



Multnomah County Oregon

# Board of Commissioners & Agenda

connecting citizens with information and services

## BOARD OF COMMISSIONERS

### Ted Wheeler, Chair

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

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

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

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

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

### Jeff Cogen, Commission Dist. 2

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

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

### Lisa Naito, Commission Dist. 3

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

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

### Lonnie Roberts, Commission Dist. 4

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

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

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

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## APRIL 24 & 26, 2007 BOARD MEETINGS FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	9:00 a.m. Tuesday Executive Session
Pg 2	9:30 a.m. Tuesday Budget Work Session
Pg 3	6:00 p.m. Tuesday Public Budget Hearing
Pg 4	9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters
Pg 5	9:55 a.m. Thursday 2007 Legislative Update
Pg 5	10:20 a.m. Thursday Multnomah County 2007-2009 Affirmative Action Plan
Pg 5	10:45 a.m. Thursday Resolution Adopting County Policies to Reduce Benzene Pollution
Pg 5-6	1:30 p.m. Thursday Hearings on Four Measure 37 Claims

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  
Saturday, 10:00 AM, Channel 29  
Sunday, 11:00 AM, Channel 30  
Tuesday, 8:00 PM, Channel 29

Produced through MetroEast Community Media  
(503) 667-8848, ext. 332 for further info  
or: <http://www.mctv.org>

Tuesday, April 24, 2007 - 9:00 AM  
Multnomah Building, Sixth Floor Commissioners Conference Room 635  
501 SE Hawthorne Boulevard, Portland

## **EXECUTIVE SESSION**

- E-1 The Multnomah County Board of Commissioners will meet in Executive Session Pursuant to ORS 192.660(2)(d),(e) and/or (h). Only Representatives of the News Media and Designated Staff are allowed to attend. News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Session. No Final Decision will be made in the Session. Presented by County Attorney Agnes Sowle. 15-30 MINUTES REQUESTED.
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Tuesday, April 24, 2007 - 9:30 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **BUDGET WORK SESSION**

- WS-1 Multnomah County 2007-2008 General Government Budget Work Session. This meeting is open to the public however no public testimony will be taken. 2.5 HOURS REQUESTED.

- Introductions
- Central Citizen Budget Advisory Committee Presentation
- Non-Departmental Presentations
- County Management Presentation
- Community Services Presentation
- Library Services Presentation

### **CABLE PLAYBACK INFO:**

**Tuesday, April 24 - 9:30 AM LIVE Channel 29**  
**Friday, April 27 - 8:00 PM Channel 29**  
**Saturday, April 28 - 2:00 PM Channel 29**  
**Sunday, April 29 - 11:00 AM Channel 29**

Tuesday, April 24, 2007 - 6:00 PM  
Multnomah County East Building, Sharron Kelley Conference Room  
600 NE 8th, Gresham

## **BUDGET HEARING**

PH-1 Public Hearing on the 2007-2008 Multnomah County Budget. Testimony is limited to three minutes per person. Fill out a speaker form available in the conference room and turn it into the Board Clerk. The conference room will be open one hour prior to the hearing.

### **CABLE PLAYBACK INFO:**

**Tuesday, April 24 - 6:00 PM LIVE Channel 29**  
**Friday, April 27 - 10:30 PM Channel 29**  
**Saturday, April 28 - 4:30 PM Channel 29**  
**Sunday, April 29 - 1:30 PM Channel 29**

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Thursday, April 26, 2007 - 9:30 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **REGULAR MEETING**

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

C-1 Appointment of Joseph Barcott to the Multnomah County BICYCLE AND PEDESTRIAN CITIZEN ADVISORY COMMITTEE

### **SHERIFF'S OFFICE**

C-2 New Full On Premises Sales Liquor License for THE VIEW POINT INN, 40301 E Larch Mountain Road, Corbett, OR 97019

### **DEPARTMENT OF COUNTY MANAGEMENT**

C-3 RESOLUTION Authorizing Cancellation of Uncollectible Personal Property Taxes for Tax Years 1992/93 through 2006/07

### **REGULAR AGENDA**

**PUBLIC COMMENT - 9:30 AM**

Opportunity for Public Comment on non-agenda matters. Testimony is limited to three minutes per person. Fill out a speaker form available in the Boardroom and turn it into the Board Clerk.

**SERVICE DISTRICTS - 9:30 AM**

(Recess as the Board of County Commissioners and convene as the governing body for **DUNTHORPE RIVERDALE SANITARY SERVICE DISTRICT NO. 1**)

- R-1 Appointment of Lane Hickey to Serve a Three-Year Term on the Dunthorpe-Riverdale Sanitary Service District No. 1 Budget Committee
- R-2 Appoint Dunthorpe-Riverdale Sanitary Service District No. 1 Budget Committee Chair and Secretary for Fiscal Year 2007-2008
- R-3 Dunthorpe-Riverdale Sanitary Service District No. 1 Budget Message Presentation followed by Public Hearing and Consideration of Approval of the 2007-2008 Dunthorpe Riverdale Sanitary Service District No. 1 Proposed Budget for Submittal to Tax Supervising and Conservation Commission

(Adjourn as the governing body for Dunthorpe Riverdale Sanitary Service District No. 1 and convene as governing body for **MID-COUNTY STREET LIGHTING SERVICE DISTRICT NO. 14**)

- R-4 Appoint Mid-County Street Lighting Service District No. 14 Budget Committee Chair and Secretary for Fiscal Year 2007-2008
- R-5 Mid-County Street Lighting Service District No. 14 Budget Message Presentation followed by Public Hearing and Consideration of Approval the 2007-2008 Mid County Street Lighting Service District No. 14 Proposed Budget for Submittal to Tax Supervising and Conservation Commission

(Adjourn as the governing body for Mid-County Street Lighting Service District No. 14 and reconvene as Board of County Commissioners)

**DEPARTMENT OF LIBRARY SERVICES - 9:45 AM**

- R-6 Budget Modification LIB-06 Adding a 0.5 FTE Position at Central Library-John Wilson Room of Department of Library Services

**DEPARTMENT OF HEALTH – 9:50 AM**

- R-7 Budget Modification HD-15 Appropriating \$10,000 from the National Association of Community Health Centers (NACHC) for the Health Department to Participate in NACHC's Hepatitis C Virus Initiative
- R-8 NOTICE OF INTENT to Apply for a \$40,000 Grant Funding from the Patterson Foundation to Support the Purchase of Dental Equipment

**PUBLIC AFFAIRS OFFICE – 9:55 AM**

- R-9 Update on 2007 Legislative Activities. Presented by Gina Mattioda. 30 MINUTES REQUESTED.

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

- R-10 Adopting Multnomah County's Affirmative Action Plan for 2007-2009

**NON-DEPARTMENTAL - 10:40 AM**

- R-11 RESOLUTION Consenting to Department of State Lands Lease Under the New Sauvie Island Bridge
- R-12 RESOLUTION Adopting County Policies to Reduce Benzene Pollution. Presented by Commissioner Jeff Cogen, Lisa Arkin-Oregon Toxics Alliance, Kevin Downing-DEQ, Molly Chidsey-Sustainability Office, and Niki Hruska, Temp-Control. 20 MINUTES REQUESTED.

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Thursday, April 26, 2007 - 1:30 PM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

**REGULAR MEETING - CONTINUED**

**DEPARTMENT OF COMMUNITY SERVICES - 1:30 PM**

- PH-1 Public Hearing to consider and possibly act upon a Measure 37 Claim for Charles Maxson for up to \$385,000 in compensation or relief from land use regulations to allow the partition of each lot into two lots with four residential home sites overall on properties located at 38755 and 39062 E.

Knieriem Rd., Corbett [T1N, R4E, Sec 36C, TL 300 & 400] (Case File T1-06-095). Presented by Ken Born and Sandra Duffy.

PH-2 Public Hearing to consider and possibly act upon a Measure 37 Claim by Sandra Baker et al and Barkers Five LLC for \$33.6 million in compensation or relief from regulations to allow the claimants to construct 3 additional single family dwellings then subdivide and sell 2-acre lots for properties located in the vicinity of 15610 NW Germantown Road, Portland (Case File T1-06-098). Presented by Derrick Tokos and Sandra Duffy

PH-3 Public Hearing to consider and possibly act upon a Measure 37 Claim by George Raymond Smith, The Raymond Smith LLC, and Shirlee Lenske, Lenske Properties LLC, for \$8.5 million or relief from regulations to allow mining of all economically viable sources of gravel, followed by subdivision of the 206 acre property into 75-100 buildable single family dwelling lots, Corbett (Case File T1-06-124). Presented by Derrick Tokos and Sandra Duffy.

PH-4 Public Hearing to consider and possibly act upon a Measure 37 Claim by George Raymond Smith, The Raymond Smith LLC, Raymond Smith Trusts, and Lenske Properties LLC, for \$20.3 million in compensation or relief from regulations to allow the claimants to subdivide 561 acres (17 properties) into 90-104 residential lots and to log riparian buffers along Howard Creek and a tributary. The properties are located south of Corbett, in the vicinity of the Howard Canyon Quarry, Corbett (Case File T1-06-087). Presented by Derrick Tokos and Sandra Duffy

### **BOARD COMMENT**

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



**MULTNOMAH COUNTY**  
**AGENDA PLACEMENT REQUEST (short form)**

**Board Clerk Use Only**

Meeting Date: 04/24/07  
 Agenda Item #: E-1  
 Est. Start Time: 9:00 AM  
 Date Submitted: 04/20/07

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

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

Requested Meeting Date: April 24, 2007 Amount of Time Needed: 15-30 minutes  
 Department: Non-Departmental Division: County Attorney  
 Contact(s): Agnes Sowle  
 Phone: 503 988-3138 Ext. 83138 I/O Address: 503/500  
 Presenter(s): Agnes Sowle and Invited Others

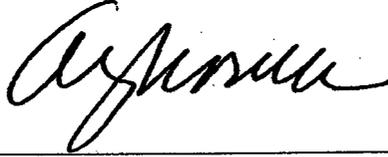
**General Information**

1. **What action are you requesting from the Board?**  
 No final decision will be made in the Executive Session.
2. **Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**  
 Only representatives of the news media and designated staff are allowed to attend. Representatives of the news media and all other attendees are specifically directed not to disclose information that is the subject of the Executive Session.
3. **Explain the fiscal impact (current year and ongoing).**
4. **Explain any legal and/or policy issues involved.**  
 ORS 192.660(2)(d),(e)and/or(h)
5. **Explain any citizen and/or other government participation that has or will take place.**

Required Signature

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Elected Official or  
Department/  
Agency Director:



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Date: 04/19/07



**MULTNOMAH COUNTY**  
**AGENDA PLACEMENT REQUEST – short form**

**Board Clerk Use Only**

**Meeting Date:** 04/24/07  
**Agenda Item #:** WS-1  
**Est. Start Time:** 9:30 AM  
**Date Submitted:** 04/19/07

**Agenda Title:** Board Work Session on Fiscal Year 2008 Budget Process

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

<b>Requested Meeting Date:</b>	<u>April 24, 2007</u>	<b>Amount of Time Needed:</b>	<u>2.5 hours (9:30 a.m.-12:00)</u>
<b>Department:</b>	<u>County Management</u>	<b>Division:</b>	<u>Budget Office</u>
<b>Contact(s):</b>	<u>Karyne Dargan</u>		
<b>Phone:</b>	<u>503-988-3312</u>	<b>Ext.</b>	<u>22457</u>
		<b>I/O Address:</b>	<u>503/5/531</u>
<b>Presenter(s):</b>	<u>Karyne Dargan, invited citizens and staff.</u>		

**General Information**

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

This work session will provide the Board with budget overviews of the General Government group of County departments: Non-Departmental, the Departments of County Management and Community Services, and the Library. The Board will first hear from the Central Citizen Budget Advisory Committee about its work and recommendations on the FY 2008 budget. There are no decisions to be made.

