

## **ANNOTATED AGENDA**

Monday, June 18, 1990 - 7:00 PM  
Multnomah Center, Room 14  
7688 SW Capitol Highway, Portland

### **PUBLIC HEARING**

*Chair Gladys McCoy convened the meeting at 7:15 p.m., with Commissioners Pauline Anderson and Sharron Kelley present, and Vice-Chair Gretchen Kafoury and Commissioner Rick Bauman excused.*

Public Hearing Before the Multnomah County Board of Commissioners  
for the Purpose of Discussing Justice Facilities Proposals

**HOWARD KLINK, PAUL YARBOROUGH, LINDA ALEXANDER AND ARCHITECT CHARLES KIDWELL PRESENTATIONS AND RESPONSE TO TESTIMONY, QUESTIONS AND DISCUSSION OF SPEAKERS SHAYLA WALDRAM, BOB AND DEE DEE KOUNS, PATRICK DONALDSON, MARY BECKER, DAN SALTZMAN AND MARTHA WHITE.**

*There being no further business, the meeting was adjourned at 8:50 p.m.*

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Tuesday, June 19, 1990 - 1:30 PM  
Multnomah County Courthouse, Room 602

### **INFORMAL BRIEFINGS**

*Chair Gladys McCoy convened the meeting at 1:40 p.m., with Commissioners Pauline Anderson, Rick Bauman and Sharron Kelley present, and Vice-Chair Gretchen Kafoury excused.*

1. Library Transition Briefing on Report on Library and County Support Services Staffing Requirements. Presented by Ginnie Cooper, Margaret Epting, Paul Yarborough and Linda Alexander.

**GINNIE COOPER, MARGARET EPTING, PAUL YARBOROUGH AND LINDA ALEXANDER EXPLANATION, DISCUSSION AND RESPONSE TO BOARD QUESTIONS CONCERNING TWO TECHNICAL BUDGET MODIFICATION**

**AMENDMENTS TO BE SUBMITTED FOR BOARD CONSIDERATION ON THURSDAY, JUNE 28, 1990; NEED FOR ADDITIONAL 8.3 POSITIONS AND POSSIBLE HIGHER THAN ANTICIPATED BUDGETARY EXPENDITURES; AND STATUS UPDATE OF LIBRARY ART COMMITTEE AND LIBRARY ADVISORY BOARD. MS. COOPER REMINDED BOARD TO ATTEND OFFICIAL GREETING OF NEW EMPLOYEES SCHEDULED FOR 9:00 AM, TUESDAY, JULY 3, 1990 AT THE MULTNOMAH COUNTY CENTRAL LIBRARY.**

2. Informal Review of Formal Agenda of June 21, 1990

**R-4 CHAIR McCOY DIRECTED JIM EMERSON TO PROVIDE HER WITH INFORMATION REGARDING RECRUITMENT OF A PROJECT MANAGEMENT POSITION.**

**GARY SMITH DIRECTED TO PROVIDE BOARD WITH INFORMATION REGARDING THE LEVEL OF FUNDING CONTRACTORS WILL RECEIVE FOLLOWING STATE AND COUNTY COST OF LIVING ADJUSTMENTS.**

*The briefing was adjourned at 2:25 p.m. and the work session was convened at 2:35 p.m.*

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Tuesday, June 19, 1990 - To Follow PM Informal  
Multnomah County Courthouse, Room 602

**WORK SESSION**

3. Follow up on Policy Development Committee Meeting of June 6, 1990  
(Continued from June 14, 1990)

**FOLLOWING BOARD DISCUSSION WITH HAL OGBURN, DAVE WARREN AND LAURENCE KRESSEL, CONSENSUS THAT CHAIR McCOY AND COMMISSIONER KELLEY FAVOR DELAYING CERTAIN PROGRAMS TO FUND JUVENILE DETENTION FACILITY CRISIS UNTIL INFORMATION IS AVAILABLE TO DETERMINE**

**WHETHER BUDGETARY CUTS WILL BE REQUIRED; AND COMMISSIONERS ANDERSON AND BAUMAN FAVOR MAKING BUDGETARY CUTS AT THIS TIME TO PROVIDE \$610,000 FOR CERTAIN JUVENILE PROGRAMS. MR. WARREN ESTIMATED PLANNING AND BUDGET WOULD BE ABLE TO FURNISH THE BOARD WITH SPECIFIC FINANCIAL INFORMATION WITHIN THE NEXT 30 DAYS. FOLLOWING DISCUSSION ON DEFINITION OF CRISIS, MR. KRESSEL ADVISED THAT IN THE CASE OF A BOARD STALEMATE, NO ACTION IS TAKEN AND THE MATTER IS RETIRED UNTIL SUCH TIME AS THERE IS A QUORUM. ISSUE CONTINUED TO THURSDAY, JUNE 28, 1990, AT WHICH TIME VICE-CHAIR KAFOURY WILL BE PRESENT.**

*The work session was adjourned at 3:00 p.m.*

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Thursday, June 21, 1990 - 9:30 AM  
Multnomah County Courthouse, Room 602

### **FORMAL MEETING**

*Chair Gladys McCoy convened the meeting at 9:33 a.m., with Vice-Chair Gretchen Kafoury, Commissioners Rick Bauman and Sharron Kelley present, and Commissioner Pauline Anderson excused.*

### **JUSTICE SERVICES**

#### **COMMUNITY CORRECTIONS**

R-1      Awards Presentation to Alternative Community Service Staff Workers for the Paint-A-Thon Project

**CINDY SILVIERA PRESENTED CERTIFICATES OF APPRECIATION TO NEVA BAGLEY, KEITH HARRY AND MIKE GRIMES FOR THE PAINT PROJECT, AND PRESENTED SUSAN KAESER WITH AN AWARD PLAQUE HONORING MULTNOMAH COUNTY ALTERNATIVE COMMUNITY SERVICE.**

**CHAIR GLADYS McCOY READ A STATEMENT INTO THE RECORD AS FOLLOWS: "YOU ARE AWARE THAT WE DID HAVE A CRISIS IN JDH THAT WE HAVE NOT RESOLVED YET, BUT IN OUR HASTE TO TRY TO ADDRESS THE CRISIS, I THINK WE ALL WENT HASTILY INTO THE BUDGET AND TRIED TO MAKE SOME DECISIONS ABOUT HOW TO ADDRESS THE CRISIS, AND IN OUR HASTE WE DID SOME THINGS THAT WE PROBABLY SHOULD NOT HAVE DONE. AND I WANT TO SAY THAT CROW IS NOT VERY TASTY, BUT THIS MORNING I AM WILLING TO EAT SOME. AND IN MY WILLINGNESS TO EAT CROW, I WANT TO UNEQUIVOCALLY STATE FOR THE RECORD AND FOR ALL OF THOSE HARDWORKING EXEMPT EMPLOYEES OUT THERE, THAT THE STATEMENT THAT YOU GOT ON TUESDAY INDICATING THAT THE MANAGERS PARTICIPATED IN A DISCUSSION ABOUT REDUCING THE COLA IS ABSOLUTELY AND POSITIVELY NOT TRUE. THE MANAGERS DID NOT PARTICIPATE IN THAT DECISION OR ANY DISCUSSION ABOUT REDUCING THE COLA FOR EXEMPT NOW THERE ARE A NUMBER OF REASONS WHY HINDSIGHT TELLS US THAT THAT WAS A BAD, EVEN SUGGESTION TO MAKE, AND THAT I PERSONALLY WILL NOT PARTICIPATE IN THAT DECISION SHOULD THE BOARD CHOOSE THAT AS A WAY OF FUNDING THE ADDITIONAL PROGRAMS THAT WE HAVE TO FUND. I WILL SIMPLY PUT IN WRITING WHY I BELIEVE THAT IS A BAD DECISION AND IN FACT THAT THE DOLLARS THAT WERE PROPOSED ARE IN FACT NOT THERE. SO THAT IS NOT A GOOD APPROACH TO SOLVING THE PROBLEM THAT WE HAVE TO SOLVE. I THINK WHAT WE DID AGREE ON TUESDAY WAS THAT BECAUSE THERE WAS A STALEMATE AMONG THE BOARD ABOUT HOW TO ADDRESS THE ISSUE GIVEN 30 ADDITIONAL DAYS, THAT DECISION CAN BE MADE AND EVEN NOW IT APPEARS THAT THERE ARE DOLLARS THAT WE DIDN'T KNOW WERE AVAILABLE ON TUESDAY.**

**SO THERE ARE MANY REASONS WHY WE SHOULD NOT DO THIS HASTILY, BUT THAT WE SHOULD GIVE OURSELVES TIME TO DO IT MORE THOUGHTFULLY AND MORE EFFECTIVELY. AND I KNOW THAT THE MANAGERS WILL BE WILLING TO DO THAT, GIVEN THE TIME AND GIVEN THE INFORMATION THAT WE NEED TO MAKE THAT DECISION. BUT ONCE AGAIN, I WANT TO CONVEY TO ALL OF OUR HARDWORKING EXEMPT EMPLOYEES, THIS WAS NOT A DECISION THAT WAS MADE BY THE MANAGERS, THEY DID NOT PARTICIPATE IN THE RECOMMENDATION, DID NOT DISCUSS IT, AND SHOULD NOT BE HELD ACCOUNTABLE FOR IT. NOW THAT COMMENT DOES NOT REQUIRE A RESPONSE, I SIMPLY WANTED TO GET IT ON THE RECORD FROM MY OWN PROSPECTIVE AND NOW LET US GO BACK TO THE AGENDA."**

**SHERIFF'S OFFICE**

- R-2      In the Matter of Ratification of an Intergovernmental Agreement Between Mt. Hood Community College and Multnomah County for the Provision of Educational Instruction and Materials for Inmates within the Multnomah County Correctional Facility and the Multnomah County Inverness Jail Leading to a General Equivalency Diploma
- R-3      In the Matter of Ratification of an Intergovernmental Agreement Between Portland Community College and Multnomah County for the Provision of Additional Educational Instruction for Inmates within the Multnomah County Detention Facility, Multnomah County Restitution Center and the Multnomah County Courthouse Jail Leading to a General Equivalency Diploma

**UPON MOTION OF COMMISSIONER KAFOURY,  
SECONDED BY COMMISSIONER BAUMAN,  
AGREEMENTS R-2 AND R-3 WERE UNANIMOUSLY  
APPROVED.**

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

- R-4            Budget Modification DES #21 Authorizing Reallocation of Moneys within Construction Projects Budget to Appropriate Line Items within the Facilities and Property Management Division

***COMMISSIONER BAUMAN EXPLANATION. UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER KAFOURY, R-4 WAS UNANIMOUSLY APPROVED.***

#### **PUBLIC CONTRACT REVIEW BOARD**

(Recess as the Board of County Commissioners and convene as the Public Contract Review Board)

- R-5            Order in the Matter of an Exemption from Public Bidding to Exceed the 20% Limitation for Contract Change Orders for the Courthouse Doors Project

***UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER BAUMAN, ORDER 90-92 WAS UNANIMOUSLY APPROVED.***

(Recess as the Public Contract Review Board and reconvene as the Board of County Commissioners)

#### **DEPARTMENT OF GENERAL SERVICES**

- R-6            Order in the Matter of Cancelling Uncollectible Personal Property Taxes, 1979 through 1986

***UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER KELLEY, ORDER 90-93 WAS UNANIMOUSLY APPROVED.***

- R-7            Budget Modification DGS #21 Authorizing Transfer of \$30,000 in Salary Savings from Personal Services to Materials and Services within the Planning and Budget Division

***UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER KELLEY, R-7 WAS UNANIMOUSLY APPROVED.***

- R-8 Budget Modification DGS #23 Authorizing Transfer of \$127,600 from 1989-90 Personnel Savings to 1989-90 Materials and Services, Various Line Items, within the Assessment and Taxation Division, to Accommodate House Bill 2338 Expenses

***COMMISSIONER BAUMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-8. LINDA ALEXANDER EXPLANATION AND RESPONSE TO BOARD QUESTIONS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.***

**DEPARTMENT OF HUMAN SERVICES**

- R-9 Budget Modification DHS #57 Authorizing Reclassification of a Position within the Aging Services Division Community Action Program, with No Fiscal Impact

***UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER BAUMAN, R-9 WAS UNANIMOUSLY APPROVED.***

- R-10 In the Matter of Ratification of Intergovernmental Agreement Amendment Number 3 Between Multnomah County Social Services Division and Mt. Hood Community College, Decreasing Work Activity Center Services by Two Slots for the period June 1, 1990 through June 30, 1990

***UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER KAFOURY, R-10 WAS UNANIMOUSLY APPROVED.***

- R-11 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Mt. Hood Community College for 1990-91 Work Activity Center Services in Connection with the Developmental Disabilities Program

- R-12 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Portland Public School District No. 1 for 1990-91 Youth Program Office Contract Services

- R-13 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Portland

Public School District No. 1 for 1990-91 Early Intervention Services within the Developmental Disabilities Program

- R-14 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Reynolds School District No. 7 for 1990-91 Early Intervention Services within the Developmental Disabilities Program
- R-15 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Oregon Health Sciences University for 1990-91 Mental and Emotional Disabilities Program Services
- R-16 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Tri-Met for 1990-91 Employment Transportation Services in Connection with the Developmental Disabilities Program
- R-17 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Portland Employment Project - Portland Community College, for 1990-91 Work Activity Center Services in Connection with the Developmental Disabilities Program
- R-18 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and the City of Portland, Parks and Recreation for 1990-91 Work Activity Center Services in Connection with the Developmental Disabilities Program
- R-19 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Oregon Health Sciences University - Children's Psychiatric Day Treatment for 1990-91 Early Intervention Services in Connection with the Developmental Disabilities Program
- R-20 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and the University Hospital of the Oregon Health Sciences University for 1990-91 Diagnosis and Evaluation Services in Connection with the Developmental Disabilities Program
- R-21 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Oregon



Health Sciences University - Child Development and Rehabilitation Center for 1990-91 Work Activity Center, Supported Employment, Family Support and Early Intervention Services in Connection with the Developmental Disabilities Program

**UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER KAFOURY, ITEMS R-11 THROUGH R-21 WERE UNANIMOUSLY APPROVED.**

**COMMISSIONER BAUMAN AND CHAIR McCOY ADVISED OF CANCELLATIONS TO PREVIOUSLY SCHEDULED ABSENCES.**

*There being no further business, the meeting was adjourned at 9:50 a.m.*

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Thursday, June 21, 1990 - 7:00 PM  
Donald E. Long Home, Main Lobby  
1401 NE 68th Avenue, Portland

**PUBLIC HEARING**

*Chair Gladys McCoy convened the meeting at 7:05 p.m., with Commissioner Sharron Kelley present, Commissioner Rick Bauman arriving at 7:15 p.m., and Vice-Chair Gretchen Kafoury and Commissioner Pauline Anderson excused.*

Public Hearing Before the Multnomah County Board of Commissioners  
for the Purpose of Discussing Justice Facilities Proposals

**DUANE ZUSSY, PAUL YARBOROUGH, JIM ANDERSON AND LINDA ALEXANDER PRESENTATIONS AND RESPONSE TO QUESTIONS OF ATTENDEES PAT AND JIM BEYER, MAVIS HOLT, LUVERNA LEE, MARIE MORAN AND NANCY JONES.**

*There being no further business, the meeting was adjourned at 8:35 p.m.*

OFFICE OF THE BOARD CLERK  
FOR MULTNOMAH COUNTY, OREGON

*Deborah L. Bogstad*



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • CHAIR • 248-3308  
PAULINE ANDERSON • DISTRICT 1 • 248-5220  
GRETCHEN KAFOURY • DISTRICT 2 • 248-5219  
RICK BAUMAN • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

JUNE 18 - 22, 1990

Monday, June 18, 1990 - 7:00 PM - Public Hearing. . . . . Page 2  
Tuesday, June 19, 1990 - 1:30 PM - Informal Briefings . . Page 2  
Tuesday, June 19, 1990 - PM - Work Session. . . . . Page 2  
(Following Informal Briefings  
Thursday, June 21, 1990 - 9:30 AM - Formal Meeting. . . . Page 3  
Thursday, June 21, 1990 - 7:00 PM - Public Hearing. . . . Page 5

Thursday Meetings of the Multnomah County Board of Commissioners are recorded and can be seen at the following times:

Thursday, 10:00 PM, Channel 11 for East and West side subscribers  
Friday, 6:00 PM, Channel 27 for Paragon Cable (Multnomah East) subscribers  
Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

Monday, June 18, 1990 - 7:00 PM

Multnomah Center, Room 14  
7688 SW Capitol Highway, Portland

PUBLIC HEARING

Public Hearing Before the Multnomah County Board of  
Commissioners for the Purpose of Discussing Justice  
Facilities Proposals

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Tuesday, June 19, 1990 - 1:30 PM

Multnomah County Courthouse, Room 602

INFORMAL BRIEFINGS

1. Library Transition Briefing on Report on Library and County  
Support Services Staffing Requirements. Presented by  
Ginnie Cooper
  2. Informal Review of Formal Agenda of June 21, 1990
- 

Tuesday, June 19, 1990 - To Follow PM Informal

Multnomah County Courthouse, Room 602

WORK SESSION

3. Follow up on Policy Development Committee Meeting of June  
6, 1990 (Continued from June 14, 1990)

PUBLIC TESTIMONY WILL NOT BE TAKEN AT INFORMAL MEETINGS

Thursday, June 21, 1990 - 9:30 AM

Multnomah County Courthouse, Room 602

FORMAL MEETING

JUSTICE SERVICES

COMMUNITY CORRECTIONS

- R-1 Awards Presentation to Alternative Community Service Staff Workers for the Paint-A-Thon Project (TIME CERTAIN 9:30 AM)

SHERIFF'S OFFICE

- R-2 In the Matter of Ratification of an Intergovernmental Agreement Between Mt. Hood Community College and Multnomah County for the Provision of Educational Instruction and Materials for Inmates within the Multnomah County Correctional Facility and the Multnomah County Inverness Jail Leading to a General Equivalency Diploma
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DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-4 Budget Modification DES #21 Authorizing Reallocation of Monies within Construction Projects Budget to Appropriate Line Items within the Facilities and Property Management Division

PUBLIC CONTRACT REVIEW BOARD

(Recess as the Board of County Commissioners and convene as the Public Contract Review Board)

- R-5 Order in the Matter of an Exemption from Public Bidding to Exceed the 20% Limitation for Contract Change Orders for the Courthouse Doors Project

(Recess as the Public Contract Review Board and reconvene as the Board of County Commissioners)

DEPARTMENT OF GENERAL SERVICES

- R-6 Order in the Matter of Cancelling Uncollectable Personal Property Taxes, 1979 through 1986
- R-7 Budget Modification DGS #21 Authorizing Transfer of \$30,000 in Salary Savings from Personal Services to Materials and Services within the Planning and Budget Division

DEPARTMENT OF GENERAL SERVICES - continued

R-8 Budget Modification DGS #23 Authorizing Transfer of \$127,600 from 1989-90 Personnel Savings to 1989-90 Materials and Services, Various Line Items, within the Assessment and Taxation Division, to Accomodate House Bill 2338 Expenses

DEPARTMENT OF HUMAN SERVICES

R-9 Budget Modification DHS #57 Authorizing Reclassification of a Position within the Aging Services Division Community Action Program, with No Fiscal Impact

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R-17 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Portland Employment Project - Portland Community College, for 1990-91 Work Activity Center Services in Connection with the Developmental Disabilities Program

DEPARTMENT OF HUMAN SERVICES - continued

- R-18 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and the City of Portland, Parks and Recreation for 1990-91 Work Activity Center Services in Connection with the Developmental Disabilities Program
- R-19 In the Matter of Ratification of an Intergovernmental Agreement Between Multnomah County Social Services Division and Oregon Health Sciences University - Children's Psychiatric Day Treatment for 1990-91 Early Intervention Services in Connection with the Developmental Disabilities Program
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Thursday, June 21, 1990 - 7:00 PM

Donald E. Long Home, Main Lobby  
1401 NE 68th Avenue, Portland

PUBLIC HEARING

Public Hearing Before the Multnomah County Board of Commissioners for the Purpose of Discussing Justice Facilities Proposals

0701C/67-71/dr  
6/14/90

PLEASE SIGN IN

6/18/90 Public Hearing

Shayla Waldman

Patrick F. Donaldson Citizens Crime Comm. 274-9945

Joy Specker Mult. N.A. - Co. CIC

Martha White SWN 1

DAN SALTZMAN

7104 SW 5th PDX 97219

Mary H. L. Becker

2726 S.W. Nevada CT 97219

DON MCGILLURAY

2339 SE VAMHILL 97214

Dee Dee Youngs

6908 S.W. 37th Pl. OP 97224

Bob Youngs

" " " " "



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
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SHARRON KELLEY • DISTRICT 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

## MULTNOMAH COUNTY

### BOARD OF COUNTY COMMISSIONERS

Will hold public hearings  
on the following dates & locations as listed:

Day: Thursday, June 14, 1990  
Time: 7:00 PM  
Place: Multnomah County Hansen Building,  
Auditorium  
12240 NE Glisan Street, Portland, Oregon

Day: Monday, June 18, 1990  
Time: 7:00 PM  
Place: Multnomah Center, Room 14  
7688 SW Capitol Highway, Portland, Oregon

Day: Thursday, June 21, 1990  
Time: 7:00 PM  
Place: Multnomah County  
Donald E. Long Home, Main Lobby  
1401 NE 68th Avenue, Portland, Oregon

Day: Tuesday, June 26, 1990  
Time: 7:00 PM  
Place: King Facility, Room 142  
4815 NE 7th Avenue, Portland, Oregon 97204

Day: Thursday, June 28, 1990  
Time: 9:45 AM to 10:45 AM  
Place: Multnomah County Courthouse, Room 602,  
1021 SW 4th Avenue, Portland, Oregon 97204

### Public Hearing to discuss Justice Facilities Proposals

for further information contact  
the Clerk of the Board's Office  
at 248-3277  
1021 SW 4th, Room 606  
Portland, Oregon 97204



Meeting Date: JUN 19 1990

Agenda No.: Inf # 1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Library Transition Briefing

BCC Informal 6/19/90 BCC Formal \_\_\_\_\_  
(date) (date)

DEPARTMENT Nondepartmental DIVISION County Chair's Office

CONTACT Ginnie Cooper TELEPHONE X-3308

PERSON(S) MAKING PRESENTATION Ginnie Cooper

ACTION REQUESTED:

☒ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☐ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 30 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Library Transition briefing on Report on Library and County Support Services  
Staffing Requirements

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Gladys Smith

Or

DEPARTMENT MANAGER \_\_\_\_\_

(All accompanying documents must have required signatures)

10:40 AM  
JUN 19 1990  
CLERK'S OFFICE  
MULTI-COUNTY  
OREGON

6/19/90  
Inf #1

LIBRARY TRANSITION:

LIBRARY AND COUNTY SUPPORT SERVICES REQUIREMENTS

PRELIMINARY REPORT

Prepared by Margaret A. Epting  
Library Transition Manager

June 6, 1990

## I. INTRODUCTION

This report recommends staffing levels and some materials and services requirements for administrative support to the library. The recommendations call for reductions at the library and increases to existing county divisions. These recommendations are the result of five processes.

