shaun Coldwell, DCJ Business Services Manager and Bob Thomas,
BCS Finance Manager**

DATE: June 3, 2002

RE: Dept of Business & Community Services 03_BCS_PA_02

1. **Department Ranking of Decision Package:** Program Amendment
2. **Summary Title:** This budget amendment adds \$194,198 unspent FY02 state Department of Corrections revenue to the Department of Community Justice for use by Information Systems in developing a computer tracking system for ACJ Clean Court. Three (3) FTE are deleted from Aging Services Application Support and two (2) FTE are added to DCJ Application Services (ITO), the balance going into professional services.
3. **Recommendation/Action Requested:** Approve 03_BCS_PA_02.
4. **Background/Analysis:** This amendment increases Internal Services Data Processing by \$190,018 for use by IS in creating a management information tracking system for the recently established Clean Court program unit.
5. **Financial Impact:** In FY02, DCJ's Treatment Services Drug Court program set aside FY02 alcohol & drug outpatient service dollars for a one-time-only use in developing this Clean Court computer system during FY03 and covering the associated \$4,180 Indirect Cost. Therefore, DCJ revenue is increased by \$194,198 state grant-in-aid and general fund contingency by \$4,180. Also increases BCS supplies by \$242,453.
6. **Legal Issues:** N/A
7. **Controversial Issues:** N/A
8. **Link To Other County Policies:** N/A
9. **Other Government Participation:** N/A

03-BCS-PA-02



Department of County Human Services
MULTNOMAH COUNTY OREGON

421 SW Sixth Avenue, Suite 700
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(503) 988-3598 TDD

MEMORANDUM

TO: Board of County Commissioners

FROM: John Ball, Interim Director
Department of County Human Services

DATE: May 23, 2002

SUBJECT: Program Amendment 01

I. RECOMMENDATION/ACTION REQUESTED: The Department of County Human Services recommends the approval of Program Amendment 01. This amendment corrects the Department's requested budget to reflect changes approved by management in the Early Childhood/Child Abuse Programs that were not included in the department request. Net personnel increase of 1.20 FTE Mental Health Consultants (MHC).

II. BACKGROUND ANALYSIS: Due to a communication misunderstanding the approved cuts scenario for Early Childhood/Child Abuse programs were not reflected in the department requested budget. All of the cuts were taken out of Early Childhood FTE. The intent was to spread the cuts across the Early Childhood programs and the balance of cuts out of pass through. This amendment incorporates the approved changes. The cuts have minimal impact on FTE but reduces service capacity in the system by about 250 children and families (prevention & intervention).

III. FINANCIAL IMPACT: This amendment restores 1.60 FTE Mental Health Consultants that were cut in Early Childhood (our requested budget had cut 2.00 MHC). Family & Enhancements and CARES program both cut .20 FTE Mental Health Consultants. Pass through is reduced by \$82,364 and personnel expenses increase by \$82,364.

IV. LEGAL ISSUES: N/A

V. CONTROVERSIAL ISSUES: N/A

VI. LINK TO CURRENT COUNTY POLICY: N/A

VII. CITIZEN PARTICIPATIONS: N/A

VIII. OTHER GOVERNMENT PARTICIPATION

03-DCHS-PA-01



Department of County Human Services
MULTNOMAH COUNTY OREGON

421 SW Sixth Avenue, Suite 700
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MEMORANDUM

TO: Board of County Commissioners
FROM: John Ball, Interim Director
Department of County Human Services
DATE: May 23, 2002
SUBJECT: Program Amendment #2

I. RECOMMENDATION/ACTION REQUESTED: The Department of County Human Services recommends the approval of Program Amendment 02. Advanced Crisis Wrap Around Mental Health Services is a new three-point program starting October 1, 2002 estimated at \$3,366,001.

II. BACKGROUND ANALYSIS: The current situation:

Last August, a resolution of the BCC put the dollars for the mobile outreach and walk-in clinics (~\$2.3m) up for competitive bidding no later than 7/1/02,

The walk-in clinics and the mobile outreach services are effective and well utilized. There is a clear need for them to be expanded in a variety of ways, including capacity and cultural competency in the outreach services, a need to further decrease the need for law enforcement involvement in the mental health system. It is widely felt that they still have to do far too much assessment, transport and security work.

The DEL facility can not be opened as a secure E&S unit for at least one year, some estimates range up to 20 months. The budget to open such a facility such as DEL is close to \$3m per year, whereas the current dollar amount in the '03 budget is about \$1.5m

Program Amendment Description:

We plan to add the dollars budgeted for the secure facility in '03 to the walk-in and mobile outreach dollars (approximately \$4m total) so that the necessary capacities for improvement of the psychiatric crisis system might be accomplished.

In particular, this amount of money should allow us to create

- 1) A 24/7 walk-in clinic for anyone, with its own security and transport capacity,
- 2) At least one extended hour, family friendly walk in clinic and
- 3) An increase in mobile outreach service, including increased cultural competency and family oriented skill sets.

A focus on one or two sites for this RFQ would be accompanied by an amendment to the Primary Provider contract. We would require that all Providers in the PP model add evening clinical capacity including case management and no-appointment necessary access for urgent care at any mental health center site they operate during day and evening (until 9pm) hours.

No specialized funding would be added to the PP contracts for this change. This is because (a) the cost of being open in the evening should not be substantially higher than seeing the same client volume during the

03-DCHS-PA-02

day and (b) the PP contract has an average 28% greater dollar amount from previous years and (c) urgent access appointments and evening hours have been the standard of care for many years both in this state and the industry in general.

The RFQ will have four elements:

1. An Evening hours (5-10pm), child and family centered walk-in clinic.
2. The non-secure, 24/7 walk-in clinic for everyone with its own lay security staff and transport capacity.
3. Culturally competent 24/7 crisis outreach services with focused on adults.
4. Culturally competent outreach services for children and families.

The RFQ will be built so that a single provider or any group of providers would be able to bid on parts or all four of the components. The dollar amounts and method of expenditure for these components in the current plan would have \$100k going to component #1, \$900k for #4, and the remaining ~\$3m divided between #2 and #3 based on some cost estimates that are not yet complete.

Discussion:

The original RFP for the secure E&S facility concept was based in the need for at least four hold beds. This is because the four bed Providence CTC was on divert (full) about 40% of the time in the six months before it closed.

Police transports have been the primary method of transport of clients who end up needing seclusion and restraint. Now, after a few months of experience with the interim crisis system plan, these numbers are dropping relatively rapidly, certainly faster than most had expected.

It is reasonable to assume that the 15 secure/hold rooms in the city's ERs should be able to handle the police hold traffic if the number is around two per day. Right now the average is around 2.5. It used to be around 4

In addition, people who are resisting transport and may need a secure bed are those who are already most likely to (a) need the medical attention of a full service hospital and (b) get admitted to the hospital. The intermediary step of going to a separate secure facility thus becomes less appropriate and more expensive as the number of folks who do not respond to mobile crisis intervention is reduced.

Based on our current trends, we believe that a 24/7 non-secure, walk-in capacity with its own lay security (special training, but no weapons, no uniforms, no special licensing) and transport capabilities combined with a sharp increase in mobile outreach capacity should have a very robust effect on the number of patients heading for the hospitals.

This plan is consistent with the consumer-centric program of lessening the use of coercive methods in general. It is also consistent with the general principle that more mental health services and less police services are the proper way to handle the large majority of peoples' emotional crisis.

III. FINANCIAL IMPACT: Funding is from existing resources and is revenue neutral. Funding is from reducing Emergency Rooms by \$141,900, Urgent Walk in Clinic by \$900,844, Mobile Crisis by \$718,890, Secure Evaluation by \$1,541,867 and Transportation by \$62,500. Estimated annualized expenses exceed on going resource (\$568,00 of beginning working capital) utilized the first year. The system will be reducing costs in the following year. The accounting structure and reporting system will be identified in the RFP utilizing service master codes for tracking services. A RFP will go before the Board on July 1 and the department will simultaneously give notice of cancellation of existing contracts and the new system would start within 90 days.

IV. LEGAL ISSUES: N/A

V. CONTROVERSIAL ISSUES: N/A

VI. LINK TO CURRENT COUNTY POLICY: Board resolution 01-109

VII. CITIZEN PARTICIPATIONS: N/A

VIII. OTHER GOVERNMENT PARTICIPATION



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COUNTY HUMAN SERVICES
MENTAL HEALTH AND ADDICTIONS SERVICES DIVISION
421 SW SIXTH AVE., SUITE 600
PORTLAND, OREGON 97204
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BOARD OF COUNTY COMMISSIONERS

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SUPPLEMENTAL STAFF REPORT

TO: Board of County Commissioners

FROM: John Ball, Interim Director
Department of County Human Services

DATE: May 23, 2002

RE: Program Amendment #3

1. Recommendation/Action Requested:

The Department of County Human Services requests BCC approval of Program Amendment # 3, which would eliminate a 1.0 FTE Program Manager position in the Mental Health and Addictions Services Division (MHASD), Office of Addictions Services. Functions currently performed by this position (and by previously eliminated 2.75 FTE Sr. PDS/PDS positions) for addictions services will be assumed by other division managers and technical staff who are already doing these functions for mental health services. This will result in administrative savings and economy of scale.

2. Background/Analysis:

The integration of mental health and addictions services planning, program design, and clinical models of service delivery is in line with good clinical practice and with trends on the Federal and State levels, as demonstrated by the recent merger of the State Office of Mental Health Services with the Office of A&D Addictions Programs. New State A&D regulations and mental health rules also support a strong integration of the two service systems.