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

After the Chair's proposed budget is approved for submission to the Tax Supervising & Conservation Commission, the Board may begin deliberations on it. This work session will be the first opportunity for the Board to hear from departments about specific budget proposals, and to deliberate on them.

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

N/A—Board work session only.

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

N/A—Board work session only.

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

The budget priority-setting process has included significant public participation. Several community forums have been held to date, and additional public hearings and community forums have been scheduled at various times during the upcoming weeks.

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**Required Signatures**

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

*Carol M. Ford*

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**Date:** 04/20/07

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## 2007 – 2008 Budget Process Highlights

On June 7, 2007 the Multnomah County Board of County Commissioners will adopt a final budget for the fiscal year that begins on July 1, 2007 and ends on June 30, 2008. Between now and then, you can share your opinions about the proposed budget by letter, email, phone call or by testifying at a budget hearing. Opportunities for testimony include:

**Tuesday, April 24**

**6:00 p.m. to 8:00 p.m.**

Multnomah County East Building (Sharron Kelley Conference Room)  
600 NE 8th, Gresham 97030

**Tuesday, May 8**

**6:00 p.m. to 8:00 p.m.**

North Portland Library (Second Floor Conference Room)  
512 N Killingsworth, Portland 97217

**Monday, May 14**

**6:00 p.m. to 8:00 p.m.**

Communities of Color Coalition Budget Forum with the Multnomah County Commissioners  
Immigrant and Refugee Community Organization (IRCO) Gymnasium  
10301 NE Glisan, Portland 97220

**Tuesday, May 22**

**6:00 p.m. to 8:00 p.m.**

Multnomah Building (Commissioners Boardroom 100)  
501 SE Hawthorne Blvd, Portland 97214

**Thursday, June 7**

**10:00 a.m. to Noon**

Multnomah Building (Commissioners Boardroom 100)  
501 SE Hawthorne Blvd, Portland 97214

### Contact information for Commissioners:

**Ted Wheeler, Chair**

Phone: (503) 988-3308, fax (503) 988-3093

E-mail: [mult.chair@co.multnomah.or.us](mailto:mult.chair@co.multnomah.or.us)

**Lisa Naito, District 3**

Phone: (503) 988-5217, fax (503) 988-5262

E-mail: [district3@co.multnomah.or.us](mailto:district3@co.multnomah.or.us)

**Maria Rojo de Steffey, District 1**

Phone: (503) 988-5220, fax (503) 988-5440

E-mail: [district1@co.multnomah.or.us](mailto:district1@co.multnomah.or.us)

**Lonnie Roberts, District 4**

Phone: 503.988-5213, fax (503) 988-5262

E-mail: [lonnie.j.roberts@co.multnomah.or.us](mailto:lonnie.j.roberts@co.multnomah.or.us)

**Jeff Cogen, District 2**

Phone: (503) 988-5219, fax (503) 988-5440

E-mail: [district2@co.multnomah.or.us](mailto:district2@co.multnomah.or.us)

**Mailing Address (for all Commissioners):**

501 SE Hawthorne Blvd, Suite 600,  
Portland, OR 97214-3587

### Questions about the budget hearings?

Deborah Bogstad, Board Clerk, [deborah.l.bogstad@co.multnomah.or.us](mailto:deborah.l.bogstad@co.multnomah.or.us)

501 SE Hawthorne, Suite 600, Portland, OR 97214

(503)988-3277, fax (503)988-3013

**BOGSTAD Deborah L**

**From:** DARGAN Karyne A  
**Sent:** Monday, April,23, 2007 12:47 PM  
**To:** WHEELER Ted; ROJO DE STEFFEY Maria; NAITO Lisa H; ROBERTS Lonnie J; COGEN Jeff  
**Cc:** FARVER Bill; WILLER Barbara; MARTINEZ David; LASHUA Matthew; LIEUALLEN Matt; WEST Kristen; MADRIGAL Marissa D; NEBURKA Julie Z; HAY Ching L; JASPIN Michael D; ELKIN Christian; CAMPBELL Mark; BURDINE Angela L; DURANT Sarah; WU Liang; GIBBS Rodney B; BOGSTAD Deborah L; DARGAN Karyne A  
**Subject:** FY 2008 Re-Tooled Budget Calendar and Getting to an Adopted Budget  
**Importance:** High

Dear Board of Commissioners -

As you know, it appears that it will be unnecessary for the Board members to go through the purchasing exercise for FY 2008. As a result, we have retooled the FY 2008 budget calendar to incorporate the changes to get us to an adopted budget. You may view the updated budget calendar at:

[http://www.co.multnomah.or.us/cc/budget\\_hearings.shtml/](http://www.co.multnomah.or.us/cc/budget_hearings.shtml/)

Similar to last year, departments will have the opportunity to present their proposed department budget to the Board at one of three upcoming worksessions. Attached is a proposed draft for the department budget presentations to the Board. The purpose of these sessions is:

- To provide a consistent and predictable format for the Board.
- To talk about systems of care, etc...
- To stay aligned with priority based budgeting but create an opportunity for a department centric presentation.
- Give the departments an opportunity to have a conversation with the Board about FY 2007 accomplishments and FY 2008 challenges.
- To describe the department as part of the Approved Budget.
- Provide an opportunity for the Board to ask questions and seek clarification on Approved Budget.

**Budget Worksessions:**

<b>Date</b>	<b>Time</b>	<b>Arena</b>	<b>Departments</b>
4/24	9:30-12:00	General Government	CIC Non-D DCM CS Library
5/1	9:30 - 11:00	Facilities & Transportation Capital Program	FPM Transportation
5/8	9:30 - 12:00	Health & Human Services	DCHS Health CCFC

4/23/2007

5/15	9:30 – 12:00	Public Safety	DCJ MCSO DA
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\*not included on schedule are evening budget hearings and if needed budget worksessions

### **Changes to Approved Budget**

You may at propose amendments at any time in the process from now up until the worksession before we adopt the budget. The general guidelines for proposing amendments are similar to last year.

- Goal is to keep amendments to program offers – purchase a whole program offer or don't purchase a whole program offer.
- The amendments must be balanced. In other words, if you want to purchase a program, we need to know what to un-purchase.
- The Budget Office is available for any technical assistance.

The Budget Office will track and summarize the amendments after each worksession. We will distribute that information back to you ASAP.

We are on the home stretch. As always, please do not hesitate to contact me if you have any questions.

Thanks,  
Karyne

Non-Departmental FY 2008 Budget Work Session Agenda for April 24, 2007, 9:30 a.m.

Multnomah Building Commissioners' Boardroom  
501 SE Hawthorne Blvd., Portland, OR

<b>Agency</b>	<b>Name</b>	<b>Time</b>
<b>CENTRAL CBAC</b>	<b>Brad McLean</b>	<b>9:30-9:35</b>
Nondepartmental CBAC	Len Freiser	9:35-9:40
Citizen Involvement Committee	Kathleen Todd	9:40-9:45
Public Affairs Office	Gina Mattioda	9:45-9:50
Auditor's Office	Lavonne Griffin-Valade	9:50-9:55
RACC	Eloise Damrosch/Cindy Knapp	9:55-10:00
Elders in Action	Vicki Hersen	10:00-10:05
Questions/follow-up items	Budget Office	10:05-10:06

Questions? Please call Julie Neburka at (503) 988-3312, x27351, or send a note to: [julie.z.neburka@co.multnomah.or.us](mailto:julie.z.neburka@co.multnomah.or.us)

**BOGSTAD Deborah L**

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**From:** DARGAN Karyne A  
**Sent:** Tuesday, April 17, 2007 1:24 PM  
**To:** FORD Carol M; JOHNSON Cecilia; RAPHAEL Molly  
**Cc:** THOMAS Bob C; ELLIOTT Gerald T; COBB Becky; BOGSTAD Deborah L; HAY Ching L;  
NEBURKA Julie Z; BURDINE Angela L; DARGAN Karyne A  
**Subject:** 4-24-07 BCC worksession Dept Budget presentations

Hi Carol, CJ, Molly-

Below is the presentation schedule for 4-24-07. I understand that Carol and CJ may sit together at the table. Again please try to generally follow the departmental format presented at CMT meeting

9:30	Non-D
10:10	DCM
11:00	CS
11:30	Library
12:00	Adjourn

Give me a call if you have any questions.

Thanks  
Karyne

4/17/2007

**BOGSTAD Deborah L**

**From:** DARGAN Karyne A  
**Sent:** Tuesday, April 17, 2007 1:04 PM  
**To:** BOGSTAD Deborah L  
**Subject:** FW: Nondepartmental Budget Hearing April 24th, 9:30 a.m.  
**Importance:** High

Just a fyi for the moment

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

**From:** NEBURKA Julie Z  
**Sent:** Tuesday, April 17, 2007 12:17 PM  
**To:** 'Jeff Hawthorne'; Cindy Knapp (cknapp@racc.org); Eloise Damrosch (edamrosch@racc.org); TODD Kathleen M; GRIFFIN-VALADE LaVonne L; MATTIODA Gina M; Vicki Herson (vicki@eldersaction.org)  
**Cc:** DARGAN Karyne A; SOWLE Agnes; LINHARES Thomas W; SHIPRACK Judith C; LEBOW Wendy C  
**Subject:** Nondepartmental Budget Hearing April 24th, 9:30 a.m.  
**Importance:** High

Hi everyone,

Budget hearings are upon us once again! Chair Wheeler will propose the County's executive budget this Thursday, April 19<sup>th</sup>, at 9:40 a.m. Budget hearings start the following week: the Nondepartmental budget hearing will be held on **Tuesday, April 24<sup>th</sup>, at 9:30 a.m.** in the Boardroom of the Multnomah Building, 501 SE Hawthorne Blvd.