First, the Library Transition Team and its seven subcommittees established in February have identified support functions currently provided by the library that will, after July 1, be provided by existing county divisions.

Second, I interviewed the library staff in the Finance Department and Human Resources Department, and reviewed written job descriptions to identify skill levels.

Third, I interviewed county managers and staff to determine what services will be provided to the library and what resources (staff and materials and services costs) would be required to support these added services.

Fourth, library and county facilities staff and I developed a long term transition plan for the library's Buildings and Grounds Department. The details of that plan can be seen in Attachment A.

Finally, the Library Transition Steering Committee (Linda Alexander, Director of General Services; Ginnie Cooper, Director of Libraries; Hank Miggins, Executive Assistant to the County Chair; and Paul Yarborough, Director of Environmental Services) reviewed and discussed the draft report at their meeting on June 5, 1990, and their changes are incorporated in this report.

One transition goal set by the Library Transition Steering Committee was to minimize the adverse affects of transition on Library employees. In support of this goal, I have also identified opportunities to transfer some qualified library employees to county support divisions. In addition, one employee will leave the library in September, and some positions have been held vacant since the transfer decision was made so no people are affected. Opportunities for the remaining library staff are not yet identified but that issue remains a high priority.

I have also recommended the creation of new support positions at the library. A description of current support activities and staffing at the library is contained in Attachment B. Attachment C is a summary of library and county staffing increases and decreases.

The next transition step (Phase 1) calls for the preparation of budget documents to affect transfer of library staff and funds to fill the critically needed positions by July 1. The budget documents will require Board of County Commissioners action at its June 28 meeting.

Phase 2 will include a thorough analysis of the library's budget. Preliminary library budget estimates were based on information available at that time, but new information is now known about the costs associated with transferring the library to Multnomah County government. Therefore, we will analyze the library's current level of funding dedicated to administrative support (staff, materials and services, and contracts costs), but will also analyze the entire budget to determine what additional transition costs will be incurred.

Once the Phase 2 analysis is complete, the library's operating budget as a county agency will be complete, and at that time additional budget documents will be prepared to transfer remaining funds associated with transition. Phase 2 will be complete by late July.

## II. FINANCIAL PROCESSING

### A. LIBRARY REQUIREMENTS:

The Library will continue to have a financial function. Petty cash accounts will continue to be maintained, and travel expenses, payment vouchers and cash receipts from 16 locations will have to be reconciled before they are sent to the county's Finance Division. This position would also monitor grants and other gifts, coordinate contracts, and prepare financial reports. These functions can be provided by 1 Full Time Technical Position assigned to central Administration.

### B. COUNTY REQUIREMENTS:

All four sections of the county Finance Division will provide services to the library. The Accounts Payable Section will:

- . audit all payment vouchers for proper signature, coding, amount and allowability of expense under the county's expenditure guidelines;
- . encumber the budget when necessary;
- . maintain vendor files;
- . maintain W-9 files

- . issue 1099s for IRS reporting;
- . enter balanced and batched invoices into the LGFS (general ledger) system; and,
- . issue checks through the automated disbursement program.

The Accounts Payable Section currently has a staff of six and produces about 49,000 checks each year or about 8200 checks per position. The Library will require about 8400 checks per year. I recommend the addition of 1 Financial Technician added to the section's 6 FTE. This new position should be created immediately in order to train the person and to assist with transition.

The Payroll Section will begin preparing payroll checks for 400 library employees. Almost half of these positions are part-time and require special handling in order to prevent errors when hours are not consistent.

Payroll will be severely impacted during June and July, when all library employee information will be new on the Payroll system. Employees who require direct deposits, garnishments, dependent care, deferred compensation and other payroll deductions will have to be handled individually. Eventually that impact will "smooth out" but payroll for part-time staff will continue to represent a major workload increase.

The Payroll Section currently prepares checks for 3000 employees with a staff of 3 (1000 checks per FTE). I recommend the addition of an 80%-time Office Assistant II. This position could be filled by a Human Resources clerk who currently works 32-1/2 hours a week. This position is needed immediately so that the staff can assist in getting library staff onto the payroll system, and so that training can begin.

The Treasury Section will:

- . manage the Library's Certificates of Participation for planned construction projects;
- . monitor all library construction bonds and liens for compliance with legal requirements;
- . monitor the audit reports on the LAP retirement plan;
- . monitor cash handling procedures and controls at the 15 libraries, a retail store (the Title Wave Bookstore) and at the Administration Office; and
- . work with Library staff to resolve problems.

I recommend that 1 half-time Treasury Technician be added to the existing 2.5 FTE staff.

The General Ledger Section will provide the library with the following services:

- . audit and reconcile all disbursements, including payroll;
- . audit cash receipts;
- . inventory all fixed assets, including supplies inventories, purchases, transfers, and sales of items;
- . produce, input, audit and collect all accounts receivables;
- . reconcile internal service reimbursements; and
- . audit travel advances and expenditures.

I recommend adding 1 Financial Specialist I to their current staff of 7.5 FTE.

The Finance Division will require the following increase in Materials and Services:

a. Postage:	
Payroll (400 x .25 x 30)	\$ 3,000
Accounts Payable (8400 x .25)	2,175
b. Audit Fee (library share of annual audit)	4,000
c. LAP Retirement actuarials and audits (\$7,000 each)	14,000
d. Fixed Asset Market Valuation	20,000
e. Miscellaneous forms (check stock, data forms, general ledger, deferred comp.)	2,000
f. Banking Fees	2,500
Total	<u>\$47,675</u>

### III. BUDGET SUPPORT

#### A. LIBRARY REQUIREMENTS:

The Library will need a 1/2 Time Professional Position to be the budget liaison for the new Library Department. This position is typically filled by a Management Assistant. The person in this position would monitor the budget on an on-going basis, and would coordinate the preparation of the annual budget with the Department Director, other library managers, and the department's assigned budget analyst. Budget duties would not be a full-time job. The person in this position could be assigned other administrative duties, including supervising the administrative support unit which remains at the library, for a total of 1 FTE.

## B. COUNTY REQUIREMENTS:

The Planning and Budget Division will provide the library with operational budget planning and support, revenue analysis, and LGFS training and support. Each County department has an assigned budget analyst who assists the department with on-going budget support (budget modifications, expenditure projections, etc.).

The Library will require extra support in budget and LGFS training. In addition, the planned major construction projects at the Library will involve the Planning and Budget Office as part of their on-going responsibilities to analyze Capital Improvement Projects (CIPs).

I recommend adding 1 Financial Specialist 2 to their 10 FTE. This position is needed immediately, because the Library's budget must be prepared for FY90-91.

The materials and services costs are estimated as follows:

Printing of budget forms/documents:	\$2,000
Repairs & Maintenance:	100
Travel:	260
Telephone:	451
Equipment:	3,000

Total:	<u>\$5,811</u>
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## IV. PERSONNEL SERVICES SUPPORT

### A. LIBRARY REQUIREMENTS:

The Library will need 1 Full Time Technical Position in central Administration to complete personnel data forms, coordinate recruitment/hiring of library staff with Employee Services, and notify Employee Services of any changes in employee status (address, termination, marital status, etc.).

Personnel liaison to Employee Services will not be a full-time task. The other responsibility assigned to this position would be all payroll tasks (the library will continue to centralize the payroll), including reviewing and batching all payroll timesheets and resolving timekeeping problems with library staff.

B. COUNTY REQUIREMENTS:

Services currently performed by the library's four FTE Department of Human Resources will now be provided by all four sections of the Multnomah County Employee Services Division.

The Personnel, Training and Affirmative Action Sections of the Employee Services Division will support the library's requirements for:

- . recruitment;
- . selection;
- . consultation;
- . Affirmative Action monitoring;
- . classification;
- . reclassification and job audits;
- . organizational development;
- . position control monitoring;
- . grievance handling;
- . interpretation of personnel policies, rules, ordinances and labor contracts;
- . statistical analysis; and
- . County-wide training

The Library filled 90 positions (including part time and on-call) last year. This level will increase because new positions were added to the library in the most recent serial levy to support expanded hours at library facilities. In addition, Employee Services must provide additional support with Affirmative Action (the library has no Affirmative Action plan).

I recommend transferring the Assistant Director of Human Resources to the County. This position should be classified as a Management Analyst. This would bring Employee Services staffing to 12-1/2 FTE.

The Employee Health and Benefits Section, in addition to its responsibility for the LAP retirement plan, will provide the library with:

- . administration of employee and retiree health and welfare benefits including medical, dental, life, disability and child care;

- . administration of the Health Promotion Program and the Employee Assistance Program for county employees and family members; and

- . employee education and communication in the areas of health and benefits, including the delivery of new employee orientation.



. During July, staff will again gear up to do "new employee orientation" sessions for all Library employees.

I recommend adding 1 Half-Time Office Assistant II to the Health and Benefits Section, for a total of 4 FTE. This position could be filled by one of the half-time clerks in the Human Resources Department.

The county Employee Services Division, including Employee Benefits, requires \$19,483 in materials and services costs.

#### V. RISK MANAGEMENT SERVICES

##### A. LIBRARY REQUIREMENTS:

A private insurance company currently provides the library with risk management and liability insurance services. Responsibility for risk management services will transfer to the county.

##### B: COUNTY REQUIREMENTS:

The county is a self-insured provider. As such, the county's Risk Management Section will provide the library with all insurance, liability and risk management support, except litigation and consultation services provided by County Counsel. For the library, they will:

- . identify potential loss exposures;
- . ensure that library property is properly valued and insured;
- . ensure that adequate safety and security and risk transfer policies and practices are in effect;
- . implement risk management prevention programs; and
- . manage all workers compensation and incident claims; and,
- . resolve OSHA complaints.