This integration is part of MHASD's plans to move towards seamless mental health and addictions service delivery under the second phase of the mental health system redesign as outlined in the following documents:

Res. 00-161 – Vision Statement for Consumer and Family Centered MH System

9. Services from multiple agencies including the education, criminal justice, juvenile justice, child-welfare, health and chemical dependency systems are coordinated and/or integrated to better serve consumers.

Res. 00-194 – Policy Direction for Restructuring the MH System

03-DCHS-PA-03

- work to improve the integration of mental health services with physical health and alcohol and drug services.

MHO Implementation Workplan 4/4/01

Develop and implement plans and/or agreements that promote more seamless integration initiatives of mental health with primary health and addictions services, etc.

There is movement towards this integration at the provider level. Agencies in both systems serve many of the same clients. Most of MHASD's addictions services subcontract agencies have, or are in the application process to obtain, a State Certificate of Approval to provide mental health services. This integration will allow for more streamlined interactions with providers in the areas of contracts and quality assurance, and provide real-time feedback across the systems from audit reviews.

3. Financial Impact:

The elimination of this position reduces personnel expenses by \$113,813. These funds will be reinvested in the new integrated system.

4. Legal Issues:

N/A

5. Controversial Issues:

N/A

6. Link to Current County Policies:

Integration of mental health and addictions services planning and delivery supports the County's commitment to improved mental health and addictions services in Multnomah County.

7. Citizen Participation:

The Executive Committees of the division's two mental health and substance abuse advisory groups, AMHSA and CAMHSA, have had the opportunity to provide feedback regarding the Policy Direction for Restructuring the MH System and are in support of this direction to integrate Mental Health and Chemical Dependency service coordination and quality assurance.

8. Other Government Participation:

Because addictions services are delivered through other systems (most notably in Health, DCJ, the Sheriff's Office, and CareOregon), discussions with these systems are underway to further improve coordination of planning, minimize duplication of service delivery, and maximize service dollars.



Department of County Human Services
MULTNOMAH COUNTY OREGON

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MEMORANDUM

TO: Board of County Commissioners

FROM: John Ball, Interim Director
Department of County Human Services

DATE: May 28, 2002

SUBJECT: Program Amendment 04

I. RECOMMENDATION/ACTION REQUESTED: The Department of County Human Services recommends the approval of Program Amendment 04. This amendment corrects errors and omissions among various programs in Mental Health & Addictions Services as well adjusting staffing to reflect the organizational operating structure. Net increase of 2.60 FTE.

II. BACKGROUND ANALYSIS: During the budget process funding for two contracts were overlooked. Child Abuse Assessment Services in the Early Childhood CARES program (Legacy CARES NW) and funding from Department of Community Justice for SOAP/RAPP (Sexual Offense & Abuse Prevention) services in the Child & Adolescent Program. The funding from Department of Community Justice freed funds for the Child Abuse Assessment Service Contract.

Mental Health Administration cuts 2.00 FTE and a .50 FTE CFS Supervisor in Early Childhood. Functions performed by the positions will be assumed by other division managers & technical staff who are already performing these functions. The administrative savings are reallocated among programs include: Bienestar, Crisis Call Center, Contracts, & Operations. This amendment also restores the Call Center to current service levels for staffing. The program authorizes care for every client in the system going in and out of acute, subacute, and respite beds. All of these authorizations need to be sent to providers and all of the overnight telephone contacts must be correlated and tracked. The positions (1.60 FTE) were inadvertently overlooked in our requested budget. The Call Center is the centerpiece of the redesign and must have at least this staffing level to function adequately.

Administrative savings fund 1.50 FTE Mental Health Consultants in East County & Gresham for the Bienestar program which primarily serves families & children. A 1.00 FTE Program Development Technician is added in Mental Health Operations to review insurance claim forms for completeness, secures and adds missing data, review insurance policy to determine coverage, and works to obtain settlement of unpaid claims. A 1.00 FTE Program Development Specialist is added for Mental Health Contracts unit to replace a position lost to grant writing. Responsibilities will include tracking contract progress, assists in the coordination with the Department wide HIPAA Compliance committee, i.e. tracking the committee work, developing HIPAA awareness activities, assists and develops service delivery contracts, system changes, i.e. termination notice, assists in tracking state compliance, developing and providing technical assistance for primary providers

III. FINANCIAL IMPACT: There is no net change to revenue or expenses. Net personnel increase of 2.60 FTE and \$79,785. Supplies are reduced by \$22,718. Service Reimbursement to the Insurance fund increases by \$19,216

IV. LEGAL ISSUES: N/A
V. CONTROVERSIAL ISSUES: N/A
VI. LINK TO CURRENT COUNTY POLICY: N/A
VII. CITIZEN PARTICIPATIONS: N/A
VIII. OTHER GOVERNMENT PARTICIPATION

03-DCHS-PA-04



Department of County Human Services
MULTNOMAH COUNTY OREGON

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MEMORANDUM

TO: Board of County Commissioners

FROM: John Ball, Interim Director
Department of County Human Services

DATE: May 23, 2002

SUBJECT: Program Amendment 01

I. RECOMMENDATION/ACTION REQUESTED: The Department of County Human Services recommends the approval of Program Amendment 01. This amendment corrects the Department's requested budget to reflect changes approved by management in the Early Childhood/Child Abuse Programs that were not included in the department request. Net personnel increase of 1.20 FTE Mental Health Consultants (MHC).

II. BACKGROUND ANALYSIS: Due to a communication misunderstanding the approved cuts scenario for Early Childhood/Child Abuse programs were not reflected in the department requested budget. All of the cuts were taken out of Early Childhood FTE. The intent was to spread the cuts across the Early Childhood programs and the balance of cuts out of pass through. This amendment incorporates the approved changes. The cuts have minimal impact on FTE but reduce service capacity in the system by about 250 children and families (prevention & intervention).

III. FINANCIAL IMPACT: This amendment restores 1.60 FTE Mental Health Consultants that were cut in Early Childhood (our requested budget had cut 2.00 MHC). Family & Enhancements and CARES program both cut .20 FTE Mental Health Consultants. Pass through is reduced by \$82,364 and personnel expenses increase by \$82,364.

IV. LEGAL ISSUES: N/A

V. CONTROVERSIAL ISSUES: N/A

VI. LINK TO CURRENT COUNTY POLICY: N/A

VII. CITIZEN PARTICIPATIONS: N/A

VIII. OTHER GOVERNMENT PARTICIPATION



Department of County Human Services

MULTNOMAH COUNTY OREGON

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MEMORANDUM

TO: Board of County Commissioners

FROM: John Ball, Interim Director
Department of County Human Services

DATE: May 23, 2002

SUBJECT: DCHS Program Amendment #5 Relating to the Department Planning and Evaluation Unit

I. RECOMMENDATION/ACTION REQUESTED: The Department of County Human Services recommends the approval of Program Amendment #5, which dissolves the Department's Planning and Evaluation Unit and transfers staff to the various operating divisions, the Directors Office and the Business Services unit.

II. BACKGROUND ANALYSIS: The Chair's Proposed Budget reduces the amount of County General Fund allocated to the Planning and Evaluation Unit by approximately \$439,000. This reduction included the elimination of 5.0 FTE leaving 7.0 FTE in the Unit. This amendment eliminates the budget for Materials and Services in order to preserve positions. It adds .59 FTE making the net reduction 4.41 FTE. Most of the remaining funds allocated to the unit are Medicaid funds from the ADS division. The mix of remaining funds is such that a general department planning unit is infeasible.

The amendment provides for the following FTE changes to the ADS Division budget:

- A 1.00 OA2 position from the Planning unit is transferred to the ADS Administration unit for support to the unit.
- A 1.00 Research Analyst Senior position from the Planning unit is transferred to the Community Services unit to maintain planning capacity related to the Annual Area Plan (and Amendments) submissions to the State, Strategic Plan implementation, Program Development in the areas of Special Needs Housing, Special Needs Transportation, etc.
- A 1.00 Research and Evaluation Supervisor position from the Planning unit is deleted and a 1.00 Project Manager position is created in the ADS Admin unit to coordinate planning and reporting activities with local, state and federal partners, including data collection, measurement, and analysis.
- A 1.00 Project Manager position previously cut from the original ADS Planning unit is restored in the ADS Admin unit to continue work on the development of a case management/client information system to streamline the Case Management processes and related technology for workload simplification.

The amendment provides for the following FTE changes to the DCHS Director's Office budget:

- A 1.00 FTE Program Manager 1 position from the Planning unit is transferred to the Director's Office to work on department-wide cultural competency matters and to help make DCHS services for more accessible for minority clients.

The amendment provides for the following FTE changes for the Domestic Violence Division budget:

- .44 FTE of a Research and Evaluation 2 position from the Planning unit is transferred to the Domestic Violence unit to work on the Byrne Grant.

03-DCHS-PA-05

The amendment provides for the following FTE changes for the Mental Health and Addiction Services division budget:

- Two .25 FTE positions from the Planning unit are transferred to the A & D Admin unit to finish work on the Target Capacity Enhancement Grant (SAMHSA).
- .25 FTE of a Research and Evaluation Senior position cut from the Planning unit is restored in the A & D Admin unit to finish work on the TCE Grant (SAMHSA).
- .40 FTE of a Research and Evaluation 2 position from the Planning unit is transferred to the A & D Admin unit to work on the Gambling Addiction program.

The amendment provides for the following FTE changes for the Business Services unit:

- A 1.00 FTE Program Development Specialist Senior position cut from the Planning unit is restored in the Office Services program to develop a long range facility plan for the Department.