I believe that all of you are familiar with the way this budget hearing will work: you'll each have about five minutes to give a brief presentation about your organization, its accomplishments in FY 2007, and its proposed County budget request for FY 2008. For your reference, I've attached the instructions we give to County departments about things to include in their budget presentations. Bear in mind that you are under no obligation to address all of the suggested topics in five minutes! Just hit the high points, and perhaps leave a minute for a question from our Board.

Below is a **draft** timeline for our hearing on the 24<sup>th</sup>. Please let me know right away if these times work for you—I can do some very, very minimal shuffling of presentations. Also, please let me know who will be the presenter. For those of you who are **cc'd on this note, please plan to attend the hearing and sit in the audience** in case the Board has a question about your budget. **Wendy**, the CCFC is scheduled to make its presentation with the Health & Human Services departments on May 8<sup>th</sup>, so you **don't need to attend on the 24<sup>th</sup>.**

<b>Agency</b>	<b>Name</b>	<b>Time</b>
Nondepartmental CBAC	Len Freiser (?)	9:30-9:35
Citizen Involvement Committee	Brad Mclean (?)	9:35-9:40
Public Affairs Office	Gina Mattioda	9:40-9:45
Auditor's Office	Lavonne Griffin-Valade	9:45-9:50
RACC	Eloise Damrosch/Cindy Knapp	9:50-9:55

4/17/2007

Elders in Action	Vicki Herson	9:55-10:00
Questions/follow-up items	Budget Office	10:00-10:01

Questions? Concerns? Please give me a call at (503) 988-3312, x27351, or send me an email. Otherwise, I'll see you soon!

Thanks,  
Julie

# **FY 2008 Approved Budget Departmental Budget Presentation Format**

(4/10/07)

## **Introductions**

### **CBAC Recommendations**

5 min

### **Department Overview**

25 min

- FY 2007 Accomplishments
- How We Approached FY 2008 Budget Process
  - How Our Work Intersects with Results Maps & Other Organizations, Systems of Care
- How We Impact the Priorities and Marquee indicators
  - Program Offer Examples
- Program Offers
  - Changes from FY 2007
    - Changes to Major Revenue Sources
    - Changes to Major Expenditures
  - One-Time-Only Funding
    - Implications
  - Joint Offers
  - Workforce Changes
    - Completed, Pending
    - Impacts and Mitigation
  - Performance
    - How do we measure our performance?
    - How do we maintain or improve performance in current fiscal climate?

### **State Impacts – What We Know**

- Current
- Future

### **Issues and Challenges**

10 min

- Policy Issues
- Short Term Concerns
- Long-Term Concerns

### **Questions?**

10 min

**2007-2008 Fiscal Year Budget Recommendations**  
**Central Citizens Budget Advisory Committee**  
**April 24, 2007**

The Central Citizen's Budget Advisory Committee (CCBAC) has members from each of the department Citizen's Budget Advisory Committees (CBACs) and is chaired by a member of the Multnomah County Citizen Involvement Committee.

The following comments and recommendations represent a consensus opinion for all members of the committee.

We are happy to see that the priority-based budget process has continued to improve with better information presented in the offers and a greater focus on providing good success measurements for the offers.

We also applaud the Chair for obtaining input from the Department Heads regarding their opinions on priorities within their own departments. We are concerned that asking each department for a 6% reduction puts more of the focus back on department budgets rather than on prioritizing programs across all departments.

We understand that the purpose is to encourage the departments to find savings within the department and to obtain their valuable input on the highest priority programs as they see it. Our fear is that this may simply lead to continued 'watering-down' of needed programs.

As Chair Wheeler stated in his letters, this input would be even better at the front end of the process; although, we would hate to see 'constraints' limit innovative ways to meet the needs of the county's citizens. The danger we see is that the focus will become how to keep all old programs intact without considering potentially new and better 'replacement' programs.

The CCBAC asks the Board to encourage lateral integration between departments where it makes sense and facilitates providing the best service at the lowest cost. The joint offer by the Health Department and the Human Services Department is a step in the right direction. We believe there are still a number of unexplored opportunities to do this in the county.

Other opportunities for partnerships outside the county government should also be explored wherever possible. The public safety study proposed in the Chair's budget with participation of other jurisdictions is a good example this and one that we support. An active effort to look for positive and advantageous partnerships should be made by all.

Having the county's budget priorities is a good start. It is now time to more closely define the county's core services, and to fund those services. Funding core services includes funding the county's infrastructure. In times of plenty, which may be a long time coming, other 'nice to have' or 'good thing to do' programs can be funded. We support the chair's efforts in defining our role in patrol services, and the possibility of creating a regional transportation authority. The County does not have the funds to do everything.

Funding core services also includes keeping faith with the voters especially in regards to promised programs and funding through levies approved by the voters.

This year, we are once again supporting the second offer from the Citizen Involvement Committee (CIC) to add one additional staff person to the Office of Citizen Involvement. The comparatively small investment to be made can go a long way to more effective citizen involvement in county decision-making. It would also create an "open door" to the county for its citizens by opening the Office of Citizen Involvement to regular business hours. If true independent citizen involvement is desired from all county constituencies, support for CIC is required.

Another recommendation involves information systems at the county. We support the upgrade to the SAP system as updated systems can create opportunities for greater efficiency, improved services, and raise employee morale. Another system we highly recommend is the MultStat system.

One of the pieces that has been missing from the priority-based budget process is tracking and accountability to the performance measures of each program. Generally, the measures are simply entered into the program offer each year without any formal accountability.

We have recommended better performance measures each year of this process, and we are seeing improvement. While further improvement is needed in this area, it is also time to start truly measuring the performance of the programs funded each year. This is an important piece of the process that will provide for better decision-making when it comes to the budget process each year.

Regarding better performance measures, we would like to see the Chair and the Commissioners take the lead in using meaningful, measurable, objective performance measures.

Thank you for considering our comments and recommendations as you make your budget decisions for yet another difficult year.

Respectfully submitted,

Central Citizens Budget Advisory Committee

Brad McLean, Chair

Jim Lasher, Sheriff's Dept. CBAC

Bob Pung, District Attorney CBAC

Joe Marrone, Department of Community Justice CBAC

Steve Weiss, Department of County Human Services CBAC

Alice Meyer, Library Advisory Board CBAC

Len Freiser, Non-Departmental CBAC

Michele Biehler, Business and Community Services CBAC

Jay Theimeyer, Health Department CBAC

## NON-DEPARTMENTAL CITIZEN BUDGET ADVISORY COMMITTEE

**TO:** Chair Wheeler and Commissioners  
**FROM:** Multnomah County ND Citizens Budget Advisory Committee  
**DATE:** April 15, 2007  
**SUBJECT:** ND CBAC 07/08 Report

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**PROCESS:**

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The Non-Departmental Budget Advisory Committee (NDCBAC) gained a new member this year and has met twice a month since September. During the course of our research we reviewed and vigorously discussed goals, priorities, and plans for maintaining services in light of the County's difficult budget issues. We studied the maps, strategies, and criteria for offers. We also met with: Auditor Lavonne Griffin-Valade to discuss her offers as well as how her office approaches performance measures; Julie Neburka from the Budget Office to get a handle on how our recommendations fared during the last budget process and to gain a better understanding of the Non Departmental one time only funded offers; Chair Wheeler to discuss the focus of his office as well as several concerns we had relating to Non Departmental issues and programs; Matt Leiuallen from Com Naito's office and Marissa Madrigal from Com Cogen's office to review their offers focusing on performance measures; and Gina Matteoda, Public Affairs, and Brad Mclean, Citizen Involvement Committee, to determine the relationship between the internal county voice and external citizen voice. We also met with Commissioner Maria Rojo De Steffy and as well as Elders in Action. Julie also briefed us on all those other funds that fall into the Non Departmental portfolio. We also reviewed FY 06/07 funded offers and the 07/08 submitted offers for the department. We reviewed the BCC and Outcome Team rankings prior to finalizing our report in early April.

The Non-Departmental CBAC is responsible for reviewing the budgets of various offices and programs, including centralized administrative functions of the County, e.g., the Chair and Commissioners' Offices, the Auditor, the County Attorney; independent agencies within the County (the Citizen Involvement Committee, the Tax Supervising and Conservation Council, the Public Safety Coordinating Council); and some other areas in which the funding is essentially nondiscretionary, e.g., the Business Income Tax pass through to the East County cities, facilities costs for the State Courts, and accounting costs for various sinking funds outside the County's General Fund. The remainder of the Non-Departmental Budget is in the form of allocations to the following non-County

Agencies: Elders in Action, The Regional Arts and Culture Council, and The Food Stamp Program.

As a committee, we are again most thankful for the efforts of all who provided us with all the materials needed to make well-informed recommendations regarding the use of County resources.

### **RECOMMENDATIONS:**

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1. **CIC Staffing Level:** the current level of staffing in the smallest of Multnomah County Offices tasked with direct contact with the public is inadequate to insure strong and informed citizen participation in County government. Support for the CBAC Program is provided by this office. When the staffing level was cut the support for independent citizen involvement efforts was effectively curtailed. Verbal support for independent citizen involvement is welcomed and appreciated but now is the time to provide tangible support as well. We strongly recommend the approval of both of the CIC's offers which will bring the staffing level back to 2 FTEs. This represents in our judgment the minimum level of staffing needed to achieve any realistic level of effective independent citizen involvement.
2. **Fund the County First:** County mandated functions should be funded before all others including school programs, initiatives, or non-county pass through agencies such as Elders in Action or RACC. The Committee realizes that this is unfortunate but the reality is that the County does not have the funds to continue funding programs and projects that are not directly in line with its core mission particularly if such programs only provide services for select groups and not County wide.
3. **District Performance Measures:** The performance measures for the County Commissioner's need to be strengthened to highlight goals and accomplishments countywide. We are available to assist with suggestions that would strengthen these measures considerably.
4. **Association of Oregon Counties:** Annual membership in the Association of Oregon Counties (AOC) for Multnomah County is \$100,000. We recommend that the County research and discuss to what extent the county utilizes the potentially valuable resources of the Association of Oregon Counties? The discussion should also include what the consequences are of not belonging?

### **CONCERNS/EMERGING ISSUES:**

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- **Imbalance of Citizen Voice vs. the Public Relations Arm of the County:** The County should increase the capacity for additional citizen involvement. Over the past several years we have observed that the resource imbalance for citizen participation vs. the public relations arm of the county has continued to grow. The PAO was very clear when she met

with us that her office does not overlap the program or services that the CIC provides. The PAO provides public involvement that is project specific where the CIC provides avenues for citizens to be heard in a much broader and ongoing way. We are concerned that if this imbalance is allowed to continue at the current rate many more opportunities for the public to participate in policy roles and in general will be lost, which is contrary to the County Charter.