The library's sixteen buildings and other library assets increase the county's liability. Compounding the need for additional staff is a recent change in state law requiring safety committees at all work sites.

I recommend adding 1/2 Loss Control Specialist to Risk Management's 3 FTE.

Materials and services costs cannot be estimated at this time because the county is currently revaluing the buildings and insurance costs are unknown.

## VI. PURCHASING/CONTRACTS/RECORDS SUPPORT

### A. LIBRARY REQUIREMENTS:

The library will directly purchase only those materials and supplies (1) under \$250 and (2) that are not available at the county's Central Stores. Construction projects, including the procurement of construction-related goods and services, will not be done by the library. The library will continue to directly buy all books and other library materials (\$1.6 million annually), and will send invoices to the county Finance Division for processing.

The library will continue to order basic supplies from Central Stores. All purchasing requisitions (except books) will be processed through the county Purchasing Section.

The library plans to continue to store all office supplies in the Administration Building, for distribution to the library's fifteen branches. Staff will have to unload and stock supplies and fill orders for the branches, and make arrangements for routine disposal of surplus items on site or at auction. Staff will also order all supplies, review invoices, send all requisitions to Purchasing, and perform other administrative tasks such as handling all ingoing and outgoing county interoffice mail and U.S. mail, postage, etc. This is a Full Time Purchasing Clerk/Stock Clerk position.

### B. COUNTY REQUIREMENTS:

All three sections of the county's Administrative Services Division will provide support to the library.

The Purchasing Section will purchase all commodities, maintenance, trade and professional services for the library. They will:

- . process requisitions;
- . ensure an adequate number of quotes;
- . check vendor lists;
- . issue purchase orders;
- . deliver supplies from Central Stores; and
- . assist with specifications for Requests for Proposals (RFPs) and Requests for Qualification (RFQs)

The level of purchasing support will increase dramatically with the addition of the library because the library must conform with precise, competitive procurement requirements, including:

- . bid review
- . bid issuance
- . advertising
- . all contractor communications
- . pre-bid conferences
- . bid openings
- . preliminary bid evaluation
- . all contractor notifications of bid award
- . all appeals
- . all exemptions

Purchasing's support to the library will be labor intensive because of the addition of the library's 16 facilities. Facilities maintenance generates a high demand for formal bids, and that is where purchasing activity will be.

The library has funded a number of construction contracts to improve Library buildings. There are ongoing maintenance projects and also over \$3 million in capital improvement projects scheduled to begin in FY90-91.

I recommend adding 1 Buyer and 1/2 Office Assistant II in the Purchasing Section for a total of 15 FTE.

Materials and Services costs for Purchasing are estimated to be \$5200.

The Contracts Section will provide consulting support to the library (negotiating and writing contracts). They will ensure that all contracts executed by the library, plus library facilities-related contracts, include all necessary legal and policy requirements and they are reviewed and approved the appropriate organizations. They will centralize and maintain all original copies of contracts. I recommend adding 1/2 Office Assistant II to the Contracts Section for a total of 1-1/2 FTE.

The Records Management Section will provide records advice to the library at no additional cost for FY90-91. The library has done a good job of managing and retaining their records for over 126 years. However, their records will, over time, require retention scheduling and storage, and costs may be incurred at that time.

## VII. LEGAL SERVICES:

### A. LIBRARY REQUIREMENTS:

The library will no longer use a private law firm for legal services.

B. COUNTY REQUIREMENTS:

The county's County Counsel Division will provide all legal services to the library. County Counsel requires 1 Full Time Law Clerk to assist staff attorneys who will be providing that service. The \$30,000 currently budgeted by the library for contracted legal services will cover the cost of both the law clerk and materials and services.

VIII. FLEET (VEHICLE) SERVICES:

A. LIBRARY REQUIREMENTS:

The library will no longer manage their fleet of vehicles. Fuel will no longer be provided at the library's fueling site. Some vehicle maintenance will continue to be provided by A.V.S. on a contract basis, but the contract will be managed by the county.

B. COUNTY REQUIREMENTS:

The Fleet & Electronic Services Division will provide all fleet management services to the library. Most vehicle maintenance will be provided by the county. These services are anticipated to cost more because, as an "enterprise" fund, Fleet & Electronic Services charge the library directly and includes overhead and replacement costs in their charges. The library has made no decisions regarding replacement of existing vehicles, and there is some concern that the lack of a replacement fund could mean an unfunded liability of \$150,000-\$200,000. No recommendations are being made at this time.

IX. LABOR RELATIONS SUPPORT

A. LIBRARY REQUIREMENTS:

Labor relations support (labor contract negotiations, grievance handling, etc.) will no longer be provided by the Human Resources Department.

B. COUNTY REQUIREMENTS:

Library employees formerly represented by the Library Union will now be represented by AFSCME Local 88. The county's Labor Relations Section will provide all labor relations support. The impact of 350+ new represented employees absorbed into an existing bargaining unit is difficult to predict, since the workload would be largely related to contract administration and grievance handling. The library typically handles 8-10 labor relations issues a year, but again one cannot project how that

might change given that employees will be members of a different union with different dynamics.

I recommend that no additional staff be added to the Labor Relations Section until patterns are established. At that time, Labor Relations may require additional staff. Materials & Services Costs are estimated as follows:

Temporary clerical support:	\$2,300.
Professional services:	4,462.
Printing:	935.
Supplies:	311.
	<hr/>
Total:	<u>\$8,008.</u>

X. DATA PROCESSING SUPPORT

A. LIBRARY REQUIREMENTS:

The library will continue to manage its Dynix data processing and personal computer systems in house.

B. COUNTY REQUIREMENTS:

The county's Information Services Division will provide data processing and telecommunications consulting services to the library with no direct cost to the library.

XI. FACILITIES AND PROPERTY MAINTENANCE AND MANAGEMENT:

See Attachment A.



## MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF FACILITIES AND  
PROPERTY MANAGEMENT  
2505 S.E. 11TH AVENUE  
PORTLAND, OREGON 97202  
(503) 248-3322

GLADYS McCOY  
MULTNOMAH COUNTY CHAIR

### MEMORANDUM

TO: Margaret Epting, Library Transition Manager

FROM: F. Wayne George, Director, Facilities & Property Manager *FWG*

DATE: May 25, 1990

RE: LIBRARY FACILITIES TRANSITION REPORT

Please find attached a final transition report. It is assumed and understood that due to the combined efforts of yourself, Betsy Williams, Craig Calkins, Jim Emerson, Bob Kieta, Merlyn Brunkow, and yours truly that the report is in its final form and the contents and assumptions contained here in, are agreed upon by all.

If you have any questions or comments, I trust you will contact my office at your convenience.

Thank You again for assisting us in the process.

FWG/sb  
Attachment

RECEIVED  
MAY 26 1990

DEPARTMENT OF GENERAL SERVICES  
DIRECTOR'S OFFICE  
MULTNOMAH COUNTY, OREGON

## LIBRARY FACILITIES TRANSITION REPORT

May 22, 1990

### I. GENERAL

The existing Buildings and Grounds (B&G) Department will continue to function intact until January 1, 1991.

- A. All B&G employees will report to Bob Kieta. Bob Kieta will report to F. Wayne George. Bob Kieta will continue to use his current office in the Library Administration Building and will also be assigned space in the Facilities Management office. Both offices will serve as a base of operation.
- B. Adequate budget funds will be transferred to Facilities and Property Management on July 1, 1990 for the implementation of the plan.
- C. Service levels at the libraries or at County facilities will not change.
- D. An orderly integration of B&G staff and Multnomah County's Facilities and Property Management staffing needs will be thoroughly analyzed before any physical personnel moves.
- E. Formulating an integration plan by January 1991 is necessary to provide adequate time to budget for Library services in the 1991-92 Facilities and Property Management budget.

### II. ADMINISTRATION

In order to comply with County policies and procedures, the following must happen as of July 1, 1990.

- A. All purchasing for Library facilities will be processed through Facilities and Property Management.
- B. B&G employees will begin using Facilities Management's work order system. This is necessary to define work loads and identify those tasks which are related to Library programs versus those tasks that are strictly facilities.
- C. All payroll will be processed through Facilities and Property Management.

Facilities Management needs to add one full-time Office Assistant II position as of July 1, 1990 in response to the additional work load.

### III. OPERATIONS AND MAINTENANCE

The Library B&G employees will be excluded from some work activities effective July 1, 1990. This is necessary due to state laws governing electrical work and due to union jurisdictions.

- A. Electrical work will be completed by Licensed Electricians. As the Library B&G Department does not have qualified personnel in this classification, Facilities Management will need to add one full-time Electrician.
- B. Major heating, ventilating, and air-conditioning (HVAC) work will be done by qualified County or contracted HVAC mechanics. Major HVAC work would include tasks such as system control, refrigeration, etc. Routine preventative maintenance activities such as cleaning and filter changes are not considered major HVAC work. As the B&G Department does not have any certified HVAC mechanics, Facilities Management must add one full-time HVAC Mechanic.
- C. Major plumbing work will be completed by qualified Plant Maintenance Engineers or contracted plumbers. Facilities Management is not requesting any additional positions at this time. The existing B&G Department might have qualified employees who could be reclassified into this classification.
- D. Facilities Management is not requesting any additional Carpenters or Utility Workers, as the existing B&G Department has employees who could be reclassified into these classifications.
- E. Custodial and landscaping services will continue to be performed by a combination of contracted and existing B&G employees, managed by Bob Kieta as they have been in the past.
- F. All requests for County facilities support services for the Library facilities must be directed through Bob Kieta.

### IV. CAPITAL IMPROVEMENT PROJECTS

- A. Three major capital projects (Central Phase I, Midland, and Lloyd Center) are funded by the Library Serial Levy and are scheduled to commence during 1990-91. Design and construction, like other County construction projects, must be completed in compliance with Public Contracting Rules. In addition, several operations and maintenance projects over \$10,000 are identified in the Library's 1990-91 plan, which may require Public Contract Review Board (PCRB) compliance.



- B. The Library currently is not staffed for this increase in workload. Facilities and Property Management must add one full-time Project Manager to accomplish these tasks. The existing B&G Department has employees who could be reclassified into this position, but only with a net addition of one position (at least at the B&G II level) to backfill the B&G Department to perform the tasks currently handled by the reclassified employee.
- C. The original cost estimates for capital projects as incorporated in the levy may be inadequate to accomplish the anticipated scope of work. Projects are currently being reestimated by B&G and Facilities Management staff so that an affordable and responsible capital action plan can be adopted.