The amendment cuts the following positions from the Planning and Evaluation unit:

- 3.00 FTE Research and Evaluation Senior positions
- 1.00 FTE Research and Evaluation 2 position
- .50 FTE of an Office Assistant 2 position.

The amendment shifts planning responsibilities to the respective divisions and will reduce the ability of the Department to undertake department-wide planning efforts.

III. FINANCIAL IMPACT: There is minimal financial impact from this amendment. The amendment does not add any more resources to the department for planning purposes, but rather disperses the resources previously budgeted at the Department level to the operating divisions. To achieve the required funding mix for positions, this amendment reduces the amount of local matched Medicaid by \$100,000 to create an additional \$45,000 in County General Funds. These General Funds are allocated to each ADS position so work can proceed on non-Medicaid funded projects.

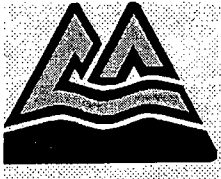
IV. LEGAL ISSUES: N/A

V. CONTROVERSIAL ISSUES: N/A

VI. LINK TO CURRENT COUNTY POLICY: N/A

VII. CITIZEN PARTICIPATIONS: N/A

VIII. OTHER GOVERNMENT PARTICIPATION: N/A



Department of County Human Services

MULTNOMAH COUNTY OREGON

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MEMORANDUM

TO: Board of County Commissioners

FROM: Chiquita Rollins
Department of County Human Services
Multnomah County Domestic Violence Coordinator

DATE: June 3, 2002

SUBJECT: Amendment Relating to Funding for Contracted Domestic Violence Victim Services

I. RECOMMENDATION/ACTION REQUESTED: The Department of County Human Services recommends the reallocation of \$40,000 in County General Fund from DCHS salary savings to partially restored funding for contracted domestic violence victim services.

II. BACKGROUND ANALYSIS: The Chair's Proposed Budget reduces the amount of County General Fund allocated to contracted domestic violence victim services by \$73,695. This reduction represents a 6% across the board cut to the current community based organizations providing victim services. It includes a reduction in funding for emergency shelter programs (\$41,027) and for non-residential services (\$32,668) such as culturally specific services, crisis intervention and civil legal representation.

The amendment partially restores CGF level for emergency shelter contracts to their 2001-2002 level and will mitigate the loss of funds for other services (culturally specific, crisis intervention and legal services). Emergency shelter services were selected as the primary recipients for restoration of funding because there are additional cuts from state funding sources (SHAP, EHA) and from United Way which will negatively impact the level and/or quality of services.

III. FINANCIAL IMPACT: There is minimal financial impact from this amendment. Funds used to restore these services come from DCHS salary savings.

IV. LEGAL ISSUES: N/A

V. CONTROVERSIAL ISSUES: N/A

VI. LINK TO CURRENT COUNTY POLICY: Reduction of crime, domestic violence and homelessness. Safe families.

VII. CITIZEN PARTICIPATIONS: N/A

VIII. OTHER GOVERNMENT PARTICIPATION: N/A

03-DCHS-PA-06

Decision Package Analysis Memo

TO: Ching Hay, Senior Analyst, Budget & Quality Office

FROM: Shaun Coldwell, DCJ Business Services Manager

DATE: May 21, 2002

RE: Department of Community Justice Decision Package 03_DCJ_PA_01

1. **Department Ranking of Decision Package:** Program Amendment
2. **Summary Title:** This budget amendment revises the School Attendance Initiative program in order to increase selected contracted services previously reduced in order to meet general fund constraint. It also reprograms Embrace grant dollars to improve staffing mix and adds a pending COLA adjustment.
3. **Recommendation/Action Requested:** Approve 03_DCJ_PA_01.
4. **Background/Analysis:** This amendment increases SAI contracted services by \$375,438 to ensure funding for services from MESD, PPS, VOA, OCHA and MESD RISE providers. It reduces flexible service funds and program supplies formerly available to DCJ SAI staff and cuts two of the current Juvenile Counseling Assistants, bring the remaining total to 6.0 FTE JCA's. In addition, the amendment reduces the SAI evaluation services from the Health Department by (\$67,110) and cuts (\$71,160) from ACJ Professional Services to release funds for the SAI contracted services' increase.

Further study of the personnel positions supporting the Robert Woods Johnson Embrace grant have resulted in the replacement of the half-time OA Senior and Public Affairs Coordinator positions by a full-time Juvenile Court Counselor position. This grant is being used for substance-abusing youth. Grant-funded supplies and Telecommunications expense have been reduced slightly to fund the full-time position. The addition of a pending \$43,632 COLA adjustment restores the half-time permanent OA Senior position deleted from the grant program and increases Professional Services in the Director's Office.

5. **Financial Impact:** In order to cover these JCJ SAI program revisions with general fund dollars, ACJ Management Prof Svcs funded by state grant-in-aid are reduced and the released DOC funds are exchanged for general fund between the IS Internal Services Data Processing cost centers. SAI and Embrace program changes result in a + 1.50 FTE net change; an increased \$43,632 in general fund support to DCJ; a (\$15,641) decrease to Insurance revenue; (\$5,544) decrease to Telecommunications revenue; and a decrease of (\$43,632) to the general fund contingency.

03-DCJ-PA-01

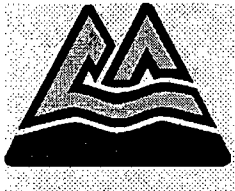
6. **Legal Issues:** N/A
7. **Controversial Issues:** N/A
8. **Link To Other County Policies:** N/A
9. **Other Government Participation:** N/A

Decision Package Analysis Memo

TO: Ching Hay, Senior Analyst, Budget & Quality Office
FROM: Shaun Coldwell, DCJ Business Services Manager
DATE: May 28, 2002
RE: Department of Community Justice Decision Package 03_DCJ_PA_03

1. **Department Ranking of Decision Package:** Program Amendment
2. **Summary Title:** This budget amendment reclassifies four personnel positions as a result of the clerical and fiscal class/comp studies; restores 2 OA Seniors to the JCJ Child Abuse unit; and cuts a Program Manager Senior position from the Director's Office.
3. **Recommendation/Action Requested:** Approve 03_DCJ_PA_03.
4. **Background/Analysis:** This amendment reclassifies two Fiscal Specialist Senior positions to Budget Analyst; one Fiscal Assistant Senior position to an Office Assistant Senior; and one Clinical Supervisor to Program Supervisor. It deletes the vacant Program Manager Senior position in the DCJ Director's Office and restores two of the six positions cut earlier from the JCJ Child Abuse program. The amendment also shifts the Professional Services balance in ACJ Management Federal/State to general fund in the Director's Office.
5. **Financial Impact:** The amendment increases total personnel by 1.0 FTE. Business Services Temporary personnel expense is reduced to cover the additional expense resulting from position reclasses in that unit. The IS Internal Services Data Processing budget line item expense is used to exchange state DOC funding for general fund in order to relocate Professional Services from ACJ Management to the Director's Office. Insurance revenue is increased by \$6,634.
6. **Legal Issues:** N/A
7. **Controversial Issues:** N/A
8. **Link To Other County Policies:** N/A
9. **Other Government Participation:** N/A

03-DCJ-PA-03



Health Department
Office of the Director
MULTNOMAH COUNTY OREGON

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Memorandum

TO: Board of County Commissioners

FROM: Lillian Shirley, Director
Multnomah County Health Department

DATE: May 31, 2002

SUBJECT: Budget Amendment #~~7~~¹ - State Healthy Start Program

I. RECOMMENDATION/ACTION REQUESTED

The Health Department recommends approval of HD Program Amendment #7. This amendment adds \$2.8 million in state and federal funding to implement the State Healthy Start program in Multnomah County.

II. BACKGROUND ANALYSIS

The Health Department has received funding from the Multnomah Commission on Children, Families and Community (CCFC) to roll out the State Healthy Start program in Multnomah County. Healthy Start focuses on services for first time parents. The program provides prenatal screening, hospital visits at time of delivery, and home visits for families as needed. Home visits will be provided by community health nurses at the Health Department following the Nurse-Family partnership model and by community based home visitors in Family Support Teams.

III. FINANCIAL IMPACT

The Health Department will receive \$2,237,230 in State Healthy Start Funds (a State General Fund program) via the Multnomah CCFC. Funding is allocated based on a state formula to provide services to 80% of births within Multnomah County. In addition, projected Medicaid revenue is estimated to add \$580,960 to the Health Department's Healthy Start program. Medicaid revenue estimates are based on fee-for-service payment for County-delivered services and Medicaid administrative match for community-based services.

IV. LEGAL ISSUES

None.

V. CONTROVERSIAL ISSUES

None.

03-HD-PA-01

VI. LINK TO CURRENT COUNTY POLICY

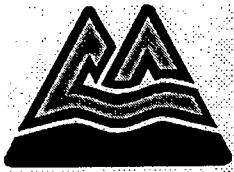
This funding will be used to implement services and programs consistent with strategies identified in the county's Early Childhood Framework, particularly Goal 2, "Families nurture their children" and Goal 3, "Strengthening high risk families."

VII. CITIZEN PARTICIPATION

The Implementation Policy Advisory Group (IPAG) has been involved in the planning and decision making for the Healthy Start program. IPAG links to the Commission on Children, Families and Community and the Early Childhood Care and Education Council. Members on each of these groups include citizens, community agencies, and parents.

VII. OTHER GOVERNMENT PARTICIPATION

The Commission on Children, Families and Community will continue involvement in policy direction and evaluation. The state Commission on Children and Families has oversight role in monitoring implementation of Health Start. The program will be linked with Mental Health and Addiction services in implementing the use of additional funds from the Oregon Children Plan.