- **Intergovernmental Agreements:** The County should review intergovernmental agreements on a rotating basis. Some of these agreements have been in place for quite some time. Are all of these agreements in line with current County goals and are they saving money or providing the best efficiencies
  
- **Boardroom Expenses:** We were glad to see that facilities and internal expenses were taken out of this offer and placed where they are used. This was a small adjustment that illustrates that the county is truly embracing transparency in government.

**MEMBERS:**

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Len Freiser, Chair  
Helen Ellison  
Kate Hummel  
Dr. Ron Schutz  
Tom Weldon  
Scott Seibert

**BOGSTAD Deborah L**

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**From:** FORD Carol M  
**Sent:** Monday, April 23, 2007 5:46 PM  
**To:** #MULTNOMAH COUNTY ALL EMPLOYEES  
**Subject:** County Bus Pass Survey Report Available

Last October, County Bus Pass holders were surveyed over a one week period to determine how much they actually use their annual passes.

Results of the survey show that the current bus pass program has had significant impact on public transit use by County employees for commuting and work-related trips:

- 1,664 employees responded, almost 50% of everyone who have bus passes.
- 47% of their commuting to work was by transit.
- 34% of their work related travel was by transit.
- This prevented 4 million pounds of carbon dioxide from being released into our environment.
- The report's analysis shows that our current program is the most economical option for the County on a per trip basis.
- The report also gives us information that we can use to encourage increased utilization.

The full survey report can be found on the Mint at:

[http://mints.co.multnomah.or.us/County\\_Management/Director's%20Office/buspass\\_survey\\_2006.pdf](http://mints.co.multnomah.or.us/County_Management/Director's%20Office/buspass_survey_2006.pdf)

Thank you to all who participated in this survey. If you have any questions about the results of this survey, please contact Bob Thomas, DCM Director's Office, at X84283.

*Carol M. Ford, Director  
Department of County Management  
503-988-3903*

**BOGSTAD Deborah L**

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**From:** SULLIVAN Theresa A  
**Sent:** Friday, April 20, 2007 1:31 PM  
**To:** #COUNTY MGT TEAM; #COUNTY MGT TEAM CC  
**Subject:** FW: Dept of County Mgt Budget Message

I think I missed the message to send to the cc group as well.  
Theresa

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

**From:** SULLIVAN Theresa A  
**Sent:** Friday, April 20, 2007 12:19 PM  
**To:** SHIRLEY Lillian M; FULLER Joanne; LIDAY Steve G; JOHNSON Cecilia; RAPHAEL Molly  
**Subject:** FW: Dept of County Mgt Budget Message

Here's Carol's budget message to DCM.  
Theresa

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

**From:** FORD Carol M  
**Sent:** Thursday, April 19, 2007 1:12 PM  
**To:** #ALL DCM STAFF  
**Cc:** WHEELER Ted; WILLER Barbara; FARVER Bill  
**Subject:** Dept of County Mgt Budget Message

April 19, 2007

To All Department of County Management Employees

This morning Chair Wheeler presented his FY 2008 Executive Budget which will be finalized on June 7. The budget reflects a series of difficult choices which require the county to live within its means and focus on the very most critical services.

Multnomah County needs to cut \$15 million from our budget this year and probably another \$10 million next year. There are many reasons for the shortfall, including reduced state funding, expiration of the temporary local income tax, rising costs—particularly healthcare—and revenue limitations from property taxes. However, providing cost-effective and high quality services to Multnomah County residents remains our focus. We will continue efforts to identify funding opportunities and operating efficiencies.

The following is how the Chair's Executive Budget has the most impact to the Department of County Management (DCM) for fiscal year FY 2008:

Several projects and OTO program offers are funded in the executive budget:

- MultStat – County-wide performance measurement system
- Facilities Mobile Asset Management project – to improve dispatching efficiencies in the field for facilities maintenance
- SAP System Upgrade
- IT Disaster Recovery (option 1)

- Maximize Federal Financial Participation project
- Facilities Asset Preservation Loan Repayment of \$1.5 million
- Assessment & Taxation & Recording Systems Upgrade

These programs provide for significant and necessary upgrades to key systems; strength the internal services funds and let us start up accountability and efficiency projects. The Chair was able to fund several of the countywide and DCM technology projects using IT Fund balance.

The Department of County Management's programs are funded through two main sources - County General Fund and Internal Service Revenues from departments. In constructing our General Fund budget, we reduced costs primarily through cuts in materials and services. For internal services, the size of programs is determined by County programs that are purchased. There appears to be no significant impact or layoffs in internal services due to the \$15 million cut in programs. However, there may be changes based on final budget adoption and implementation throughout the fiscal year.

In the Chair's Budget Message, Chair Wheeler talks about "reductions in our internal services rate in future years, focused primarily on changes in how we provide information technology services." He sees great efficiency opportunities through the way DCM manages county wide resources in facilities, fleet and information technology. He comes with lots of ideas but he has told me that he has no preconceived "solutions". He will leave that up to us. DCM will work on reducing costs by assisting our department customers find operating efficiencies and by continuing to look at our own operations.

Until the budget is adopted, it is difficult to predict how many people will actually be laid off due to the countywide bumping process. Staff reductions will be accomplished through a combination of vacancies, retirements, and elimination of filled positions. Human Resources will assist staff, who may be leaving with transition resources.

Our department's budget hearing with the Board is next **Tuesday, April 24<sup>th</sup> at 9:30 AM**. I will be describing highlights of our budget and significant program changes for FY 2008.

As the board works toward finalizing the budget, I am mindful of the added workloads and stresses that you may be experiencing. To help throughout the budget adoption process, I want to make sure that we are communicating and that information is available.

- The complete Proposed Budget is available on the MINT
- For DCM budget details, you can review DCM budget detail on the MINT:  
[http://www2.co.multnomah.or.us/County\\_Management/Budget/FY%202008/FY%202008%20Proposed/DCM%20Budget%20Intro%20FY%202008.pdf](http://www2.co.multnomah.or.us/County_Management/Budget/FY%202008/FY%202008%20Proposed/DCM%20Budget%20Intro%20FY%202008.pdf)
- If you have specific budget questions, you can contact your Division Director or Bob Thomas, DCM Finance Manager, at extension 84283.
- Or you can email me.

I want to thank the many people in all Divisions who worked to develop the DCM budget, met with outcome teams and the Chair's Office, and provided information during the Chair's Executive Budget process. Especially Bob Thomas, who coordinated all these DCM pieces. They are responsible for our budget successes.

I want to also acknowledge the great work of the Budget Office in leading the countywide process, working with a new Chair's Office and their condensed timeline.

*Carol M. Ford, Director  
Department of County Management  
503-988-3903*

# **Department of County Management**

## **FY2008 Approved Budget**

General Government Budget Work Session  
Multnomah County Board of Commissioners  
April 24, 2007

# **The Department of County Management (DCM):**

- Provides essential infrastructure that supports all the County's services to the community and to individual citizens.
- Focuses on quality services and customer satisfaction.
- Manages key resources – people, finances, facilities and equipment, and technology – with a county-wide perspective.

## **DCM FY 2008 Proposed Budget Overview**

- \$198.7 million for Non-Capital base programs, 1.9% increase over FY07 Adopted Budget.
  - Not including internal cash transfers.
- \$79.0 million in county-wide Capital Programs within our department's budget.
  - Not including debt service
- **General Fund Total:**
  - \$32.0 million, a 9.5% increase over FY07
  - Includes \$2 million in One Time Only.
  - Ongoing programs increase by 2.5% over FY07
- **569 FTE. This is an increase of 1.37 FTE.**

**DCM Director's Office**  
**Including Affirmative Action & Sustainability**  
14.0 FTE, \$2.0 Million

**Finance & Risk Management**  
74.0 FTE, \$91.1 Million

**Budget Office**  
11.0 FTE, \$2.2 Million

**Assessment & Taxation**  
136.5 FTE, \$19.0 Million

**Facilities & Property Management**  
96.5 FTE, \$106.3 Million

**Fleet, Records, Electronic,  
Distribution & Stores** 53.0 FTE,  
\$16.6 Million

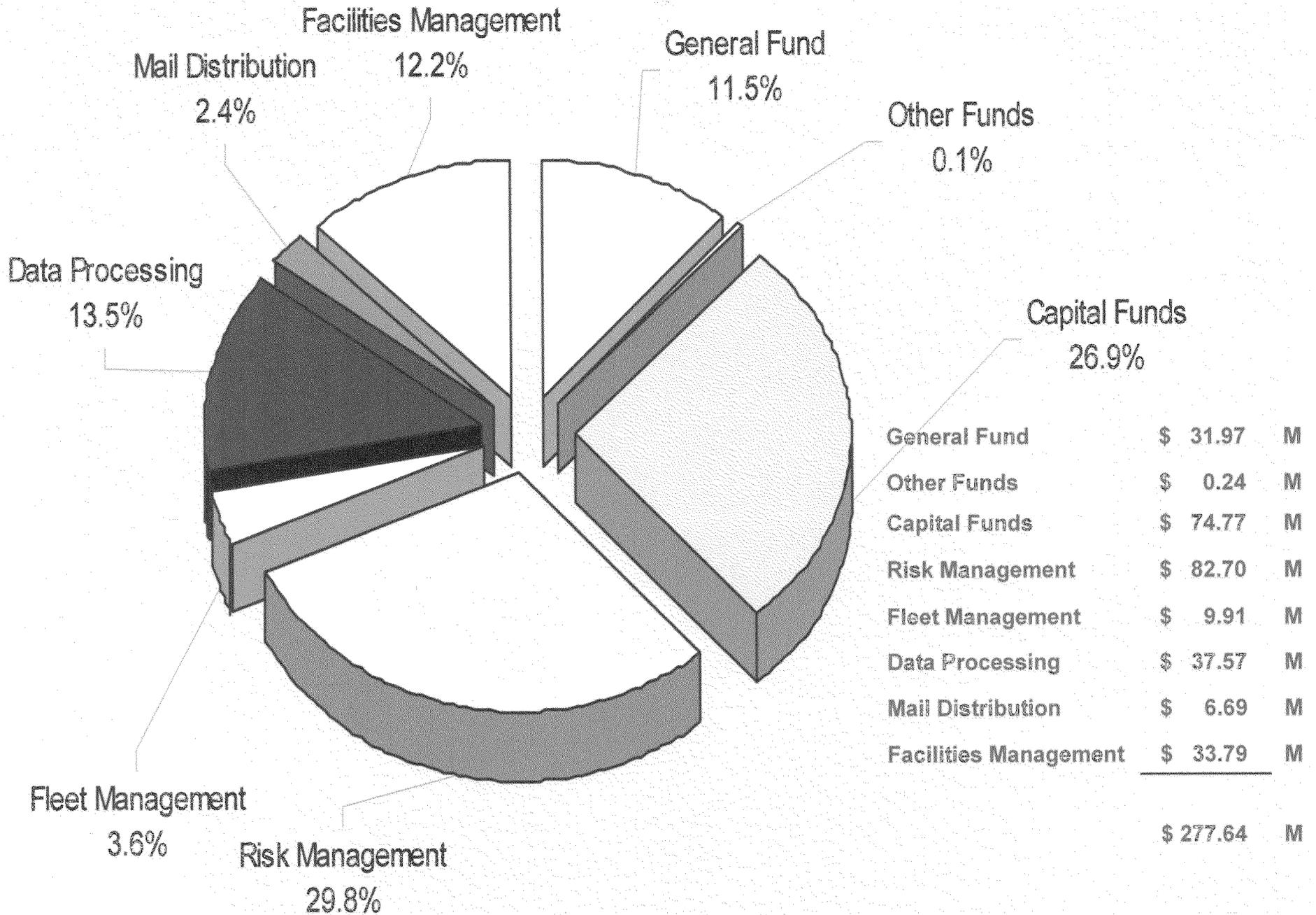
**Information Technology**  
164.0 FTE, \$34.5 Million

**Human Resources**  
20 FTE, \$5.9 Million

**Department of County Management**  
**Organizational Structure**  
**FY 2008 Approved Budget**  
**569 FTE, \$277.6 Million**

April 24, 2007

# DCM FY 08 Budget by Fund



# DCM Contribution to Accountability Priority Results

Accountability priority: "I want my Government to be accountable at every level".