#### V. ACTION PLAN

The following tasks should be implemented:

- A. By July 1, 1990, B&G employees should be trained on:
  - 1. Purchasing process.
  - 2. Work order system.
  - 3. Payroll process.
- B. On July 1, 1990, the following new positions will be created within the Facilities and Property Management Division:
  - 1. One Office Assistant II.
  - 2. One Electrician.
  - 3. One HVAC Mechanic.
  - 4. One Project Manager.
- C. On July 1, the B&G budget will be transferred to Facilities Management, including the funding for the new positions requested by the Library B&G Department in response to the extended Library services.
- D. Between July 1 and December 31, 1990, Bob Kieta and Facilities Management will plan the transition of the B&G Department into Facilities Management. December 31 is significant in that this information is needed for the FY 91-92 budget process.
- E. On January 31, 1991, Facilities Management will begin the full integration of Library B&G personnel and facilities into the Facilities and Property Management Division.

## ATTACHMENT B

### Library Finance Department

The Finance Department performs tasks other than financial processing. Four and one-half FTE currently perform all accounting, budget, payroll, and purchasing support (a fifth position in the Finance Department, the PC specialist, is not addressed here or elsewhere in this report because the position is being transferred to another department at the library).

- 1 Finance Director
- 1 Accounting Manager
- 1 Purchasing Clerk
- 1 Accounting Assistant
- 1/2 time Supply Clerk

. The Finance Director spends 60% of her time on budget monitoring, projecting and planning. The remainder (40%) is spent supervising the accounting function, processing grants and gifts, administering and managing library operations, and negotiating contracts.

. The Accounting Manager oversees the accounting functions: receipts, payables, payroll, fixed assets and general ledger. She prepares and distributes financial statements and related reports; manages investments and cash flow; reviews invoices for payment; prepares internal and external grant reports; reconciles bank statements; processes journal entries; reviews and balances general ledger accounts; and coordinates audits.

. The Purchasing Clerk divides her time evenly between accounts payable and purchasing supplies. Accounts payable tasks include the generation of 8400 checks/year and disbursement of petty cash. Purchasing duties exclude the buying of books and other library periodicals but include issuing purchase orders, purchasing of all supplies and other materials, and the maintenance of records of furniture and equipment purchases and equipment maintenance. She also makes travel arrangements for all library staff.

. The Accounting Assistant processes all cash receipts received at the Administration Building, including the Title Wave Bookstore; processes the bi-weekly payroll; prepares medical insurance reports; investigates payroll problems; prepares payroll and cash receipts journal entries. (This position is currently vacant, and tasks are temporarily being performed by a quarter-time clerk for cash receipts and a 20-hour bi-weekly consultant for payroll. Payroll checks are produced by an outside data processing firm.)

. The half-time Supply Clerk unloads and organizes supplies, fills supply orders, and determines stocking needs.

ATTACHMENT B

P.2

Library Human Resources Department

The Library's Department of Human Resources administers all personnel, labor relations and benefits programs for the Library with 4 FTE:

- 1 Human Resources Director
- 1 Assistant Human Resources Director
- 1 Human Resources Specialist
- 2 Half-time Human Resources Clerks

Their duties include:

- . recruitment and hiring of new staff (90 positions filled last year);
- . scheduling and conducting interviews;
- . administering and interpreting tests;
- . operating the payroll/personnel automated system;
- . personnel files maintenance; and
- . administration of medical, dental, life and disability insurance plans.

They also conduct all bargaining unit negotiations with the Library's union, and are responsible for risk management and the retirement program.

# SUMMARY OF LIBRARY AND COUNTY PERSONNEL CHANGES

	LIBRARY			COUNTY			NET STAFF INCREASE (DECREASE)
	CURRENT STAFF	REQUIRED STAFF	INCREASE (DECREASE)	CURRENT STAFF	REQUIRED STAFF	INCREASE	
FINANCE DIVISION							
1. Accounts Payable Section				6.0	7.0	1.0	
2. Payroll Section				3.0	3.8	.8 *	
3. Treasury Section				2.5	3.0	.5	
4. General Ledger Section				7.5	8.5	1.0	
TOTAL STAFF	4.0	1.0	(3.0)	19.0	22.3	3.3	.3
PLANNING & BUDGET DIVISION		.5	.5	10.0	11.0	1.0	1.5
EMPLOYEE SERVICES DIVISION							
1. Personnel, Training and Affirmative Action Sections				11.5	12.5	1.0 *	
2. Employee Health & Benefits Section				3.5	4.0	.5 *	
TOTAL STAFF	4.0	1.0	(3.0)	15.0	16.5	1.5	(1.5)
RISK MANAGEMENT SECTION				3.0	3.5	.5	.5
ADMINISTRATIVE SERVICES DIVISION							
1. Purchasing Section				13.5	15.0	1.5	
2. Contracts Section				1.0	1.5	.5	
3. Records Management Section						.0	
TOTAL STAFF	.5	1.0	.5	14.5	16.5	2.0	2.5
COUNTY COUNSEL DIVISION				14.0	15.0	1.0	1.0
FLEET & ELECTRONIC SERVICES DIVISION						.0	
LABOR RELATIONS SECTION						.0	
INFORMATION SERVICES DIVISION						.0	
FACILITIES & PROPERTY MANAGEMENT DIV.	13.0	.0	(13.0)	56.5	73.5	17.0 *	4.0
GRAND TOTAL	21.5	3.5	(18.0)	132.0	158.3	26.3	8.3

## \*LIBRARY EMPLOYEES TRANSFERRING TO COUNTY:

- 1 80%-time Human Resources Clerk to Payroll Section
- 1 Half-time Human Resources Clerk to Employee Benefits Section
- 1 Full-time Assistant Director of Human Resources to Employee Services Division
- 13 Full-time Buildings & Grounds employees to Facilities & Property Management (plus 4 new positions)

ATTACHMENT C




# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
2115 S.E. MORRISON  
PORTLAND, OREGON 97214  
(503) 248-5000

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: GLADYS McCOY, CHAIR  
BOARD OF COUNTY COMMISSIONERS

FROM: PAUL YARBOROUGH, DIRECTOR   
DEPARTMENT OF ENVIRONMENTAL SERVICES

DATE: JUNE 15, 1990

RE: POTENTIAL CUT OF \$50,000

If DES must reduce budget by \$50,000 to help cover the JDH crisis, I recommend taking the entire \$50,000 from the Recreation Facilities Fund-Land Acquisitions. Within that fund \$74,000 has been allocated to the Toombs property acquisition.

I have selected this potential source because the Toombs acquisition would most probably far exceed the funds budgeted. If we are successful in acquiring the property we expect that third-party financing will be necessary and repayment can be structured in future budgets.

There are no general funds available from the Fleet Fund, Road and Bridge Funds, County Fair, CDBG, and other dedicated funds. Animal Control is already suffering a program reduction in the new budget and Planning, Parks, and Electronics Services could not take a cut without a service program reduction. A reduction of Expo could negatively impact its already sizeable contribution to the General Fund.

Our largest General Fund Division is Facilities Management which is seriously underfunded for its present responsibilities and which will be faced with a large scale added burden next fiscal year with the library system merger, newly constructed health facilities, acquisition of the Commercial Securities Building, Probation Services Building, etc.



## GLADYS McCOY, Multnomah County Chair

Room 134, County Courthouse  
1021 S.W. Fourth Avenue  
Portland, Oregon 97204  
(503) 248-3308

### M E M O R A N D U M

TO: Commissioner Pauline Anderson  
Commissioner Rick Bauman  
Commissioner Gretchen Kafoury  
Commissioner Sharron Kelley

FROM: Gladys McCoy *G.McC*  
Multnomah County Chair

DATE: June 19, 1990

RE: Budget Balancing to meet JDH crisis.

At the Thursday budget work session the Board decided that we should all return on Tuesday with recommended budget cuts that would allow funding for the JDH crisis and the program and technical amendments.

The JDH crisis needs to be solved now, and we should not be adding programs to the Department outside the regular budget process. For this reason, I recommend only funding the second boys unit (\$354,000) and the Accountability Work Project (\$39,000) to deal with the crisis.

Working with Commissioner Kelley and the Departments, we have developed a proposed package that seeks to keep whole as much of the approved budget as possible without cutting existing programs. Our proposal delays start-up of some programs and reduces funding of others. I believe this proposal is both reasonable and fiscally prudent in meeting the JDH crisis and budgetary needs of the County.

#### DCC

Delay start-up of Intensive Supervision Probation (\$50,000). Delaying the start-up of this new program until December would not negatively impact existing programs.

Sheriff

Delay start-up of MCRC (\$25,000). This enhancement to an existing program could be delayed until September without negatively impacting the existing program.

Non-Departmental

Reduce non-departmental special appropriation (\$50,000). This reduction in the DPMC special appropriation fund would not have sever impact because of expected phase-in and cash flow adjustments that could be made by the DPMC.

DHS

Start up One New Teen Clinic (\$109,506). Start one new Teen Clinic in the 1990-91 fiscal year. This would not negatively impact any existing DHS programs.

DES

Reduce Recreational Facilities Funds (\$25,000). A reduction in the allocation of the Recreational Facilities-Land Acquisition Fund for the Toombs property will not have a negative impact because third party financing can structure repayment into future budgets.

General

Reduce Exempt Employees COLA: (\$308,000). Reduction of exempt employees COLA from 4.5 to 3.0 will provide a significant savings and allow for a minimum of program disruption to meet the crisis. Exempt employees will also receive a 3% step increase besides the annual COLA increase.

Fund minimum for Second Boys Unit	\$354,000
Fund Accountability Work Project	39,000
Fund Technical Program Amendments	<u>\$152,000</u>
 TOTAL Funds Needed	 \$545,000

Savings Recommendations

DCC	\$ 50,000
Sheriff	25,000
Non-Departmental	50,000
DHS	109,506
DES	25,000
General	<u>308,000</u>

<u>Total Savings Recommendations</u>	<u>\$567,506</u>
--------------------------------------	------------------

PAULINE ANDERSON  
Multnomah County Commissioner  
District 1



605 County Courthouse  
Portland, Oregon 97204  
(503) 248-5220

June 19, 1990

To: Board of County Commissioners  
From: Pauline Anderson  
Re: Budget Rebalancing - June, 1990 SECOND VERSION

This is my second draft package of thoughts of how we could fund the needed Juvenile programs (and other program amendments). This is a possible compromise package based on the draft suggestions from the other Commissioners.

#### NEEDED ADDITIONS TO BUDGET

Juvenile Detention and Programs \$610  
I believe we need to fund the programs along with the detention or we will face an increasing need for expensive detention space in the future.

Villa Position \$51  
Implementing our commitment last month.

Auditor Salary \$15  
Required by the election of the new Auditor. I would suggest we ask the present Auditor not to fill future openings. This would allow the new Auditor some staffing discretion and could create the potential for some salary savings to help pay for this.

Sheriff Marshall Contract Shortfall  
Funded through an expansion of the existing marshall contract.  
Used for funding MCRC.

Sheriff ID contract  
We need to wait until negotiations are complete with the City and either tap contingency during next year or determine whether we can do the service ourselves. The amount of increase asked by the City is unacceptable.

Sheriff Food contract \$48  
From an increase in the contract.

Sheriff Drug Testing MCRC \$22  
From a change in who must process the tests.



A and T remodel

Budget office remains unsure of the amount needed. I would prefer to pay for this from salary savings next year if necessary.