Health Department
Office of the Director

MULTNOMAH COUNTY OREGON

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Memorandum

TO: Board of County Commissioners

FROM: Lillian Shirley, Director
Multnomah County Health Department

DATE: May 31, 2002

SUBJECT: Budget Amendment #~~8~~² – Children's Receiving Center/Assessment Services

I. RECOMMENDATION/ACTION REQUESTED

The Health Department recommends approval of HD Program Amendment #8. The amendment creates a team located at the Children's Receiving Center campus to do physical health assessments. This will cost \$398,391. Revenues in this amount will be generated through changes to the FQHC reimbursement system.

II. BACKGROUND ANALYSIS

The Children's Receiving Center is a campus designed to provide a range of services for children being taken into state custody. Among the services to be provided at the center are physical health assessment services. This amendment establishes a team, comprised of a nurse practitioner, a community health nurse, a medical records technician and an office assistant to provide these services. This team will work in close cooperation with the other teams located on the campus.

III. FINANCIAL IMPACT

The estimated costs of operating this team at the Children's Receiving Center are \$381,391. The Department is currently working on a community health center change of scope request to be submitted to the Federal Bureau of Primary Health Care that will enable the services provided by this team to be billed under the FQHC reimbursement system. This will in turn generate revenues adequate to pay the additional costs of the team.

IV. LEGAL ISSUES

None.

V. CONTROVERSIAL ISSUES

None.

03-HD-PA-02

VI. LINK TO CURRENT COUNTY POLICY

The Children's Receiving Center is a County project and the physical health assessment services have long been anticipated to be a part of it.

VII. CITIZEN PARTICIPATION

Before submitting a community health center change of scope request, the contents of that request must be discussed with the Community Health Council, a citizen body, a majority of whose members are consumers. Staff presented the contents of the change of scope request to the Council on May 13, 2002, and the council approved it that day.

VII. OTHER GOVERNMENT PARTICIPATION

The Children's Receiving Center project has involved a number of County Departments, as well as City and State Departments. All are supportive of creating the physical health assessment team and locating it on the campus.

MULTNOMAH COUNTY
LIBRARY



205 N.E. Russell Street • Portland, OR 97212-3796 • PHONE: 503.988.5402 • FAX: 503.988.5441

Ginnie Cooper, Director of Libraries

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Ginnie Cooper, Director of Libraries

DATE: May 15, 2002

RE: Library Decision Package - LIB-02

1. Recommendation/Action Requested:

Recommend approval of this cut package if the replacement library levy does not pass on May 21, 2002. This cut package would then become part of the Library's 2002-03 budget when the County's budget is adopted in June.

2. Background/Analysis:

If the replacement levy does not pass in May, the Library will collect the 5th year of the current levy for FY 2002-03. This represents a revenue reduction of \$5,357,073. The Library's requested budget is \$48,609,461 based on the levy passing. Without the replacement levy, the Library's budget will be \$43,252,388. This assumes a revenue cut in the library levy only; the General Fund contribution is not affected.

Here is a summary of the major cuts that would be implemented (or continued):

- Monday closures – Libraries were closed on Mondays effective February 11, 2002 due to cost saving efforts the Library implemented in FY 02. In this scenario, the libraries that were once open on

Mondays (Central, Hillsdale, Hollywood, Midland and Gresham) would continue to be closed.

- Personnel cuts – A total of 37.70 FTE will be cut, affecting about 58 positions.
- Book budget – The book budget was also reduced during FY 02 as part of the County's mid-year rebalancing process. This cut package would further reduce the book budget to approximately 12 % of the Library's total operating budget for FY 03 – a reduction from the 15% standard benchmark.
- Parkrose – Due to its continued low use by the public, the Parkrose Cooperative Library would close. Resulting savings would be \$223,379.
- Supplies – During the last few years, the majority of money for technology expenditures has been budgeted in the bond fund. As that money is expended, the budget for technology must be moved back to the library's operating budget. This cut would reduce the budgeted amount by \$364,000.
- Capital – Expenditures for building improvements have also been budgeted in the bond fund and must also be now included in the library's operating budget. This cut would reduce the budgeted amount by \$300,000.
- Professional Services – A cut of \$450,000 will be made in money budgeted for the Teen Intern Initiative contract (an expansion of the County's School to Career program). In addition a cut of \$110,000 will be made in system wide programming.
- Education & Training – Reductions to this line item total \$72,833.

3. Financial Impact:

This cut package would balance the Library's budget at \$43,252,388 for FY 02-03, implementing a cut of \$5,357,073.

4. Legal Issues:

N/A

5. Controversial Issues:

Continuing to have libraries closed on Mondays may be controversial with the public. This is the most visible reduction with the highest immediate impact on the Library's patrons. Other cuts, such as the book budget reduction, will have a less immediate impact but definitely result in a negative long-term effect.

6. Link to Current County Policies:

N/A

7. Citizen Participation:

The Library Board functions as the Library's Citizen Budget Advisory Committee and regularly reviews the Library's budget situation.

8. Other Government Participation:

N/A

LIBRARY FTE CHANGES FY 02 TO FY 03

FY 02 Adopted Budget

- 510 FTE

FY 02 Mid-year cost savings

- Vacated 22 probationary FTE: 11.75 clerks and 10.25 pages from Central and branch libraries; these positions were not officially cut from the budget but were eliminated as part of the library's cost savings.
Total probationary employees affected: 34
- Voluntary and mandatory work reductions were made by 52% of library staff.
- Monday library service was eliminated in February, 2002.

FY 03 Requested Budget (Assumes levy passes)

- 510 FTE – Reopens libraries on Monday and restores FTE to current service level.
- Note: Though the number of FTE is the same as for FY 02, there were shifts among the numbers of FTE for specific classifications, especially clerks and pages, to accommodate increases in workload including the new (busier) Hollywood library and in anticipation of the new Hillsdale library.

FY 03 Proposed Amendment (Assumes no new levy; 5th year of current levy)

- Cuts 38 FTE (from 510 to 472 FTE). This reduction officially cuts most of those vacated positions and 16 additional FTE. Actual layoffs (up to 10 people) will most likely be in the library assistant, librarian and supervisory classifications.

Detail of positions lost in the proposed amendment:

- 28.5 FTE Represented positions at Central & branch libraries
 - 19.50 – Pages & Clerks
 - 4.00 – Library Assistants
 - 5.00 – Librarians
- 4.0 FTE Parkrose Cooperative Library
 - 1.75 – Pages & Clerks
 - 1.25 – Library Assistants
 - 1.00 – Exempt manager
- 1.75 FTE Exempt staff at Central
 - 1.75 – Operations Supervisors
- 3.5 FTE Administrative Support Services staff
 - 1.50 - Clerks
 - 1.00 - Librarian
 - 1.00 – Exempt supervisor

Recommendation: end the partnership with Parkrose School District for the combination school/public library because of lack of use by the public.

Parkrose Cooperative Library, a partnership between Parkrose School District and Multnomah County Library, opened in September 1998. This library's main function during weekdays is to serve as a high school library. After school, Saturdays and during school vacations, the library functions as a public library. Members of the public can use the library during the school day, but few do.

During the school day, Parkrose School District pays operational costs (including staffing), and Multnomah County Library funds the library during public hours. Parkrose functions as a public library after school, weeknights, Saturdays and during school holidays (about 26 hours each week). Yearly costs to Multnomah County for operating Parkrose total about \$240,000. For comparison, yearly costs for each of 9 small neighborhood libraries in Multnomah County averaged about \$624,000. Each of the small neighborhood libraries is open about twice as many hours as Parkrose.

Parkrose is the least used library in Multnomah County.

- **Circulation is the lowest among the neighborhood libraries.** The library next lowest in circulation checked out nearly 2 ½ times more items than Parkrose during the first 6 months of the fiscal year. (Circulation at Parkrose includes all items checked out during school and public library hours.)
- **Fewer library users go into this branch during public library hours than any other:** 16,578 in the first 6 months of the year. The next lowest door count during that time period was at Capitol Hill: 97,358 people—nearly 6 times as many as Parkrose.
- In spite of having a full time youth librarian managing Parkrose and doing community outreach, **the fewest number of groups (child care groups, Scout troops, school groups, etc.) visited this library during public hours in the first 6 months of the year:** 1 at Parkrose, compared with 15 at the next lowest branch (Capitol Hill).
- **Library users asked fewer reference questions:** 4,277 in the first 10 months of the fiscal year. Users at Fairview-Columbia asked 8,621 questions in the 5 ½ months that it has been open—more than twice as many questions in just over half as much time.
- Although the number of books and other public library materials is nearly the same (40,752 items at Parkrose; an average of 42,600 at the other small libraries), **the turnover rate is much lower: 1.7 at Parkrose, compared to an average of 5.7 at the other libraries.** Turnover rate measures how heavily the collection is used.

Because of the low usage, I recommend that we end our partnership with the Parkrose School District, eliminating the public library hours at Parkrose Cooperative Library. Should the Board agree with this decision, we are contractually obligated to notify the School District 90 days before ending the partnership.