The DCM program offers contribute to the Accountability factors:

- Leadership - The community has opportunities to participate and understands how County government works
- Results - The community understands what the County is doing, why, and how well
- Resource Management- Taxpayers see that the County manages their dollars wisely

DCM accomplishments impact Accountability's three marquee indicators:

- Perception of trust and confidence
- Satisfaction with service quality, effectiveness and price
- Price of Government.

## FY 2007 Highlights

- Transition to new leadership – Chair’s Office and Department Director
- Continued providing efficient and effective services to county:
  - 97.19% of property taxes levied were collected
  - Online New Employee Guide, probationary review and exit interview processes developed/implemented countywide
  - Implement joint labor and management training activities after surveying 1,700 employees.
  - Decreased facilities operating expenses by \$1.8 million and deferred maintenance by \$14 million by reducing building sq ft and eliminating 18 sites.
  - Achieved \$455K of sustainable annual IT desktop savings.
  - FREDS services to 74 govts, bringing in \$1,292,844 in external revenue.
  - Maintained an Aa1 General Obligation Bond rating.

# FY 2008 Service Priorities

DCM will continue to focus on provision of quality services and on achieving program offer outcomes and service levels:

- Maintain high bond rating, quality financial reporting and monitoring and appropriate return on investments.
- Recruit, select, promote, and retain a qualified and diverse workforce.
- Manage County facilities and property to maximize these assets.
- Manage and enhance information technology systems to avoid duplication of County applications and services.
- Manage fleet, central stores, and distribution to ensure that costs to departments represent market prices or better.
- Collect over 90% of taxes due in a fair and equitable manner.
- Implement Mult Stat, a performance-based management system, to improve services and accountability.
- Lead and support sustainable county operations.
- Lead and support County Affirmative Action planning and compliance.

## Service Reimbursements from Departments

Internal Service Fund	FY07 Adopted	FY08 Approved Existing Programs	FY08 Change
<b>Fleet Management</b>	\$5.6 M	\$5.5 M	- 2.0 %
<b>Mail Distribution</b>	\$3.2 M	\$3.2 M	+ 0.3 %
<b>Information Technology</b>	\$27.9 M	\$28.9 M	+ 3.4 %
	Plus 4 FTE added with new or OTO programs funded		
<b>Facilities Management</b>	\$35.0 M	\$36.6 M	+ 4.7 %
	Plus \$2.3 M added for 2 new Libraries, Mult Stat, etc. Plus 1 FTE added for Courthouse Project		

## **New in Chair's Budget**

### **OTO General Fund FY 2008    \$2.04 M**

- 72024A    MultStat \$162 K
- 72055    Asset Preservation Loan Repayment    \$1.5 M
- 72093    Maximize Federal Financial Participation project \$75 K
- 72084    Executive and Management Classification /  
                  Compensation Study \$300 K

# New in Chair's Budget

## \$3.6 M Funded by the IT Technology Investment Fund

In DCM:

- 72092 SAP System Upgrade \$1.04 M
- 72045 Facilities Mobile Asset Management Project \$200K
- 72080A IT Disaster Recovery (Option 1) \$700 K
- 72038 A&T and Recording System Upgrade  
\$8.95 M total project cost:  
\$8.45 M financed thru 10 Year Loan early FY 2008.  
Will require \$1.14 M per year for 10 years  
In FY08, \$200 K from IT Technology Investment Fund  
and \$300K from existing project funds

Other Departments:

- 40027 Corrections Health Electronic Medical Records \$1.27 M
- 91018 Land Use Planning Software \$200 K

## **FY08 Major Issues**

- Reducing the County's ongoing structural financial deficit.
- Business Income Tax (BIT) reform and stabilization.
- Analysis of DCM to look for opportunities of greater efficiency and coordination.
- Moody's rating service meetings, especially in light of the major capital financing anticipated (Courthouse, etc.).
- Chair's Office Initiatives – Innovation Fund, Vital Aging Task Force. Addressing Disparities, E-Govt, Quality, etc.

# Questions ?

April 24, 2007

13

# **Business and Community Services Citizens' Budget Advisory Committee Report on Budget Process**

**Process** – Since November 2006 our committee has met several times. We began with meeting Department directors Cecilia Johnson and Carol Ford. Together we looked at last year's CBAC recommendations and heard how the two departments have responded to last year's feedback.

During the weeks following we have had an opportunity to interview managers of departments whose services are categorized under the two departments we represent. Some of the managers we met with included: Animal Services - Mike Oswald; Transportation (Bridges) - Stan Ghezzi; Assessment & Taxation –John Riles, Randy Walruff, Kathy Tuneberg, Information Technology – Becky Porter, Human Resources- Travis Graves, and we toured the elections building with John Kauffman .

Our initial discussions were to understand the general operational activities, organization structure, strategic direction, and the specific area's changes and needs for FY2008. We were able gain insight and perspective on the program offers presented from these areas.

**Major Changes** – Both departments - County Management and Community Services have remained intact this year. Overall, it seems the various program offers within the two departments are getting more data to support their budget requests and are more able to show historical performance. There are only a few new program offers for this next fiscal year.

## **Recommendations/Concerns –**

*New program offers for the Department of Community Services that we feel should be supported are:*

Program offer #91004 – MCAS Shelter Dreams

The County needs to promote the public/private partnership that Animal Services has successfully used to finance several other programs. This Program offer puts in place a process to bring in more private funding sources. The caveat to this program offer is that the current private funding stream not be impacted.

Program offer #91018- Land Use Planning Software

The County needs to update its infrastructure to improve effectiveness of the staff. A lack of funding for infrastructure only makes it more expensive and places the County with a liability it does not need. One such program is purchasing the new Land Use Planning software. Land Use Planning needs to react faster and more effectively to code enforcement and Measure 37 claims, as well as coordinating with the major urban areas within the County.

Program offer #91010 – Emergency Management –Enhanced

The Planning and Community Outreach positions identified in this offer are important to the successful integration of the County's Emergency Management Recovery Plan. These positions will coordinate the County's various disaster and emergency recovery plans

(including IT, Health, Sheriff, etc.) with those of community centered organizations (i.e. Red Cross), and other government agencies (Cities of Portland and Gresham, State of Oregon, Homeland Security, FEMA, and adjacent counties, etc..).

*Program offers for County Management that are new this year and we feel should also be funded are:*

**Program offer #72024A – MultStat**

This offer is tied to the development of performance measures that are critical to the Performance Based Budget process. It develops a process for providing accountability and process improvement to the responsible managers to meet performance goals and to enhance the reporting of critical performance measures.

**Program 72038 – Assessment & Taxation & Recording Systems Upgrade**

This system provides the process to assess and collect the major funding source for the County's General Fund. The program offer provides for an enhanced funding stream based on improved assessment, appraisal information. Anticipated improved revenue will re-pay the initial capital expenditure within 8-10 years. We believe this is a reasonable ROI based on the improved effectiveness of the dull implementation of the new systems capabilities.

**Program 72045 – Facilities Mobile Asset Management Project**

This system needs to be fully implemented to actually reach the expected results in effectiveness and efficient use of staff. The savings justification and performance measures identified seem to provide adequate support for support of this program offer. The system utilizes wireless mobile technology and needs to interface with the current facilities Module of SAP. Our understanding is this module upgrade can be implemented outside the SAP Upgrade (Program Offer 72092).

**Program 72080A – Information Technology – Disaster Recovery (Option 1)**

Disaster Recovery of County systems is important not only for the County but for those that depend on the County for services. Coordinating IT Disaster Recovery programs with those of the various county departments and Emergency Management are vital for any true success in this endeavor. Various business systems need to be categorized to ensure the most vital systems are operational first. Voice, data, and internet related systems need to be incorporated into the overall plan. The expense of the program can be mitigated by utilizing resources from the "Thin Client" program, that the County already owns.

Lastly, Disaster Recovery is an integrated process not a one time expense. All business system programs, as well as vendor, non-profit organizations, other government agency's systems need to be continually reviewed to ensure continued access in a disaster situation. The plans need to be tested at all levels with the goal an overall integrated system test.

**Program 72092 SAP - System Upgrade**

This is a critical operation system for the County and with the expiration of the current version in 2009. Now is the time to begin the upgrade process. The timeline for upgrading the system and interrelated system access is 9-12 months. While increased

maintenance fees will increase by 2-4% in 2009 in order to remain compliant with new laws and regulations, it is not stated what those expenses are actually. This would be helpful in supporting the Program Offer's case.

In general, we think it is time for the County to once again make large investments in technology, many which are one time costs. The efficiency resulting from these investments will improve County services and employee morals, as well as time management.

### **Emerging Issues –**

Last year this committee made this recommendation and would like to re-iterate it: Revenue generation for the Roads department needs to be improved. Either through a gas tax, user fee, or some other method. The reduction of funding for this Fund, has caused a high level of deferred maintenance that will cost multi-million dollars to remedy.