Emergency Management Clerical \$13

total \$759

#### REDUCTIONS IN PROGRAMS

Sheriff

MCRC \$100

I would cut the General Fund portion of MCRC and open the MCRC expansion in October using the additional fees of \$75 and the Federal Marshall revenue of \$140. To achieve an October opening, I would be willing to financing it through a further small expansion of the marshall contract.

MCIJ Two Work Crew COs OTO \$80

I remain convinced that we will not be at capacity with the work crew program until we open MCIJ II. This reduction would be accomplished through attrition and restored in July, 1991. This reduction can be accomplished budgetarily by charged the jail levy for a portion of the new laundry.

Lower COLA for Exempt Employees \$300

3% instead of 4 1/2%.

ISD Systems Development \$159

This amount has been targeted for either Purchasing (Integrated Financial Management) or Juvenile. Planning work is not complete on either project and the DPMC has not yet made a final decision. This reduction would delay both projects completely until next year.

Affirmative Action \$30

This would delay the hire of this position until January, 1991. Almost all of our Strategic Planning goals have either been delayed, cut in half, or eliminated. This applies the same strategy to this position.

Elections

We can avoid up to \$157 in unbudgeted expense if we delay the Juvenile Bond issue until a November ballot. If we go ahead with the election and we are the only ballot item, we will be responsible for the entire cost of the election.

I believe it may be prudent to wait until we make a determination about the alternative revenue possibilities. We could fund the juvenile project as part of a payroll/income tax.

District Attorney, Intensive Probation and Housing for Women in  
ADAPT \$63  
Delayed start up on these programs until October.

Toombs Purchase Price \$25

Total \$757

# PLEASE SIGN IN:

NAME:

Pat & Jim Beyer

Maris Holt

Luberna Lee

Marie Moran

Nancy Janell (Justice Div. det Supv.)

ADDRESS:

10133 SE Knight

1235 S.E. 115th

6834 NE Garfield

10038 S.E. Long City 97266

401 NE 68th Rd

Public Hearing  
Donald E. Long  
Facility  
7:00 pm  
June 21, 1990

MULTNOMAH COUNTY POLICY DEVELOPMENT COMMITTEE

PROPOSED PLAN  
FOR  
ESSENTIAL JUSTICE SYSTEM FACILITIES

FINAL

## EXPLANATION OF CAPITAL IMPROVEMENTS COMMITTEE RECOMMENDATIONS

### I. BACKGROUND

During the past four years it has become increasingly apparent that Multnomah County would run out of space to house essential County services and functions early in the 1990s. Accordingly, the Board of County Commissioners ordered a comprehensive study to address this facility crisis.

A five-year space needs study was completed in 1989. This study addressed problems related to public access, the efficiency of County operations, and the need for major expenditures related to the deterioration of certain facilities. In partial response to this report, the Board of County Commissioners has purchased the downtown J.K. Gill and Mead Buildings, funded the construction of two new community-based health clinics, and a 210-bed addition to the Inverness Jail.

The study also included a detailed architectural analysis of the Donald E. Long Juvenile Justice Complex, an analysis of the need for additional courtrooms, and an assessment of the current condition of the historic County Courthouse. This document will present proposals for solutions to these remaining unaddressed problems, related space needs of the District Attorney, and outline financing options to accommodate the costs of needed construction.

### II. JUVENILE JUSTICE COMPLEX

The current Juvenile Justice Complex at NE 68th Avenue houses all assigned Juvenile Court Judges and Referees, Prosecuting Attorneys, the Juvenile Probation staff, and the tri-county regional Juvenile Detention Center. In 1989, 15,818 cases were heard and decided in this facility.

In 1988 the County Commission appropriated over \$250,000 from Capital Improvement funds to remodel the courtrooms and related spaces at the Juvenile Justice Complex. This project was put on hold following an audit released by then County Auditor Ann Kelley Feeney. That audit, which identified numerous serious deficiencies in the detention facility at the Juvenile Justice Complex, was performed to follow up on the findings of earlier Grand Jury Reports which were critical of conditions at this facility.

The Board of Commissioners and the presiding Juvenile Judge agreed that a thorough architectural analysis of the whole complex--especially the detention areas criticized in the Audit and Grand Jury Reports--had to take precedence over interim improvements for the courtrooms.

Using the same architectural firm that designed the highly successful Inverness Jail project, the County made an extensive study of the entire complex including the detention facility, courtrooms and related areas, prosecutor's offices, and juvenile probation space, to determine needs, construction options and associated costs.

While that study was in progress, the Board received a letter from the Juvenile Rights Project (a group of lawyers who successfully sued the State of Oregon on conditions of confinement for juveniles held at the

State Training Schools) which also identified numerous deficiencies with our Juvenile Justice facility and strongly requested the Board's cooperation in pursuing appropriate and timely action to rectify the situation.

The architectural study concluded that the most cost effective solution to the many problems that were discovered and documented by the study would be to demolish the present facility and build a new complex on the present site.

### III. THREE NEW COURTROOMS AT THE COURTHOUSE

State statute requires Multnomah County to provide and maintain facilities adequate to the needs of the State Court. The Courts have, for several years, indicated a growing need for additional courtrooms (with associated judges' chambers, jury rooms, clerk's offices, restrooms, etc.). In June 1989, the legislature approved two additional judges for Multnomah County. Since one of the currently authorized judges has no assigned courtroom, the Chief Presiding Judge and State Court Administrator have now requested that the County provide the three additional rooms they require for occupancy no later than July 1, 1991.

In response to suggestions from the Board of County Commissioners, the Courts considered alternative locations for the new courtrooms. In November 1989, the Courts reiterated that the downtown County Courthouse is the only satisfactory location. Key considerations in this decision included administrative and operational efficiencies for the Courts, the Sheriff, and the District Attorney, access to the Court by Police agencies and by the Defense Bar. Critical improvements in the Courthouse such as heating, ventilation, air conditioning, plumbing, and electrical system replacement, will be made.

The space for these three courtrooms will require vacating more than half of the sixth floor of the Courthouse. This will displace the District Attorney and, eventually, the Board of County Commissioners. The D.A. will displace both County offices on the 14th and 15th floors of the Portland Building in order to gain the needed space and still maintain the proximity to the Courts.

### IV. FINANCING STRATEGY

The downtown Courthouse as well as the Juvenile Justice Complex are major public investments and enduring public symbols, which will be in County ownership for the foreseeable future. As such, it seems most appropriate to pay for the cost of these long-term improvements through a long-term financing strategy. Such an approach would allow future generations to participate proportionately in the cost of these major public facilities from which they will derive benefit. Various other alternative approaches to financing these essential improvements have been considered and are discussed in page four (4) of this document. The Board of County Commissioners has decided to seek input from other elected officials, business and community leaders, and citizens before making their final decisions in this regard.

# SUMMARY OF TOPICS FOR DECISIONS BY FINANCING METHOD

On Tuesday, February 20, the Chair and the Board of County Commissioners completed their deliberations on the scope of the new Juvenile Justice Complex to replace the present Donald E. Long Home. On Wednesday, March 28, the Policy Development Committee decided in general terms upon the sequence and composition of other essential Justice Services improvement to be financed at the same time as those for the Juvenile complex. Guided by their policy direction, the staff and the architects have updated the estimated project cost as follows:

* JUVENILE DETENTION FACILITY	
o CENTRAL INTAKE/PROCESSING/COMMON AREAS	\$ 5.5m
o MEDICAL/GYM/FOOD SERVICE	
o DETENTION AREA	<u>3.0m</u>
	\$ 8.5m
JUVENILE PROBATION OFFICERS SPACE	\$ 1.6m
NEW COURTROOMS	
o JUVENILE (5)	\$ 3.1m
o DOWNTOWN (3)	1.3m
o DOWNTOWN COURTHOUSE REPAIRS	<u>3.4m</u>
	\$ 7.8m
DISTRICT ATTORNEY	
o JUVENILE PROSECUTORS SPACE	\$ .7m
o PORTLAND BUILDING REMODEL	<u>1.1m</u>
for DISTRICT ATTORNEY SPACE	\$1.8m
DIRECT PROJECT COSTS	
(Demolition, Architectural/Engineering, Permits, Furnishings, Contingencies, etc.)	
o JUVENILE COMPLEX	\$ 9.7m
o DOWNTOWN COURTHOUSE COMPLEX	<u>2.2m</u>
	\$11.9m
TOTAL	<u>\$31.6m</u>

\* Of the \$8.5 million required for detention facilities and related costs, Washington and Clackamas Counties will pay \$1.6 million - the proportion of these costs attributable to the space occupied by their detainees. In addition, these partners have agreed to pay their share of the overall operating costs, including staffing, food, utilities, etc. over and above their contribution to capital costs. This revenue effectively reduces the cost Multnomah County taxpayers will bear for constructing and operating this facility regardless of which financing strategy is ultimately selected.

\*\* These costs include all of the necessary furnishings and equipment and allow for realistic contingencies. If construction proceeds in a timely fashion, the whole package of improvements should be completed at or below this total price.

EXPLANATION OF FINANCING FOR JUVENILE JUSTICE/  
COURTROOM/DISTRICT ATTORNEY EXPANSION

The total financial costs for the replacement of the Juvenile Justice Complex, the three courtrooms in the downtown Courthouse, and the expansion of the District Attorney's office space on the 14th and 15th floors of the Portland Building is \$31,600,000. These improvements can be funded by General Fund allocation, by Serial Levies, by Certificates of Participation, and General Obligation Bond financing. For a number of reasons, General Obligation Bonds appears to be the preferred option at this time. Of the County's \$135 million annual General Fund budget, approximately \$100 million pays for services that are mandated by the state and federal government. If all County discretionary programs were eliminated, not enough would remain to fund this project. Second, while the County has recently used three-year Serial Levies to fund jail expansion and other construction projects, the cost of these projects was small enough to maintain property taxes at a reasonable level. Financing a \$31.6 million project (almost six times the cost of the Inverness Jail) through this process would cause astronomical increases in property tax rates. Third, Certificate of Participation would require Multnomah County to put up the real estate title to the historic Courthouse as collateral for financing the improvements at the Courthouse and pay a higher interest rate than those available through General Obligation Bonds. At an approximate cost of \$3,109,000 per year for the next twenty years, General Obligation Bond financing would involve the lowest overall cost to current and future County taxpayers.

The total financial impact to the citizens of Multnomah County will be reduced by \$157,000 per year due to the cost-sharing agreements for the Juvenile Justice facility with Clackamas and Washington counties. These agreements will result in a lower tax rate to Multnomah County citizens.

The following is a breakdown of the estimated financial impact to the County and to the citizens of the County based on a \$31,600,000 General Obligation Bond issue over 20 years.