06/03/02

Ginnie Cooper, director of libraries

Multnomah County Library Serving Students, Serving Schools

Multnomah County Library has a clear commitment to supporting all students, in school and home schooled. Services to students include the following:

- **Youth librarians at Central and each neighborhood library** to serve as a personal connection to nearby schools and help students with school-related needs.
- **Book 2 U, with staff and many volunteers** provides the following:
 - to students in grades three, four, and five with **books, information about the library, and book talks** at 50 targeted schools in Multnomah County.
 - similar after-school and summer programs operated by Portland Public Schools, SEI, Boys and Girls Clubs, and other community organizations.
- **School Corps**, four librarians who connect students and teachers with the critical information resources of the public library by:
 - providing **trainings for teachers and students** to use the library's electronic and print resources;
 - customized curriculum support tools like webography, bibliographies and **boxes of books on specific topics** at the teacher's request.
- **Summer Reading** program will reach 38,000 children this year.
- **Trained volunteer homework helpers** in each location to assist students.
- **Homework Center** - 10,000 Web sites selected by MCL staff, available from home or school to help answer student's homework questions.
- **Outreach to home schooling families**, including special trainings and open houses at neighborhood libraries, specialized resources and a Web site.
- **Library Outreach in Spanish (LIBROS)** program, which ensures that students get culturally competent services when they need Spanish or bilingual resources or services.
- **Educator Evenings** that explore library resources and services of special interest to teachers.
- **Annual library card campaign** to ensure that all students have the most important school supply: a **public library card**.

03-Non-D-P4-01



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Diane M. Linn	Chair of the Board
Maria Rojo de Steffey	District 1 Commissioner
Serena Cruz	District 2 Commissioner
Lisa Naito	District 3 Commissioner
Lonnie Roberts	District 4 Commissioner

Memorandum

TO: Board of County Commissioners

FROM: Lorenzo T. Poe, Jr. Director
Office of School and Community Partnerships

DATE: May 23, 2002

RE: Budget Amendment #OSCP_PA_01

I. RECOMMENDATION/ACTION REQUESTED

The Office of School and Community Partnerships recommends the Board approval of OSCP Program Amendment 01. This amendment moves an additional \$265,010 of State Community Services Block Grant funds into the OSCP budget for Fiscal Year 2003, thus freeing up County General Fund to restore other services proposed for reduction.

II. BACKGROUND ANALYSIS

The background for this program amendment is related to three factors. First, the OSCP has historically expended the CSBG award over a 15 month time period instead of 12 months. Second, the grant is awarded on a calendar year, however, and must be spent within the constraints of a given biennium (as applicable). Third, one grant must be expended before the new award can be spent. These three factors have meant that the Office has often had to seek extensions and/or carry over CSBG funds to ensure full compliance with the grant award restrictions.

Given the budget shortfall and the resultant program reductions, shifting this spending cycle to be more in line with the State's expectations appears to be prudent at this time, thus helping to mitigate proposed program reductions.

III. FINANCIAL IMPACT

Community Services Block Grant funds are awarded to the Office of School and Community Partnerships because of our designation as the Community Action Agency for the County. These funds are geared toward services and/or programs through the Community and Family Service Center System that are designed to assist low income Oregonians achieve self-reliance.

While this shift in funding reduces the total amount of County General Fund in the Community and Family Service Center System (CFSC), services are not reduced. This shift also allows for other programs, previously proposed for reduction, to be either fully funded or partially restored. These include:

- An additional \$100,000 for the Homeless Youth Access and Assessment Center necessary to maintain current service at that site; the increased cost is a result of a new contractor taking over the Center at the County's request.
- Restoring \$64,000 for the Gang Influenced Female Team program. The \$64,000 allows the OSCP to leverage another \$128,000 through a funding collaboration with the Department of Community Justice and the Commission on Children, Families and Community to retain this important program.

03-OSCP-PA-01

Recent negotiations have allowed OSCP to finalize expenditure of the additional CGF in two program areas (a subsequent budget modification will be submitted for this). OSCP will provide:

- Partial restoration in the amount of \$50,000 for the Friends of Children mentoring Program. These funds, along with our work with the Friends of Children to streamline and better connect referrals to appropriate OSCP services, should help to shore up mentoring capacity throughout the CFSC System.
- Partial restoration in the amount of up to \$70,000 for Kelly Community House in Mid-Southeast Multnomah County (\$50,010 of which will be the result of the additional CSBG, and the remainder to be allocated from within current budget resources). Our work with Kelly Community house to re-align services will address priority service components identified by Kelly Community House and the SE Community.

IV. LEGAL ISSUES

There are no legal issues.

V. CONTROVERSIAL ISSUES

Reducing CGF for CSBG does not add new monies into the CFSC system. It does mean that ongoing services in that system are more reliant on state funds for core services.

VI. LINK TO CURRENT COUNTY POLICY

The services purchased with CSBG funds promote key County benchmarks: reducing the number of children living in poverty and increasing high school completion.

VII. CITIZEN PARTICIPATION

The expenditure of CSBG funds has been reviewed through a broad community input process. The expenditure of additional funds for the same services through the Community and Family Service Center System is consistent with this.

VII. OTHER GOVERNMENT PARTICIPATION

The State of Oregon, Housing and Community Services, supports the expenditure of the CSBG award within a 12 month calendar. This avoids carryover of one grant award into subsequent fiscal or biennium years which is in keeping with their award cycle.

Summary of Budget Changes**BCS****Pending Amendments****Program Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_PA_01A	F&PM. Adds 3.00 FTE that were cut as part of the requested budget. F&PM met with clients and believes that it is necessary to add these positions to facilitate the essential goals and objectives of the division and departments. Expenditures are balanced by reduced operational expenditures. Also moves 1.00 FTE from the Economic Development Program funded with a combination of General Fund and SIP dollars to the Facilities fund. It transfers the general fund dollars funds to contingency, transfers SIP administration to Finance. General Fund contingency will then used to fund Animal Control position and funding for diversity initiatives. General fund contingency is only used as temporary holding spot to transfer funds from one program to another.	-107,895	-89,712	101,332	3.00
03_BCS_PA_01B	ANIMAL CONTROL. This amendment increases license fee revenue (\$75,000), decreases GF contingency by \$62,724 and reallocates resources to increase 5.00 FTE. General Fund contingency for this amendment was created by 03-BCS-PA-01A, the Facilities amendment. The 5.00 FTE increases shelter operation to 7 days per week and reestablishes field operations to current services level of 5 days per week. Total increase to the budget is \$306,534	153,267	153,267	-62,724	5.00
03_BCS_PA_01C	BCS DIRECTOR'S OFFICE. This amendment provides funding for \$38,000 for professional services to be purchased from MHRC (\$20,000) for cultural competency, disability awareness and other training and from other vendors (\$18,000) for county-wide diversity related training and professional services. The General Fund contingency for this amendment was created by 03-BCS-PA-01A, the Facilities Management amendment.	0	0	-38,000	0.00
03_BCS_PA_02	DATA PROCESSING FUND/RISK MGT FUND. Moves 2.00 FTE from application support to DCJ application services. Cuts 1.00 FTE from support for Aging universal client system. Increases the service reimbursement from DCJ by \$190,018.	375,972	375,972	4,180	-1.00
Total		421,344	439,527	4,788	7.00

Summary of Budget Changes**BCS****Pending Amendments****Technical Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_TA_01	DATA PROCESSING/TELEPHONE FUND. This amendment reallocates costs for departmental support assessment. There is no net impact to the budget.	-261,400	-261,400	0	0.00
03_BCS_TA_02	RISK FUND. Reallocated expenditure within the Central HR Risk Fund cost centers due to decreased benefit costs for FY 2003. No net impact to the budget.	-6,650	-6,650	0	0.00
03_BCS_TA_03	ROAD FUND. Changes the Transportation Road Capital Improvement Project Table to increase safety improvements from \$50,000 to \$190,000 and to delete NW Germantown Rd Construction by \$140,000. There is no net impact to the fund.	0	0	0	0.00
03_BCS_TA_04	Corrects budgeted cost element in Marriage licenses program. There is no net impact to the budget.	0	0	0	0.00
03_BCS_TA_05	Corrects Finance division expenditure assignment between cost centers. There is no net impact to the budget.	0	0	0	0.00
03_BCS_TA_06	BLDG. PROJECT FUND. Moves mainframe migration and SAP upgrad project expenditures from Countywide cost center to BCS WBS elements and cost centers. No net impact to the budget.	0	0	0	0.00
03_BCS_TA_07	CAPITAL ACQUISITION FUND. Corrects and reallocates beginning working capital (BWC) within the Capital Acquisition Fund (Flat Fee). It shifts already budgeted central fund BWC into individual departmental accounts to reflect FY 02 spending and revenues. There is no net impact to the budget.	-10,150	-10,150	0	0.00
03_BCS_TA_08	DATA PROCESSING/TELEPHONE FUNDS. Reallocate costs for BCS departmental support assessment. MARK REVIEW	-261,400	-261,400	0	0.00
03_BCS_TA_09	CAPITAL IMPROVEMENT. This amendment updates the FY 2003 Capital Improvement Fund project expenditures and adds a carryover project to the asset preservation fund. Adds Blanchard Bldg Improvements - \$120,000; decreases \$120,000 from New Building System Emergency Repairs; adds Asset Preservation Facilities audit \$120,000; decreases \$120,000 from unappropriated balance. There is no net change to either fund.	0	0	0	0.00
03_BCS_TA_10	This amendment adjusts the cash transfers to balance revenues and expenditures between funds.	0	0	0	0.00
Total		-539,600	-539,600	0	0.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_SA_01	Moves 1.00 Information Systems Analyst Sr. from the Budget & Service Improvement Division of BCS to the Information Technology Organization. There is no net effect on the general fund.	80,627	80,627	0	0.00
03_BCS_SA_02	Moves a 1.00 Information Systems Analyst 2 between units within the Information Technology Organization. No net impact to the budget.	0	0	0	0.00
Total		80,627	80,627	0	0.00