### **2006-2007 FY Citizen Budget Advisory Committee**

Michele Biehler  
Iris Newhouse  
Bill Ross  
Helen Williams  
Sara Wilson  
Robert Wagner

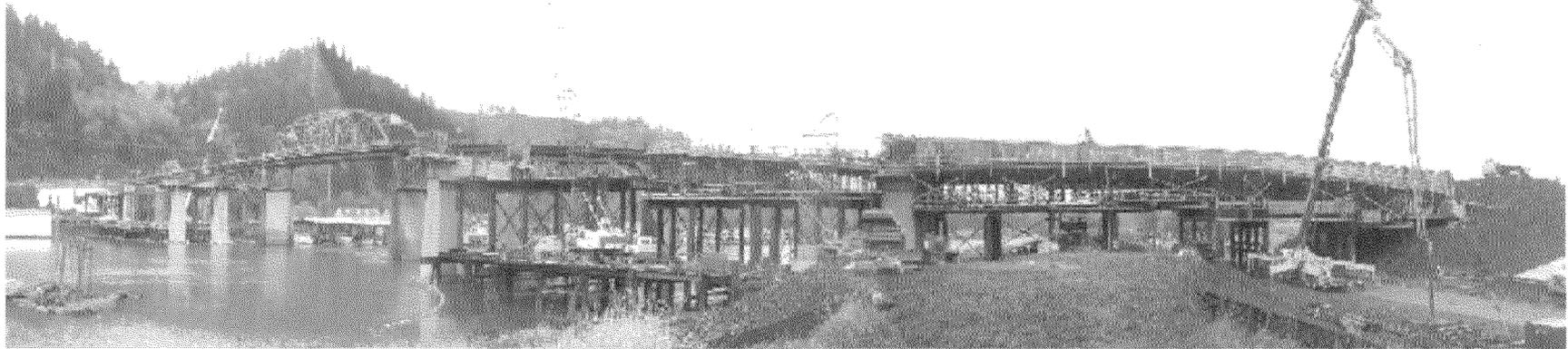
### **Our County staff liaisons are:**

Jerry Elliott  
Tory Mitchell  
Bob Thomas

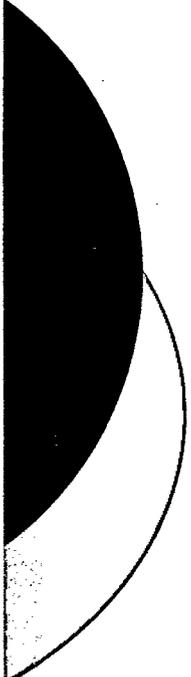
# Department of Community Services

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## FY 2008 Budget Presentation



April 24, 2007



# Department of Community Services

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## Agenda

- Citizen's Budget Advisory Committee report
- Department Overview
  - Who we are...DCS Mission, Values, Org Chart
  - FY07 Accomplishments
  - FY2008 Budget Process
  - Impact on Priorities and Marquee indicators
  - Program Offers
- State Impacts
- Issues and Challenges

# Department of Community Services

“Who we are...and, the services we provide”

## Vision:

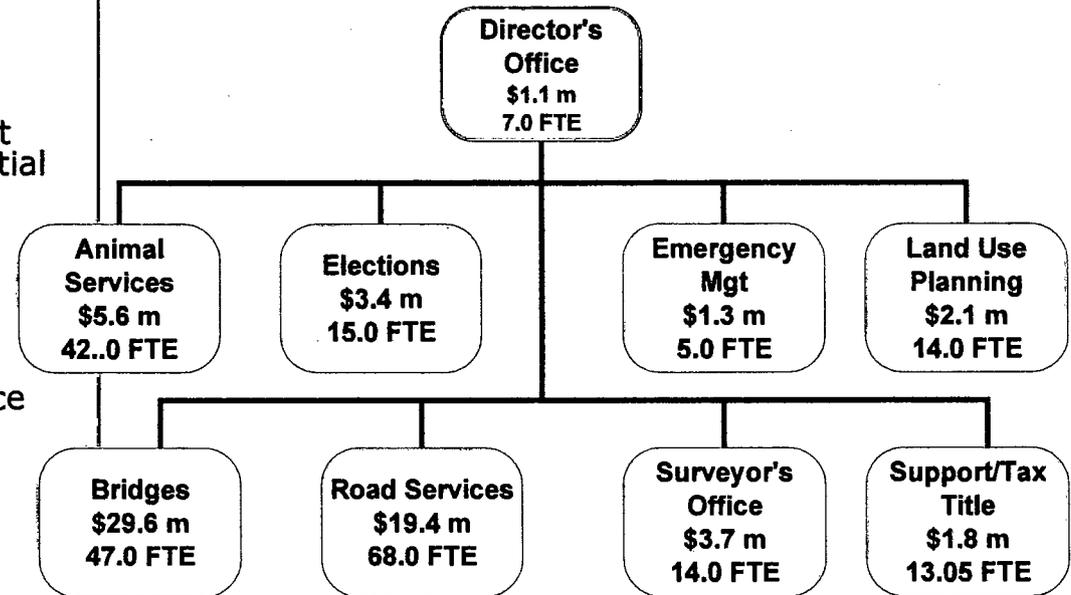
“Ahead of the curve for the services you rely on!”

## Mission:

“Making Multnomah County a great place by providing these essential services:

## Values:

- Accountability
- Customer Service
- Diversity & Cultural Competence
- Excellence
- Integrity
- Respect & Appreciation
- Safety
- Sustainability
- Teamwork

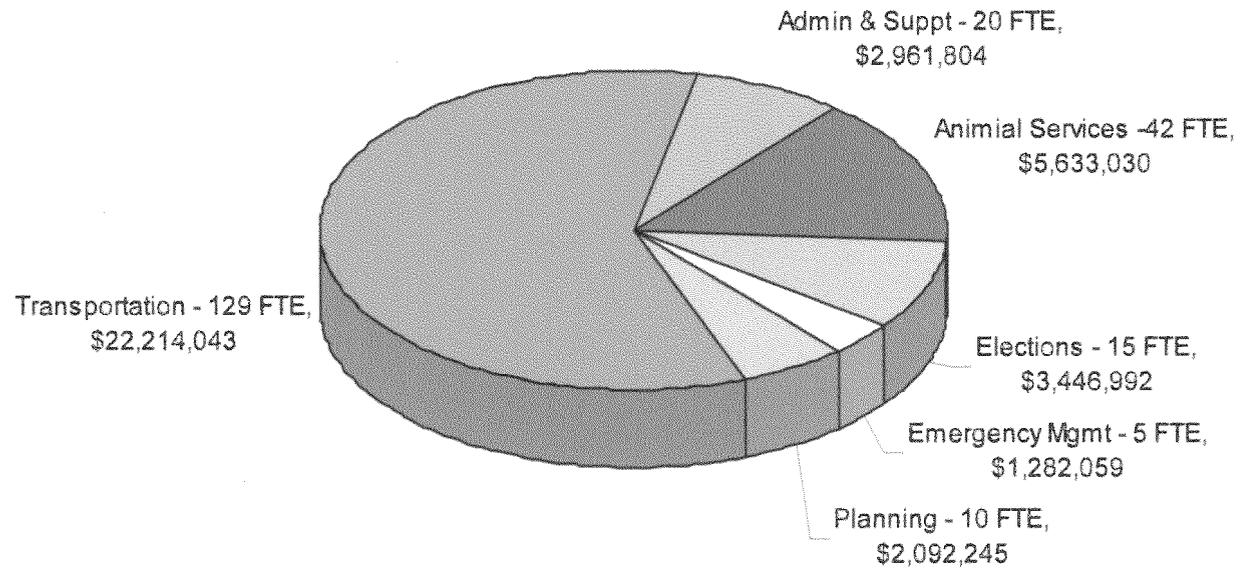


# Department of Community Services

## Expenditures by Program Offer

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### All DCS Program Offers Except Capital and Payment to Other Jurisdictions

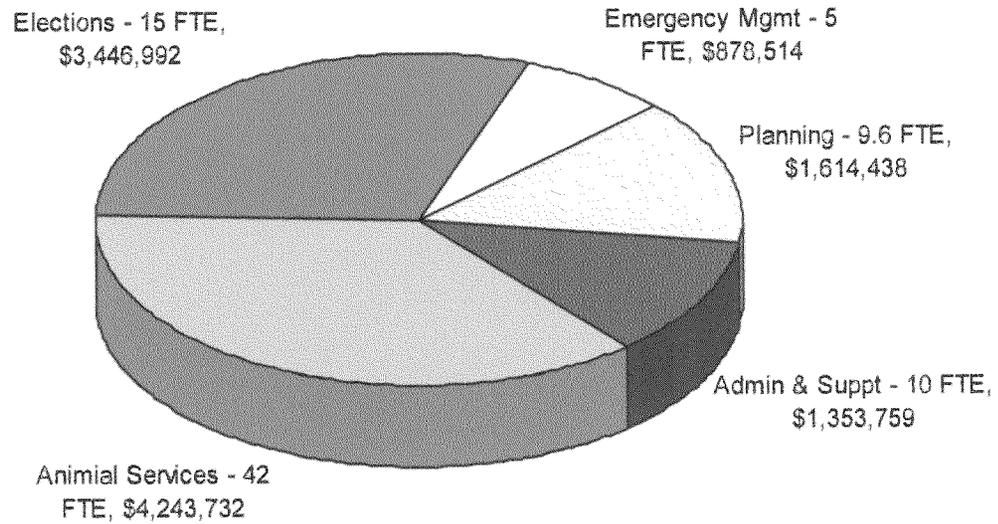


# Department of Community Services

## Expenditures by Program Offer

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### All DCS General Fund Program Offers



# Department of Community Services

“Who we are...and, the services we provide”

## Animal Services

Vibrant Community: “Clean, safe, healthy neighborhoods.”

### Program Offers

- Field Services (reduced)
  - FY08 Budget: \$1.20 m.
  - FY08 FTE: 12.0
- Shelter Operations
  - FY08 Budget: \$2.45 m
  - FY08 FTE: 16.5
- Client Services
  - FY08 Budget: \$1.84 m. FY08 FTE: 13.5



Budget Reduction	Workforce Reduction
(\$300,000)	(4.0 FTEs)

### FY2007 Accomplishments

- American Animal Hospital Association Accreditation in Jan 2007.
- New Veterinary clinic completed – funded by Ida Dixon Trust
- 12,000 volunteer hours donated

# Department of Community Services

“Who we are...and, the services we provide”

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## Bridge Services

Thriving Economy: “Regional Infrastructure”

### Program Offers

- Bridge Maintenance & Ops
  - FY08 Budget: \$2.68 m.
  - FY08 FTE: 25.5
- Bridge Engineering
  - FY08 Budget: \$5.53 m.
  - FY08 FTE: 21.5



### FY2007 Accomplishments

- New Sauvie Island Bridge – On schedule for FY08 completion
- Burnside Bridge Lift Span repair Project – On schedule: deck replaced
- Sellwood Bridge Planning – Process underway

# Department of Community Services

“Who we are...and, the services we provide”

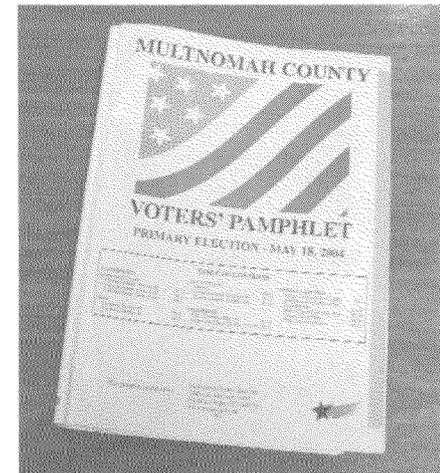
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## Elections

Accountability: “Public Confidence and Trust”

### Program Offers

- Elections (reduced)
  - FY08 Budget: \$3.45 m
  - FY08 FTE: 15.0



### FY2007 Accomplishments

- Successfully conducted Gubernatorial Election on Nov 7, 2006.
- Expanded opportunities for voters with disabilities and the elderly to participate in Multnomah County Elections.
- Upgraded the vote tally equipment for smoother processing.