<u>Description</u>	<u>Cost</u>	<u>Annual Payment</u>	<u>Tax Rate Per \$1,000</u>	<u>Tax on a \$60,000 Home</u>
GO Bond Issue	*\$31,600,000	\$3,109,000	\$0.170	\$10.21
Washington/Clackamas	<u>\$(1,600,000)</u>	<u>\$ (157,000)</u>	<u>(\$0.009)</u>	<u>(\$ 0.52)</u>
NET BOND IMPACT	\$30,000,000	\$2,952,000	\$0.161	\$ 9.69

\* The General Obligation Bond Issue must include the full cost of the project even though the actual amount of taxes levied will be received by Washington and Clackamas Counties' participation.



Attached for your reference is a one-page summary of the dates by which the Board would have to initiate action in order to meet the legal requirements for the election that will be held on either August 14, September 18, or November 6, 1990.

GENERAL OBLIGATION BOND ISSUE FOR DONALD E. LONG HOME REPLACEMENT

<u>STEPS</u>	<u>AUGUST ELECTION</u>	<u>SEPTEMBER ELECTION</u>	<u>NOVEMBER ELECTION</u>
1. BOARD CALLS FOR PUBLIC HEARING	MAY 31	JULY 12	AUGUST 2
2. FIRST PUBLISHED NOTICE	JUNE 7	JULY 19	AUGUST 9
3. SECOND PUBLISHED NOTICE	JUNE 14	JULY 26	AUGUST 16
4. PUBLIC HEARING	JUNE 21	AUGUST 2	AUGUST 23
5. BALLOT FILING	JULY 2	AUGUST 2	SEPTEMBER 6
6. ELECTION	AUGUST 4	SEPTEMBER 18	NOVEMBER 6

JUVENILE JUSTICE COMPLEX

I. JUVENILE DETENTION FACILITY

- o Administration Areas  
Central security control, intake, processing,  
visiting, medical, food preparation, gym . . . . . \$5,487,000
- o Detention Areas  
Unit security control, cells, education,  
eating areas, secure outdoor area . . . . . \$3,068,000

II. JUVENILE COURT AND SUPPORT SERVICES

- o Juvenile Probation Officers Spaces  
Probation/counseling areas . . . . . \$1,652,000
- o Courtrooms  
Five courtroom suites including chambers,  
secretary offices, separated public waiting  
areas, security circulation, and support services . . . \$3,127,000
- o District Attorney  
Juvenile Prosecutors office space . . . . . \$ 708,000

III. DIRECT OWNER COSTS RELATED TO JUVENILE JUSTICE COMPLEX

- o Architectural, engineering costs, project  
management, permits and fees, furnishings and  
equipment, telecommunications, moving costs,  
off-site utilities, computer system, temporary  
space leasing, relocate facilities shops and  
storage, asbestos abatement, percent for art,  
building contingency and escalation . . . . . \$9,758,000

TOTAL JUVENILE JUSTICE COMPLEX PROJECT COST . . . . . \$23,800,000

I. DOWNTOWN COURTHOUSE RENNOVATION AND DISTRICT ATTORNEY SPACE NEEDS

- o Three New Courtrooms  
Construction and remodeling work in the downtown courthouse on the 6th floor which would include chambers, jury rooms, secretary offices, court reporters, and restrooms. . . . . \$1,286,000
- o District Attorney  
Repair and make way for courtroom space in D.A. occupied space in the courthouse by remodeling the 14th and 15th floors of the nearby Portland Building for the D.A. . . . . \$1,071,000
- o Related Heating, Cooling (HVAC) and Electrical Work  
Replace old failing chillers, remodel code deficient HVAC systems, mechanical systems, asbestos abatement, and related remodeling of electrical system for current computer systems requirements . . . . . \$1,293,000
- o Mechanical Piping Work  
Repair, make accessible, replace brown water piping and revise code deficient sewer system . . . . . \$ 186,000
- o Jail Elevators  
Modernize elevators to prevent frequent breakdowns and repairs . . . . . \$ 75,000
- o Security/Life Safety  
Add security at building entry points, add metal detectors, secure public counters and copy room, complete fire detection system, and repair and complete existing fire sprinkler system . . . . . \$ 353,000
- o Building Envelope  
Repair water leaks into records storage areas under sidewalks, reroof 30 year old annex roof system, replace wooden (some dry rot) windows in light well, and weather protect historical exterior of the courthouse . . . . . \$ 670,000
- o Ancillary Work  
Remodel probate holding area, expand computer room, modernize jury boxes, renovation of historic main lobby, building carpet, drapery and painting maintenance work . . . . . \$ 636,000
- o Direct Owner Costs Related to Court and D.A. Space  
Architectural, engineering costs, project management, permits and fees, furnishings and equipment, telecommunications costs, moving costs, percent for art, building contingency and escalation . . . . . \$2,230,000

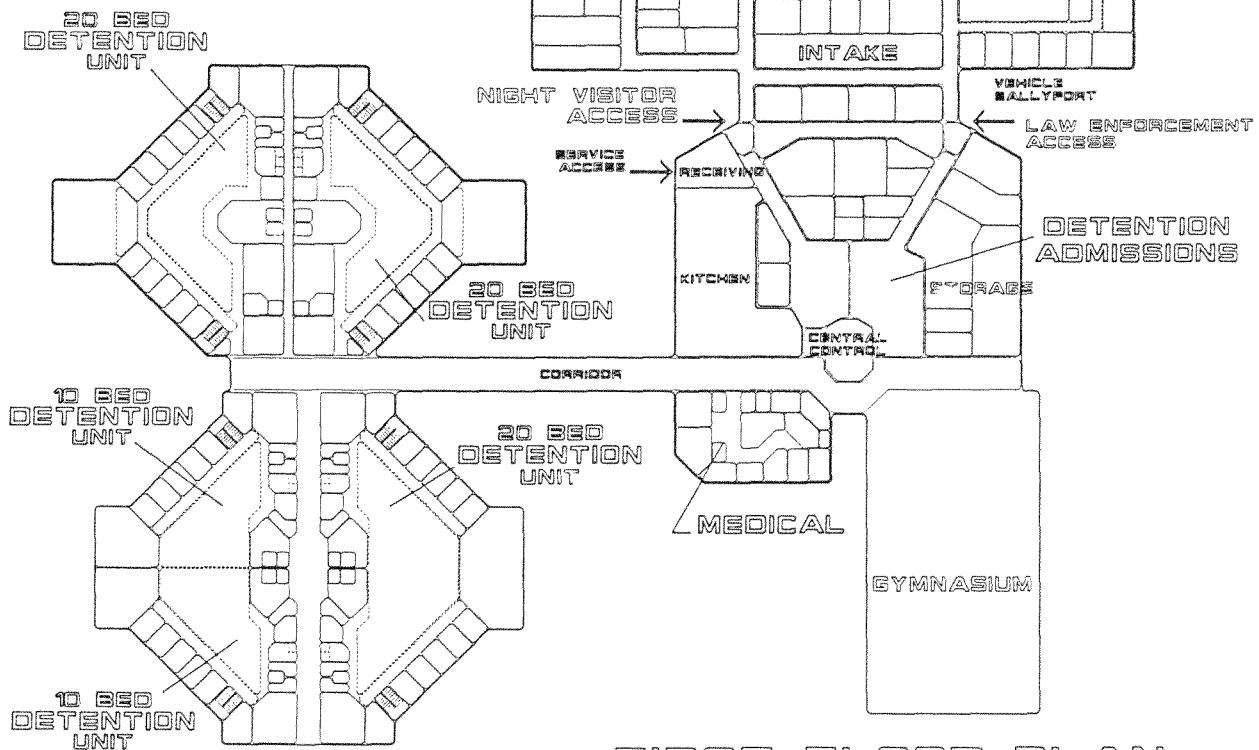
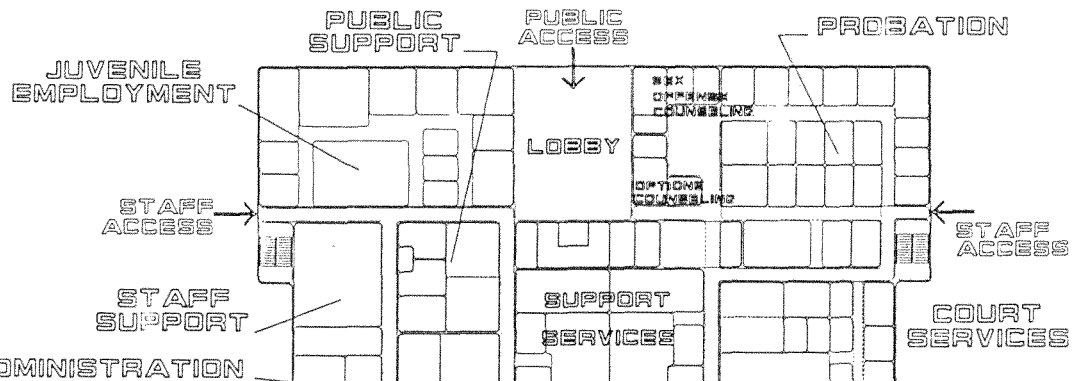
TOTAL COURTHOUSE AND DISTRICT ATTORNEY PROJECT COST . . . . . \$7,800,000

DISTRICT ATTORNEY

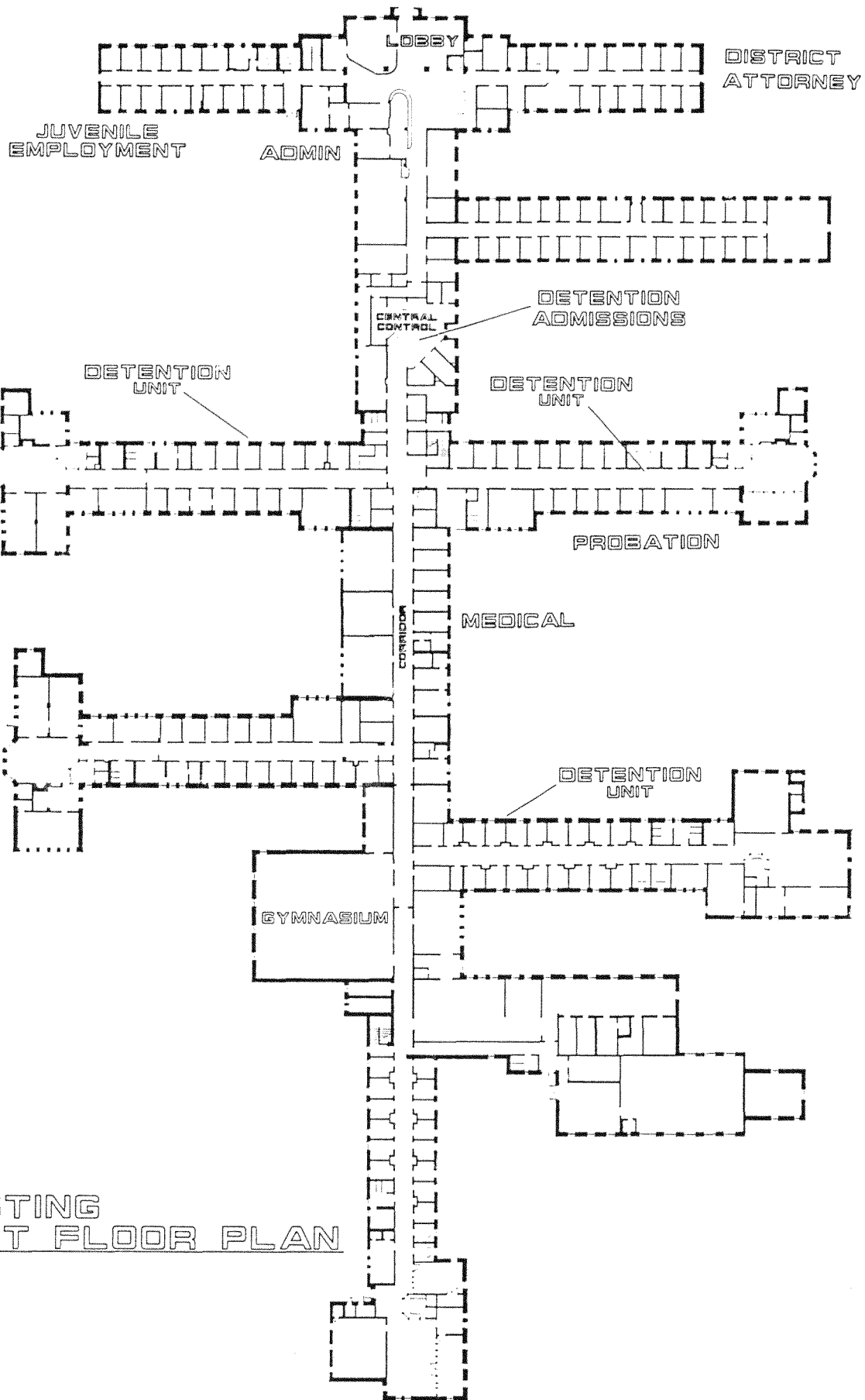
C.A.S.A.