Summary of Budget Changes

BCS

Pending Amendments

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_RA_01	DATA PROCESSING FUND. Balances service reimbursement revenue to service reimbursement expenditures for the data processing fund.	37,937	227,124	0	0.00
03_BCS_RA_02	FLAT FEE FUND. This amendment balances service reimbursement expenses to revenues for the flat fee fund. This amendment will increase the fund by \$80,874	80,874	80,874	0	0.00
03_BCS_RA_03	TELECOMMUNICATIONS FUND. This amendment balances service reimbursement revenues to expenditures in the Telecommunications fund. This amendment will result in an overall net decrease of \$147,880.	-147,880	-147,880	0	0.00
03_BCS_RA_04	FLEET MANAGEMENT FUND. This amendment will balance the service reimbursement revenues and expenditures in the Fleet fund to balance with departmental requests. The net effect decreases the overall fund level by \$429,466.	-429,466	-429,466	0	0.00
03_BCS_RA_05	MAIL DISTRIBUTION FUND. This amendment balances internal service revenues and expenditures in the Mail distribution fund. The net effect is to decrease the overall fund by \$321,885.	-321,885	-321,885	0	0.00
03_BCS_RA_06	ROAD FUND. This amendment will increase the planned State motor vehicle revenue share estimate for FY 03. Revised estimate will trigger an expenditure increase to the City of Portland cash transfer with the balance placed in road fund contingency. The statutory obligations of the City of Portland payment warrant the increase in the planned cash transfer amount. Gas tax receipts will be above current estimates by \$285,000.	285,000	285,000	0	0.00
03_BCS_RA_07	STRATEGIC INVESTMENT PROGRAM FUND. Corrects account coding for certain SIP funded programs in BCS and OSCP. Budgets expenditures directly in the SIP fund, eliminating service reimbursements. This amendment also adjusts fund level to reflect revised beginning working capital calculations.	-549,387	286,933	0	0.00
03_BCS_RA_08	GENERAL FUND. Increases rev and exp budget for GIS Readiness Project as a result in projected ORMAP grant revenues from pending intergovernmental revenue agreements with the State DOR. These grant revenues are to be used as a funding source for GIS readiness proposals, including strategic planning, purchasing software, training personnel, converting CAD files and development of maintenance tools. A mapping fee of \$1/document is collected upon recording of documents by counties and is deposited into a statewide Oregon Land Information System Fund. The state makes these funds available to be redistributed back to counties upon written request, to obtain grant funding for GIS projects. This amendment will increase the budget by \$54,467.	54,467	54,467	0	0.00
03_BCS_RA_09	GENERAL FUND. Adjusts revenue by \$35,000 from an increase in the volume of fee revenues collected, due to an increase in the volume of recorded documents. The revenue increase offsets and increase in expenditures associated with the increase in recording activity. Fees collected are dedicated to the Records Storage & Retrieval Program.	35,000	35,000	0	0.00
Total		-955,340	70,167	0	0.00

Summary of Budget Changes**BCS****Pending Amendments****Carryover Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_BCS_CA_01	FLEET FUND. Carries over \$53,059 expenses for 3 vehicles authorized for purchase (2002 Ford Taurus; 1996 Isuzu Truck; 2003 Ford Crown Vic) in FY 2002 that will not be delivered before June 30, 2002.	53,059	53,059	0	0.00
03_BCS_CA_02	GENERAL FUND. Carries over \$5,000 for Data Entry Software for the Data Operations Section of the Property Valuation Division to replace existing Key Entry III Software that is incompatible with Windows NT. If this item is approved after the close of FY 2002, the appropriation will be assigned to cost center 709615.	5,000	5,000	5,000	0.00
03_BCS_CA_04	GENERAL FUND. Carries over \$42,660 for payment of a contract for IBM Software Maintenance budgeted in FY 2002 but not invoiced by the vendor. If this item is approved after the close of FY 2002, the appropriation will be assigned to cost center 705401.	42,660	42,660	42,660	0.00
03_BCS_CA_05	GENERAL FUND. Carries over \$126,128 for professional services contracts entered into, but will not be completed by the end of the year. Includes: Hearing Officer (\$3,000); H2O legal service (\$20,000); GIS development (\$30,200); H2O quality monitoring (\$9,240); Hearing Officer (\$4,186 and \$16,673); Howard Canyon Impact Study (\$30,891); Hearing Officer (\$11,938). If approved after the closing of FY 2002, the funds will be moved to 901000.	126,128	126,128	126,128	0.00
03_BCS_CA_06	GENERAL FUND. Carries over \$63,000 to pay for a consultant to work with BSI to develop a general fund forecasting model and maintenance of data set. Also purchases consulting to facilitate business model redesign of shared services to align County budget forecasts, performance indicators, and organizational structure and relationships. If approved after FY 2002 closes, this amount will be assigned to cost center 701000.	63,000	63,000	63,000	0.00
03_BCS_CA_07	GENERAL FUND. Carries over \$10,900 to increase the Aerial Photo appropriation budgeted in FY 2002, but delayed in starting due to RFP/Contract Process not completed. Matching grant from DOR for FY 2003 contingent upon these dedicated funds. To be allocated to WBS element ORMAP.6	10,900	10,900	10,900	0.00
Total		300,747	300,747	247,688	0.00
BCS Total		-692,222	351,468	252,476	7.00

Summary of Budget Changes**DCHS****Pending Amendments****Board Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCHS_BA_01	Shifts various funding sources in CCFC and OSCP to free-up General Fund to restore \$150,000 for Emergency Housing in the Aging & Disability Services division of DCHS. (Linn/Rojo)	151,320	61,320	0	0.00
Total		151,320	61,320	0	0.00

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCHS_PA_01	MENTAL HEALTH & ADDICTION SERVICES (EARLY CHILDHOOD). Reduces contracted program funding to increase staffing levels in the Early Childhood program and makes staffing corrections.	14,123	14,124	0	1.20
03_DCHS_PA_02	MENTAL HEALTH & ADDICTION SERVICES (CRISIS SERVICES). Changes the Mental Health budget to implement Advanced Crisis Wrap Around Mental Health Services.	0	0	0	0.00
03_DCHS_PA_03	MENTAL HEALTH & ADDICTION SERVICES (A&D ADMINISTRATION). Cuts the Addiction Services Manager and increases professional services.	-14,884	-14,884	0	-1.00
03_DCHS_PA_04	MENTAL HEALTH & ADDICTION SERVICES. Corrects budgeting of SOAP/RAPP services that are paid for by DCJ, allowing \$185,000 of CGF to be reallocated. \$118,816 of this is for Legacy CARES NW that should have been budgeted and was not. The remaining amount, combined with the cutting of 2.50 FTE (1 Research Evaluation Supervisor, 1 Program Development Specialist, and 0.50 CFS Supervisor) allows the addition of 5.10 FTE (1 OA2 and .6 MH Consultant in the Crisis Call Center, 1 program development specialist in MH Contracts, 1 program development tech in operations, and 1.50 MH consultants if Bienestar for East County & Gresham. See staff report for more detail.	-58,066	0	0	0.00
03_DCHS_PA_05	PLANNING & DEVELOPMENT. Disperses the DCHS Planning & Development Unit.	0	0	0	0.00
03_DCHS_PA_06	DCHS will absorb costs for Domestic Violence _____ through the use of salary savings in the amount of \$40,000.	0	0	0	0.00
Total		-58,827	-760	0	0.20

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCHS_TA_01	Corrects wbs coding for A&D programs.	0	0	0	0.00
03_DCHS_TA_02	Revises wbs coding for A&D programs to allow for more detailed cost tracking.	0	0	0	0.00
03_DCHS_TA_03	Corrects cost element coding in MHAS Division	0	0	0	0.00
03_DCHS_TA_04	Corrects wbs coding for in MHAS Division.	0	0	0	0.00
03_DCHS_TA_05	Moves \$512,545 of school funds that were incorrectly budgeted in the Mental Health Outpatient pool to the Child & Adolescent partnership program.	0	0	0	0.00
03_DCHS_TA_06	Cuts a double budgeted DD case manager in Children's Services and MH Bienestar program and moves the General Fund savings to the Crisis walk in clinics.	0	0	0	0.00
03_DCHS_TA_07	Corrects and adjusts wbs coding for M&S in the Developmental Disabilities Division.	0	0	0	0.00
Total		0	0	0	0.00

Summary of Budget Changes**DCHS****Pending Amendments****Staff Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCHS_SA_01	Cuts vacant case manager and adds an office assistant 2 in N/NE ADS District.	0	0	0	0.00
03_DCHS_SA_02	Moves a case manager assistant from DD Crisis & Long-Term Services to Intake & Protective Services.	0	0	0	0.00
03_DCHS_SA_03	Reclassifies a mental health consultant to a program development specialist senior.	0	0	0	0.00
03_DCHS_SA_05	Reclassifies a program development technician to a program development specialist senior for the new Community Provider Liason in mental health operations.	0	0	0	0.00
Total		0	0	0	0.00