# Department of Community Services

“Who we are...and, the services we provide”

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## Land Use & Transportation Planning

Vibrant Community: “Healthy environment”

### Program Offers

- Land Use Planning
  - FY08 budget: \$1.62 m
  - FY08 FTE: 10.6
- Transportation Planning
  - FY08 budget: \$430 K
  - FY08 FTE: 3.4



Budget Enhancement	Workforce Changes
\$200,000	0.0 FTEs

### FY2007 Accomplishments

- Successfully manage increased Measure 37 caseload within existing staffing levels.

# Department of Community Services

“Who we are...and, the services we provide”

## Emergency Management

Safety: “Coordinated regional response”

### Program Offers

- County Response Coordinator
  - FY08 Budget: \$130 k.
  - FY08 FTE: 1.0
- Interagency Response Coordinator
  - FY08 Budget: \$130 k. FY08 FTE: 1.0
- Community Response Coordinator
  - FY08 budget: \$216 k.
  - FY08 FTE: 1.0



Budget Enhancement	Workforce Changes
\$477,000	3.0 FTEs

### FY2007 Accomplishments

- New County Emergency Management Director hired in February 2007
- Creation of a viable, countywide emergency preparedness strategy- in process.

# Department of Community Services

“Who we are...and, the services we provide”

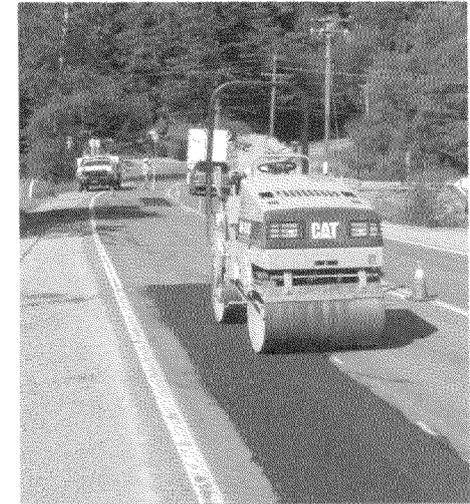
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## Road Services

Thriving Economy: “Regional Infrastructure”

### Program Offers

- Road Engineering & Operations
  - FY08 Budget: \$2.20 m.
  - FY08 FTE: 15.0
- Road Maintenance
  - FY08 Budget: \$8.11 m.
  - FY08 FTE: 53.0



### FY2007 Accomplishments

- Merge Road Maintenance and Engineering Services
- Successful completion of East County Maintenance Agreements.
- Automated environmental reporting from field to database.
- Completion of Beaver Creek bridge reconstruction.

# Department of Community Services

“Who we are...and, the services we provide”

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## County Surveyor's Office

Accountability: “Manage resources effectively”

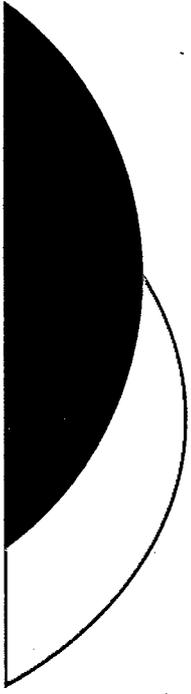
Program Offers

- County Surveyor's Office
  - FY08 Budget: \$3.68 m
  - FY08 FTE: 14.0



### FY2007 Accomplishments

- Online records system “SAIL” usage averaging 20,000 views a month on the web.
- Reviewed and approved over 400 subdivision, condominium and partition plats.

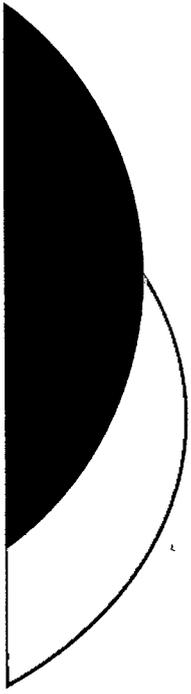


# Department of Community Services

## FY2008 Budget Approach and Impact

### Approach to FY 2008 Budget Process

- Administrative cost savings
- Complete Transportation capital projects
- Enhance Emergency Management
- Respond to Facilities needs
- Service Reductions



# Department of Community Services

## Summary of Changes for FY 2007

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### Changes to FY 2007

- No change to revenue sources
- Maintain service levels
- Reduced level of service in Animal Services
  - No response to animal nuisance calls
  - No dead animal pick-up

### One Time Offers

- NEW Land Use Planning Software

### Joint Offers

- Asset Management - GIS

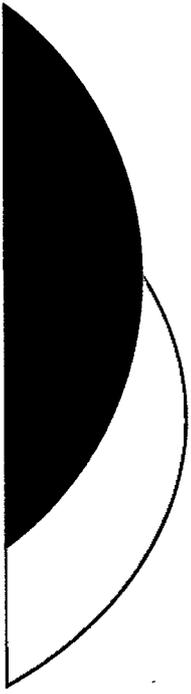
### Workforce Changes

- Reductions in Animal Services (4.0) FTE
- Additional FTE in Emergency Management 3.0 FTE

# Department of Community Services

## FY2007 Performance Measures

Division	Group	Type	Measure	FY07 Goal	Year to Date		Current Month		3 Mo
					Number	PI	Number	PI	Trend
Budget and Operations Support		Output	Number of lines of payroll entry	125,000	86,056	0.92	0	0.00	0.65
		Outcome	% of invoices paid on time	90%	84%	0.94	88%	0.98	0.92
		Quality	Customer survey rating	4.0	4.1	1.03	0.0	0.00	1.03
County Surveyor's Office		Output	Number of plats received for approval	300	352	1.56	47	1.88	1.61
		Outcome	% of plats reviewed within 3 weeks	90%	91%	1.02	74%	0.83	0.92
Road Engineering		Output	Number of permits issued to work in ROW	320	277	1.15	33	1.24	0.98
Road Maintenance		Outcome	Pavement condition index	70.0	76.7	1.10	76.7	1.10	1.10
		Outcome	% of emergency response within one hour	100%	100%	1.00	100%	1.00	1.00



# Department of Community Services

## Performance Measures

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### **Performance Measurement**

#### Animal Services

- Customer service
- Volunteer Hours
- Animal "Save rate"

#### Bridge & Road Engineering

- Leverage dollars
- Schedule and Budget

#### Bridge & Road Maintenance

- Preventive Maintenance

### **Performance Measurement**

#### County Surveyor' Office

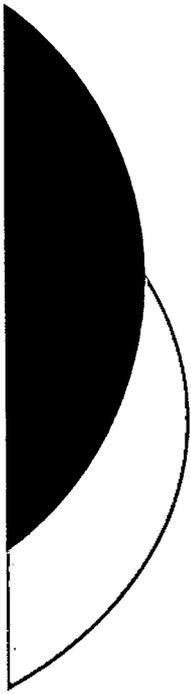
- Accuracy

#### Elections

- Public confidence

#### Land Use Planning

- Timely and fair process

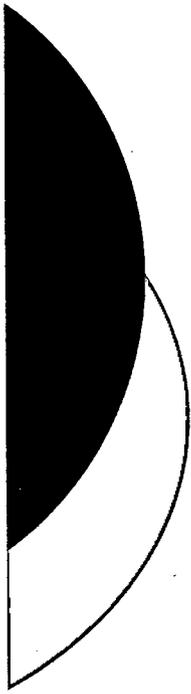


# Department of Community Services

## State Impacts

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- Current Legislation
  - Instant Runoff
  - Fusion Voting
  - Local Option vehicle registration fee
  - Measure 37



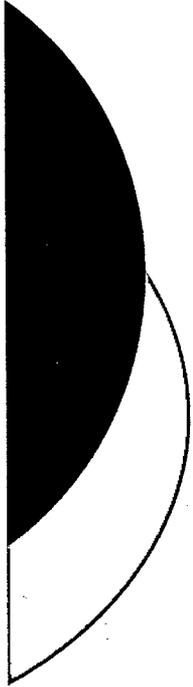
# Department of Community Services

## Issues, Challenges, and Action Items for FY2008

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### Department Action Items for FY2008

- Conduct Primary and General Election
- Recruit and replace retiring Elections Manager
- Complete Transportation Strategic Plan
  - Identify new sources of revenue
  - Create regional partnerships for bridges
- Complete Sauvie Island Bridge Project
- Complete Sellwood Bridge Planning Process
- Manage Measure 37 process and claims
- Enhance Emergency Management
  - Coordinate regional emergency mgt efforts
  - Ensure county's enhanced state of emergency preparedness
- "Top Off" – Regional Disaster Exercise
- Develop New Land Use Planning Software
- Pursue "Shelter Dreams" funding
- Implement service reductions in Animal Services
  - Enhance online services
  - Explore partnerships with cities



# Department of Community Services

## Conclusion

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- Questions
- Discussion
- Follow-up Items

## MEMORANDUM

DATE: February 26, 2007

TO: Office of Citizen Involvement, c/o Kathleen Todd, Director

Cc: County Chair Ted Wheeler; County Commissioners; Molly Raphael,  
Director of Libraries

FROM: Multnomah County Library Advisory Board (LAB)

SUBJECT: Library 07-08 Budget Request

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### PROCESS

In accordance with the ordinance that established the Library Board in 1990, the Library Advisory Board (LAB) acts as the Library's Citizen Budget Advisory Committee (CBAC). A subgroup of the LAB, the Finance Committee, was tasked with conducting an in-depth review of the Library's budget and reporting back to the entire LAB. The Finance Committee has met six times over the fall and winter and has reported to the LAB on a monthly basis. Molly Raphael, Library Director, and Becky Cobb, Budget Manager, attended the meetings and provided information and reports for the Committee's review. The LAB has authorized the Finance Committee to submit this report on its behalf.