COURTS /  
CIRCUIT COURTS

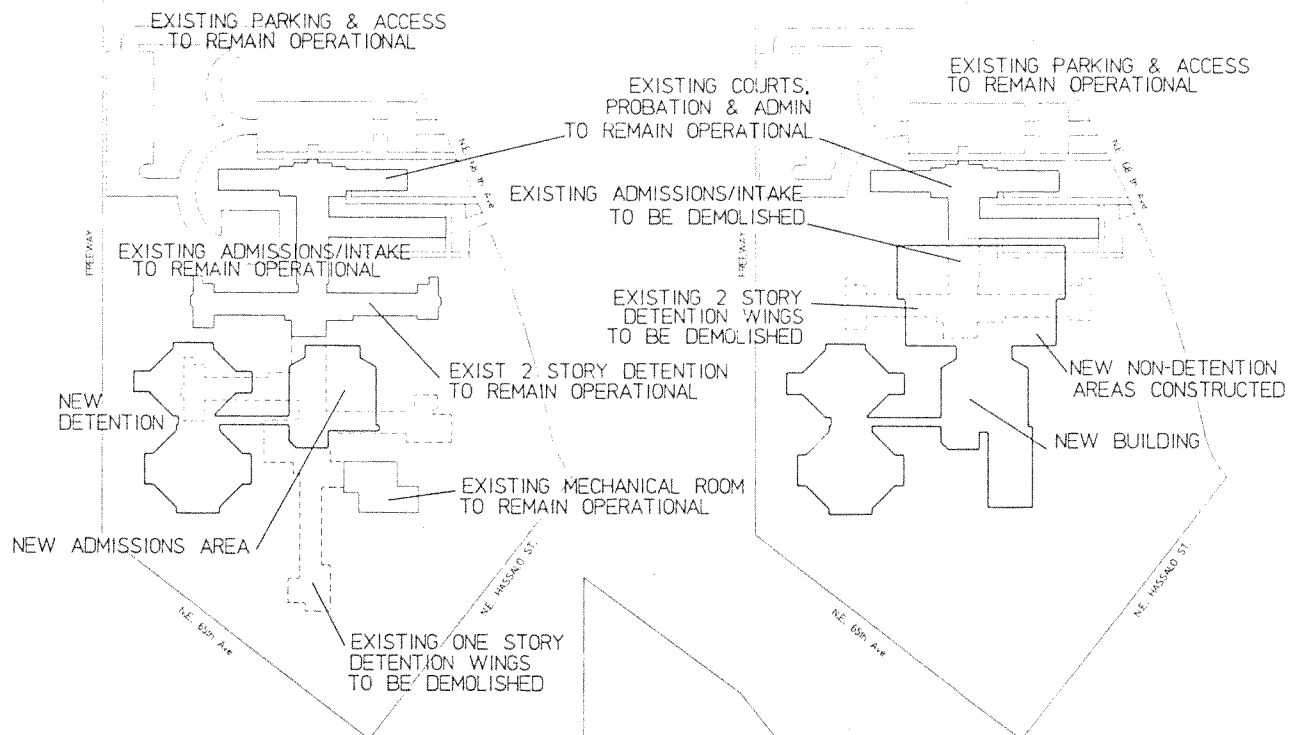
## SECOND FLOOR PLAN



## FIRST FLOOR PLAN

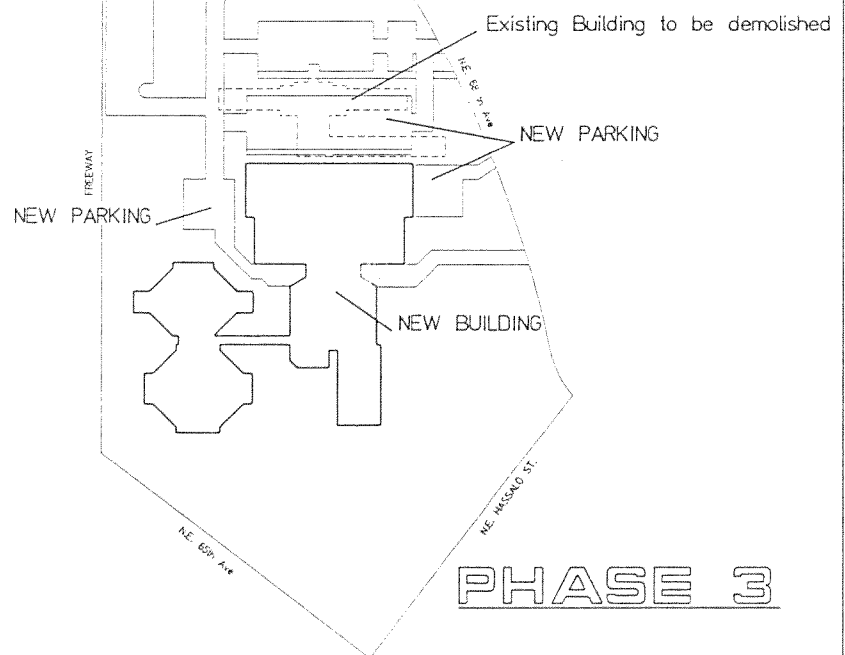


EXISTING  
FIRST FLOOR PLAN



## PHASE 1

## PHASE 2



## PHASE 3





# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • CHAIR • 248-3308  
PAULINE ANDERSON • DISTRICT 1 • 248-5220  
GRETCHEN KAFOURY • DISTRICT 2 • 248-5219  
RICK BAUMAN • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

## JUVENILE JUSTICE DIVISION 1989 STATISTICS

Total number of cases handled in 1989:	15,818
Delinquency:	5,307
Dependency:	2,902
Traffic:	174
Violation:	89
Ordinance:	168
Status:	3,232
Special:	621
Reviews:	<u>3,325</u>
	15,818

Total no. of youths placed on formal probation in 1989:	753
Total no. of court hearings in 1989:	5,948
Total no. of preliminary hearings in 1989:	3,157

JUVENILE JUSTICE DIVISION  
TOTAL NUMBER OF FELONY ALLEGATIONS

<u>ALLEGATION DESCRIPTION</u>	<u>Class</u>	Jan- Dec <u>1987</u>	Jan- Dec <u>1988</u>	Jan- Dec <u>1989</u>
CRIMINAL MISCHIEF:				
Criminal Mischief I	C	217	124	164
DRUG:				
Delivery Controlled Substance	A	22	42	80
Delivery Marij. for Consideration	B	0	4	1
Possession Controlled Substance	B	64	98	89
Conspiracy to Del Control Subst	B	3	7	2
Possession Control Substance II	C	0	0	57
FORGERY & FRAUDULENT ACTIVITIES:				
Forgery I	C	62	65	80
Fraudulent Use Credit Card	C	7	5	4
Criminal Poss Forgery Instr I	C	1	1	1
THEFT:				
Theft by Extortion	B	6	5	5
Aggravated Theft	B	0	1	0
Theft I	C	230	116	158
Theft of Services	C	1	1	0
Unauthorized Use Motor Vehicle	C	435	432	499
WEAPON:				
Carrying Dangerous Weapon	C	6	12	24
Unlawful Possession Weapon	U	6	12	11
STATE & PUBLIC JUSTICE:				
Escape I	B	2	10	2
Escape II	C	7	2	6
Riot	C	4	32	9
Hindering Prosecution	C	4	2	2
Supplying Contraband	C	0	1	1
Perjury	C	0	1	1
MISCELLANEOUS:				
Conspiracy	A	0	0	4
Bribery	B	0	1	0
Intimidation	C	0	3	25



JUVENILE JUSTICE DIVISION  
TOTAL NUMBER OF FELONY ALLEGATIONS

<u>ALLEGATION DESCRIPTION</u>	<u>Class</u>	<u>Jan- Dec 1987</u>	<u>Jan- Dec 1988</u>	<u>Jan- Dec 1989</u>
ASSAULT:				
Assault I	A	14	17	22
Assault II	B	29	29	63
Assault III	C	11	27	16
Criminal Mistreatment I	C	2	0	0
Coercion	C	5	2	0
MURDER:				
Attempted Murder	U	7	13	23
Aggrevated Murder	L	3	2	3
Murder/Homicide	L	5	3	1
Manslaughter I	A	2	0	2
Manslaughter II	B	0	0	2
Criminally Negligent Homicide	C			
SEXUAL ASSAULT;				
Rape I	A	43	36	48
Rape II	B	2	8	2
Rape III	C	2	0	1
Sodomy I	A	43	37	45
Sodomy II	B	0	1	0
Sodomy III	C	4	0	0
Sexual Penetr w/Foreign Obj I	A	3	6	1
Sexual Abuse I	C	94	82	125
ROBBERY:				
Robbery I	A	36	50	65
Robbery II	B	82	79	108
Robbery III	C	91	52	34
KIDNAPPING:				
Kidnapping I	A	8	5	8
Kidnapping II	B	1	3	8
ARSON:				
Arson I	A	15	15	21
Arson I, Attempted	B	3	0	1
Arson II	C	7	3	7
BURGLARY:				
Burglary I	A	281	237	199
Burglary I, Attempted	B	16	17	12
Burglary II	C	209	148	129
PROSTITUTION:				
Compelling Prostitution	B	1	0	0
Promoting Prostitution	C	1	1	1