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCHS_RA_01	Reduces State Mental Health Grant (A&D) Revenue by \$11,924 and corrects account coding to reflect revised Financial Assistance Agreement.	-12,186	-12,186	0	0.00
03_DCHS_RA_02	Removes SMHG 37 Special Projects funding (\$247,506 for Indigent Meds & \$303,292 MH Intense/Ext Care)	0	0	0	0.00
03_DCHS_RA_03	Adds 0.75 FTE Spanish Speaking MH Consultant through SAMHSA grant (\$57,691 IDA #0210073 w/Health).	0	0	0	0.00
03_DCHS_RA_04	Transfers \$7,546 County General Fund from OSCP to DCHS for DV programs.	0	0	0	0.00
03_DCHS_RA_05	Adjust Title XIX and IIIB Resources related to Chair Change 03_DCHS_CC_08 (ADS cut to meet constraint).	0	0	0	0.00
03_DCHS_RA_07	Increase State Mental Health Grant award for (A&D) Continuum of Care by \$298,879.	0	0	0	0.00
03_DCHS_RA_08	Adds \$800,000 for Hospital Waitlist to pay for indigent clients.	0	0	0	0.00
03_DCHS_RA_09	Adds \$10,000 A&D Prevention revenue. (Was previously used for RDI.)	0	0	0	0.00
03_DCHS_RA_10	Adds \$80,281 DD Universal Access funds and adjusts staffing levels.	0	0	0	0.00
03_DCHS_RA_11	Adjusts the DCHS budget to correspond with DCJ supporting two outstationed MH Consultants after a Targeted Capacity Enhancement grant ends.	0	0	0	0.00
03_DCHS_RA_12	Adds \$34,747 of City of Portland funding for the Domestic Violence Coordination program.	0	0	0	0.00
03_DCHS_RA_13	Adds \$662,000 in State Funds for Self-directed individual & family support. Removes \$18,600 in DD TriMet Rider Fee income.	0	0	0	0.00
03_DCHS_RA_14	Adds one-time-only cash transfer from Fund 3002 to Fund 1505 to correct accounting error in FY 2000 year-end closing	0	0	0	0.00
Total		-12,186	-12,186	0	0.00
DCHS Total		80,307	48,374	0	0.20

Summary of Budget Changes**DCJ****Pending Amendments****Program Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCJ_PA_01	GENERAL FUND/ STATE-FEDERAL FUND. Increases School Attendance Initiative contracted services, including \$305k to PPS, \$292k to MESD, partly offset by \$110k in flex funds contractual, \$71k in Adult Justice, \$50k OCHA, \$123k VOA contract reductions, cuts 2 FTE in SAI. It also reprograms Embrace grant, which serves substance abusing youth, adds 0.50 FTE and corrects an error in DCJ's COLA adjustment.	-21,185	-21,185	-43,632	-1.50
03_DCJ_PA_03	GENERAL FUND. DCJ staffing changes, including restoration of 2.00 FTE in the Child Abuse Unit. Cuts a Program Manager Sr. position from the Director's Office.	6,634	6,634	0	1.00
Total		-14,551	-14,551	-43,632	-0.50

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCJ_TA_01	Corrects several errors, no change in total FTE, revenues, expenditures.	9,510	9,510	255	0.00
03_DCJ_TA_02	Adjusts insurance, due to lower insurance rates than budgeted.	-78,483	-78,483	-4,986	0.00
03_DCJ_TA_03	This budgets changes to overhead assessments and other secondary costs, which will not be known until other budgetary changes have been made.	0	0	0	0.00
Total		-68,973	-68,973	-4,731	0.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCJ_SA_01	GENERAL FUND. Reclassifications, other staffing changes, with net 0.00 FTE.	-2,578	-2,578	0	0.00
Total		-2,578	-2,578	0	0.00

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_DCJ_RA_02	FEDERAL/STATE FUND. Adds \$584,119 in contracted services, and \$64,579 flexible funding for youth needs. Adds \$32,470 Juvenile Accountability Initiative block grant, \$564,500 state gang transition funds, and \$66,000 state flex funds revenue.	677,242	677,242	14,272	0.00
03_DCJ_RA_03	FEDERAL/ STATE FUND. Increase Robert Wood Johnson Embrace grant revenue by \$72,588.	94,286	94,286	1,563	0.00
Total		771,528	771,528	15,835	0.00
DCJ Total		685,426	685,426	-32,528	-0.50

Summary of Budget Changes**HD****Pending Amendments****Program Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_HD_PA_01	FEDERAL/STATE FUND. Implements Healthy Start program in Multnomah County. Funding is through the CCFC; services include prenatal assessment, Welcome Baby visits at the hospital, and home visiting services to new parents as needed. Adds \$2,818,190 and 21.00 FTE.	0	0	0	0.00
03_HD_PA_02	FEDERAL/STATE FUND. Children's Receiving Center: creates a team located at the Children's Receiving Center campus to do physical health assessments. Services are funded with Medicaid fee-for-service revenue.	436,599	46,252	0	3.80
Total		436,599	46,252	0	3.80

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_HD_TA_01	GENERAL FUND/FEDERAL-STATE FUND. Apportions medical/dental insurance decrease among program budgets in the Health Department.	0	0	0	0.00
03_HD_TA_02	GENERAL FUND. Adjusts Vector Control budget: corrects staffing in the West Nile Virus package; and adjusts revenues and expenses to reflect changes in mosquito control and surveillance contracts with other jurisdictions.	7,779	-20,795	0	1.20
03_HD_TA_03	FEDERAL-STATE/ GENERAL FUNDS: Adjusts Health Department budget to correct assessments done in the request. Net reduction of (\$XXX,XXX) in Federal-State Fund expenditures and revenues.	0	0	0	0.00
Total		7,779	-20,795	0	1.20

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_HD_RA_01	FEDERAL/STATE FUND. Increases HIV Care Services program budget to reflect increase in funding from Ryan White CARE grant (Title 1). Adds \$136,076 and increases case management services, clinical training, and printing of outreach materials and client surveys.	136,076	136,076	0	0.00
03_HD_RA_02	FEDERAL/STATE FUND. Adds \$45,460 of state grant revenue to the Immunizations program.	18,460	45,460	0	0.00
03_HD_RA_03	FEDERAL/STATE FUND. Adds \$18,716 state grant revenue to the Communicable Diseases program to expand its case investigation of people with Hepatitis C.	4,637	18,716	0	0.00
Total		159,173	200,252	0	0.00

Carryover Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_HD_CA_01	GENERAL FUND: Carries over \$450,000 for the HD's new practice management computer system (EPIC).	450,000	450,000	450,000	0.00
Total		450,000	450,000	450,000	0.00
HD Total		1,053,551	675,709	450,000	5.00

Summary of Budget Changes**LIB***Pending Amendments***Program Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_LIB_PA_01	LIBRARY LEVY FUND. Decreases library levy revenue by \$5,367,321, due to May 2002 failure of new levy from low turnout.	0	-5,367,321	0	0.00
	Total	0	-5,367,321	0	0.00

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_LIB_TA_01	LIBRARY BOND PROJECTS FUND. Redistributes Library Construction Fund from buildings to Supplies and Equipment.	0	0	0	0.00
	Total	0	0	0	0.00

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_LIB_RA_01	LIBRARY FUND. Adds \$273,750 Library Foundation revenue and increases program expenditures.	290,457	290,457	5,893	1.00
	Total	290,457	290,457	5,893	1.00
	LIB Total	290,457	-5,076,864	5,893	1.00

Summary of Budget Changes**MCSO****Pending Amendments****Board Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_MCSO_BA_06	Replaces Sheriff's Office requested cuts with Chair's package of cuts in order to preserve jail bed capacity within the County jail system. (Chair)	0	0	0	0.00
Total		0	0	0	0.00

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_MCSO_TA_01	GENERAL FUND. Corrects Sheriff's Office proposed budget: moves salary savings from cost center 601400 to 601410, where it belongs; moves expenditures between cost centers in the same fund; adds cost center 601460 omitted in the request.	0	0	0	0.00
03_MCSO_TA_02	Corrects motor pool, distribution/postage internal service reimbursements.	245,688	123,522	0	0.00
Total		245,688	123,522	0	0.00
MCSO Total		245,688	123,522	0	0.00

Summary of Budget Changes

NOND*Pending Amendments***Board Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_NOND_BA_01	GENERAL FUND: Carries over \$XX,XXX in District 2 to pay for staff support for the first four months of FY 2003 for a stakeholders group looking at the issue of Latino gang violence. (Cruz)	0	0	0	0.00
03_NOND_BA_09	Adds \$16,000 from General Fund contingency for one-time-only to the Commission on Children, Families, and Communities for working with the Sexual Minority Youth Advocacy Team to develop and integrate ongoing funding for services for sexual minority youth in Multnomah County. (Rojo)	0	0	0	0.00
Total		0	0	0	0.00

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_NOND_PA_01	Adds \$9,882 to RACC budget. Chair intended \$150,000 cut to be from the current year budget rather than from the FY 03 constraint amount.	0	0	-9,882	0.00
Total		0	0	-9,882	0.00

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_NOND_TA_01	GENERAL FUND. Adds revenue from small cities to District 4 budget to cover costs of satellite office. Omitted in request.	2,400	2,400	0	0.00
03_NOND_TA_02	GENERAL FUND. Adjusts Nondepartmental budgets to bring all BCC budgets to the same amount; changes CIC and TSCC budgets to reflect correct med/dental insurance amounts. Reduces contingency by \$1,051.	0	0	-1,051	0.00
03_NOND_TA_03	FEDERAL/STATE FUND. Adjusts CCFC budget between programs. Net reduction in personnel costs by \$60,000. This amount will go toward restoration of the emergency housing for seniors in the DCHS-Aging budget (see amendment 03-DCHS-BA-01).	0	0	0	0.00
Total		2,400	2,400	-1,051	0.00
NOND Total		2,400	2,400	-10,933	0.00

Summary of Budget Changes

OSCP

Pending Amendments

Board Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_OSCP_BA_01	Adds \$25,000 General Fund from contingency for CourtCare on a one-time-only basis. It also adds the State of Oregon Judicial Department match of \$25,000 that runs through the County. (Linn)	25,550	25,550	-25,000	0.00
Total		25,550	25,550	-25,000	0.00

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_OSCP_PA_01	Adds \$265,010 Community Services Block Grant and swaps \$164,000 of General Fund out of the Family Center System to fund GIFT (\$64,000) and Homeless Youth Services (\$100,000).	0	0	0	0.00
Total		0	0	0	0.00

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_OSCP_TA_01	Corrects wbs coding for Urban Renewal, HUD Pathways Family Wages, and HUD Horizons Homeless Families grants.	0	0	0	0.00
03_OSCP_TA_02	Corrects coding for OEAP grant.	0	0	0	0.00
03_OSCP_TA_03	Moves \$125,248 from HUD Supportive Services to Leasing in the HUD Family Futures grant.	0	0	0	0.00
03_OSCP_TA_04	Corrects wbs coding for DOE, BPA, and PVE grants.	0	0	0	0.00
Total		0	0	0	0.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_OSCP_SA_01	Reclassifies a management assistant position to a program development specialist.	0	0	0	0.00
Total		0	0	0	0.00

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
03_OSCP_RA_01	Shifts \$35,016 of LIEAP grant funding from FY 03 back to FY 02.	0	0	0	0.00
03_OSCP_RA_03	Reduce FY 03 HUD HomeFafe fund (\$30,000) for use in FY 04, Increase matched HSP funds (\$12,000).	0	0	0	0.00
03_OSCP_RA_04	Reduces FEMA Phase 20 funding for the Oregon Food Bank by \$27,252 (funding is shifted into FY 02); increase SMHD funds by \$1,480; increase City of Portland funds by \$575; Increase SMHG by \$1,928 for COLA.	0	0	0	0.00
03_OSCP_RA_05	Removes HAP funds for Richmond Place, which will be directly funded.	0	0	0	0.00
Total		0	0	0	0.00

OSCP Total 25,550 25,550 -25,000 0.00

Grand Total (all amendment types) 1,691,157 -3,164,415 639,908 12.70



May 31, 2002

Department of Community Justice

Fiscal Year 2002-2003

School Attendance Initiative



Multnomah County
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SCHOOL ATTENDANCE INITIATIVE SAI

Department of Community Justice

Attachment to Budget Amendment 03-DCJ-PA-01

The School Attendance Initiative is a collaborative project with Multnomah County, Portland Public Schools, East Multnomah County School Districts, Multnomah Education Service District and Volunteers of America, Inc. The program identifies truant youth, provides outreach to the youth and families and integrates case management activities, including referral to services that will assist the youth and the family in a positive return to school.

SAI is currently funded by a mix of general fund and grant funds. Since the program began in 1999, there have been a series of funding cuts.

Multnomah Education Service District

The contract with MESD for SAI was cut for fiscal year 2001-02 by \$224,615, going from \$790,915 in 2000-01 to \$566,300. Funding for 2001-02 was split \$316,300 for 1 Program Supervisor, 1 clerical position, 5 FTE school liaisons in elementary and middle schools in David Douglas, Reynolds, Parkrose, Gresham/Barlow, Centennial and Corbett referrals. \$250,000 for RISE supported classroom staff and funds for 0.50 FTE school nurse.

For fiscal year 2002-03, this contract has been reduced by \$24,163 for SAI direct services, going from \$316,300 to \$292,137. The impact of this reduction is cutting 0.50 administrator position. The budget request eliminated the total cost for this contract, this proposed amendment would restore the \$292,137 direct services.

The MESD RISE program supporting classroom staff continues into 2002-03 at \$200,000.

A cut of \$50,000 eliminates the 0.50 FTE school nurse. The plan is for the County Health Department to provide health care services.

Total contract reduction for 2003 = \$74,163

Portland Public Schools

The SAI contract with PPS was cut for fiscal year 2001-02 by \$97,430, going from \$416,030 in 2000-01 to \$318,600 in 2001-02. Services for 2001-02 include 5.5 FTE in elementary and middle schools in Jefferson, Roosevelt, Marshall, Madison and Cleveland clusters.

For fiscal year 2002-03, this contract has been reduced by \$11,000, going from \$316,000 to \$305,000. The budget request eliminated this contract. This budget amendment would restore \$305,000 to PPS SAI contract.

Total contract reduction for 2003 = \$11,000

Volunteers of America, Inc. (VOA)

The VOA contract was funded at \$932,780 in 2000-01. In 2001-02, this contract was cut by \$368,345. In addition to the OCHA cut shown below, the budget for 2003 also reduces the contract \$42,451 for 0.75 FTE in VOA for administration and clerical support, and cuts 1 FTE from International Refugee Center of Oregon (IRCO) at \$47,550.

This contract is left with \$459,836, funding 1.5 FTE in VOA administration, 1 Outreach Worker at Portland Impact, 2 Outreach Workers in Urban League, 1 Outreach Worker at North Portland Family Service Center, 1 Outreach Worker at East Wind Family Service Center, 1 Outreach Worker at Family Works, 1 Case Manager at OCHA Outreach, 0.50 Case Manager at IRCO and 1 Case Manager at NAYA.

Total contract reduction for 2003 = \$90,001

Department of Community Justice SAI Program

In 2000-01, the general fund part of SAI included 13 FTE. That number was reduced in 2001-02 to 11 FTE. For 2002-03, the amendment proposes cutting 2 Juvenile Counselor Assistant positions and 1 Program Administrator position. With materials and services reductions, this program reduction totals \$220,366.

Total program reduction for 2003 = \$220,366

SAI Evaluation

Through an interdepartmental agreement with the Health Department, DCJ is provided with evaluation services. The cost of this service was \$100,811 in 2001-02, \$111,251 for the budget request for 2002-03. This amendment reduces that cost by \$67,110, for a total cost of \$44,141.

Total agreement reduction for 2003 = \$67,110

Oregon Council for Hispanic Advancement (OCHA)

OCHA receives funds for SAI through two avenues: OCHA Hispanic Retention receives general funds directly, and OCHA SAI Outreach subcontracts through the Volunteers of America contract.

OCHA Hispanic Retention currently provides 2 case manager positions, working with 8th and 9th grade youth in the Madison, Marshall and Cleveland High School areas. This program received \$190,603 in fiscal year 2000-01. In 2001-02, this amount was cut to \$135,000. For 2002-03, the amendment would reduce this contract to \$50,000. The impact would be to cut one of the two case manager positions.

OCHA SAI Outreach receives funds through the Volunteers of America contract. This outreach program serves youth kindergarten through 8th grade throughout Portland Public School areas, and has historically used 2 case manager positions. This total cost was \$94,235 in 2001-02, and will be reduced by half for 2002-03, reducing one of the two case manager positions.

Total contract reduction for 2003 OCHA Hispanic Retention = \$85,000

Total contract reduction for 2003 VOA OCHA SAI Outreach = \$47,117

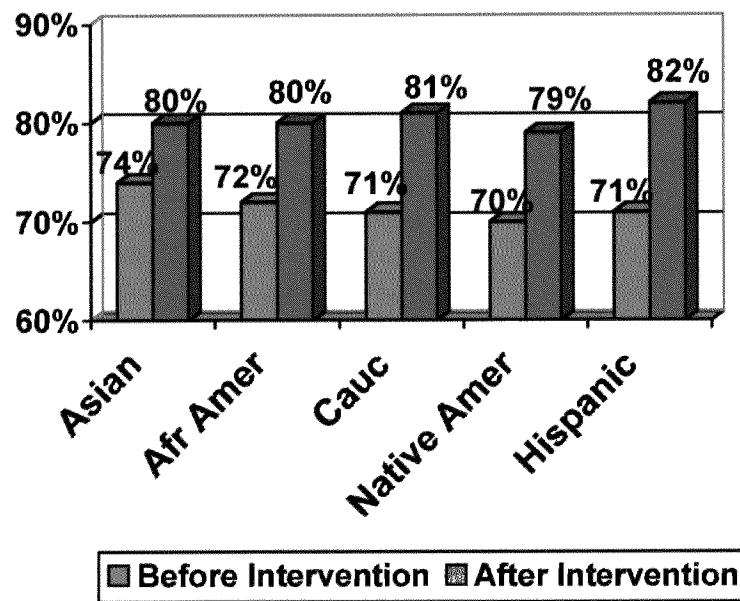
As has been detailed earlier, our budget challenges require DCJ to propose reductions throughout SAI. Most notably contracted services to OCHA will be cut across two programs (OCHA/SAI and OCHA/Hispanic Retention Services). Currently these programs are staffed with four Case Managers. The Department's analysis indicates that 7 positions currently provide services to Latino youth and families in Portland and East Multnomah County: DCJ funds 2 bi-lingual positions, MESD funds 1 bi-lingual position and OCHA currently has four 4 positions across their two programs. Program data gathered from SAI indicate that through May 9, 2002, out of a total program wide referral of 2,221 youth, 472 Latino youth were referred to these program staff with an additional 90 youth referred to OCHA/Hispanic Retention Services. DCJ proposes to maintain 5 of these bi-lingual staff in 2002-03. OCHA will have 2 positions between two programs, MESD will have one 1 position and DCJ will support 2 positions. SAI management and operational staff believe that Latino youth and families will be adequately served through the present proposal, and are committed to continuous monitoring of program utilization data to make mid-year adjustments as necessary.

School Attendance Initiative

Attendance Outcomes for Year 2 by Ethnicity

Post intervention attendance for Hispanic students was the highest of all ethnicity groups. Additionally, on average Hispanic students showed the greatest improvement in attendance (highest percent improvement). This is a statistically significant result.

Year 2: Attendance Before and After SAI Intervention



Year 2: Percent Improvement in Attendance