### PROGRAM OFFERS AND RECOMMENDATIONS

The Library's 07-08 budget request represents the first year of a new five-year operating levy, approved by Multnomah County voters in November 2006. The Library's program offers contribute strongly to the County's Vibrant Communities and Education priorities, while also providing the services outlined in the levy language (in bold below):

- ***"Keep libraries open; maintain current hours and services at Central and neighborhood libraries. Maintain free access to information; update books and materials."*** Program offers for the Central Library (80000), Regional Libraries (80001), and Neighborhood Libraries (80002) sustain the current level of services and open hours.
- ***"Continue books delivery to homebound seniors and nursing home residents."*** The Adult Outreach program offer (80007) will continue these services as well as providing services to shelters, transition homes, jails, and adult foster care homes.
- ***"Continue programs for school age children, story hours for babies and toddlers, summer reading, literacy services for children in child care, programs for teens; help teachers and students use library resources; provide homework helpers to assist children with school work."*** In conjunction with the Central, regional and neighborhood libraries, the offers that provide these services on an outreach basis are School Corps

(80003), Juvenile Justice Outreach (80004), Books 2 U (80005), and Early Childhood Resources (80006).

- ***“Open planned libraries in underserved neighborhoods of East County and North Portland.”*** The Library has submitted two new program offers, Troutdale Neighborhood Library (80022), and New Columbia Neighborhood Library (80023). These offers would provide one-time funding from the Library’s beginning working balance to pay for siting processes, tenant improvements to leased space (including computers and furniture), and opening-day collections for both libraries. This would prepare these libraries for their projected opening in January 2009.

We heartily endorse the above program offers as consistent with the language and intent of the new levy, and as strong contributors to the County’s Vibrant Communities and Education priorities.

The Library has submitted three additional new program offers. We are listing these in order of our endorsement.

1. ***Library Funding Study (80026).*** This program offer is submitted to the Accountability priority. A key goal of the Library’s 2006-2010 Strategic Plan states that people in Multnomah County will have a public library system supported by long-term stable funding. This program offer, with funding from the Library Fund’s beginning working balance, would provide for systematic analysis of the different options that are available for achieving this goal. The Library Advisory Board has long supported the exploration of other funding options and considers this a high priority, in full recognition that continued and growing reliance on a local option levy, for the majority of the Library’s funding, creates an uncertain future for the Multnomah County Library. We look forward to working with members of the Board of County Commissioners and other stakeholders on this critical financial issue.
2. ***Target Language Services (80024).*** As outlined in the Library’s recent needs assessment of the Asian (Chinese and Vietnamese) and Slavic (Russian speaking) communities, these populations have grown significantly in the last several years within Multnomah County. We support the Library’s efforts to serve these communities more effectively through hiring additional bilingual staff, improving the book collections in these languages, and reaching out to the appropriate community partners. This offer is submitted to the Vibrant Communities priority.
3. ***Protecting Vulnerable Library Collections (80028).*** Our priority for Protecting Vulnerable Library Collections is dependent upon the outcome of a pilot project, which will be conducted this spring. Although we fully support the Library’s efforts to protect the DVD and CD collection, while providing self-service access, we would like to see the results of the pilot project before fully endorsing this offer. This offer is submitted to the Accountability priority.

## **CONCLUSION**

In addition to our priorities for new program offers referred to above, the Library's 07-08 operating request totals \$51.89 million in existing programs, which matches the \$51.9 million of total projected budget requirements from the latest library fund forecast. This is an increase of approximately 4% from the 06-07 adopted budget, and includes a net addition of 10.5 FTE, bringing the total FTE to 464. We have concluded that this increase is more than reasonable given the Library's growth in usage and the additional workload resulting from that growth. As an aside, the average annual budgeted FTE over the last ten years was 467; thus, this increase is in line with the Library staffing in earlier years.

During the spring and summer of 2006, many of us worked diligently with the Board of County Commissioners to formulate a financial plan for the levy, which was placed before voters in November. That plan included a General Fund contribution from the County which, all agreed, would sustain the Library's current services, as well as adding two new library branches in 2009.

The Library's ability to maintain the services promised in this recent levy depends on the viability of this mutually agreed-upon financial plan. The LAB most strongly urges the Board of County Commissioners to support the plan's stated level of General Fund Appropriation.

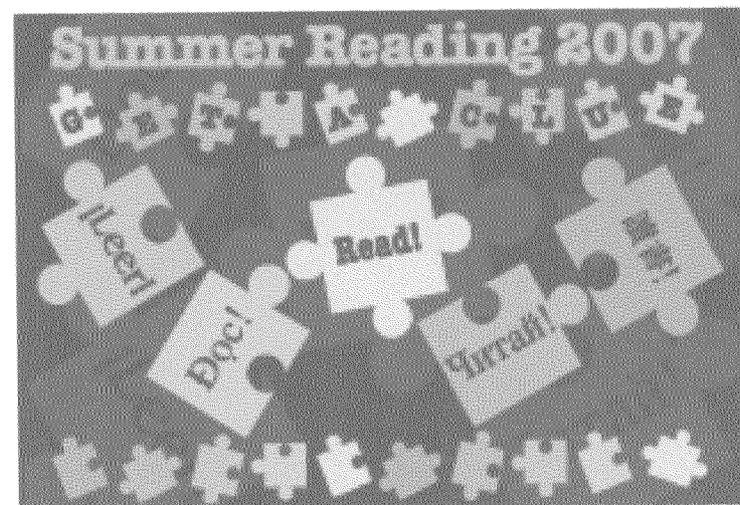
## **LIBRARY BOARD MEMBERS**

Alice Meyer* Chair	Mark Garber	Virginia Koontz*
Dean Gisvold* Vice-Chair	Martha Gies	Diane McKeel
Joseph Arellano	Molly Gloss	Donna Oden-Orr
Robert Brading	Rick Gustafson	Garrett Shephard
Marian Creamer*	Gwen Farnham Hyland*	Ellen Wallin
Stephen Feltz*	Jon Kruse	*Finance Committee members

# Multnomah County Library

FY 2008 Approved Budget Work Session

April 24, 2007



# Library Overview

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## Accomplishments

- ❑ Library levy approved by 62% of voters
- ❑ Continued high use– estimated 07 circulation: 20 million; 4.6 million visits; 4,600 community uses of meeting rooms
- ❑ 57,000 Summer Reading participants
- ❑ Target Language Assessment completed

# Vibrant Communities

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Valued & Engaged Citizens  
Improving & Enjoying Life

- ❑ Central Library & Neighborhood Libraries
- ❑ Outreach to adults (seniors, low literacy, homeless shelters)
- ❑ Partnerships with community organizations and businesses

# Education

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## Prepared to Learn at All Ages

- ❑ Age 0-5: Early Childhood Resources (children, parents, teen parents and caregivers)
  
- ❑ K-12: Books 2 U; School Corps; Juvenile Justice Outreach
  
- ❑ Partnership examples
  - SUN Schools
  - Multnomah County School Districts
  - Head Start & Early Head Start

# Impact on Marquee Indicators

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## □ Vibrant Community

- Involvement in neighborhoods
- Cultural, recreational & lifelong learning opportunities

## □ Accountability

- Satisfaction with services

## □ Education

- Kindergarten readiness
- Meeting grade level benchmarks

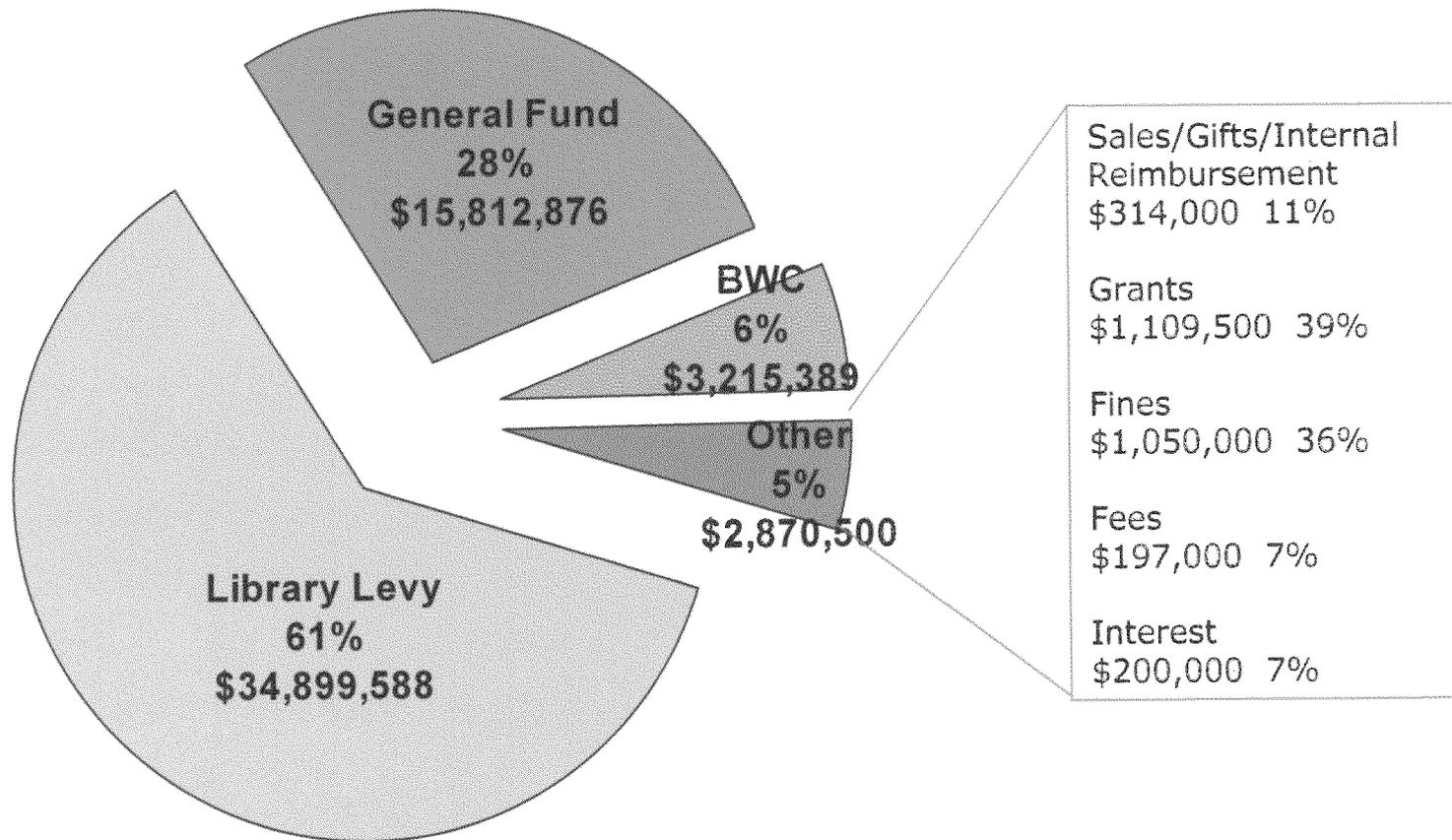
# Program Offers

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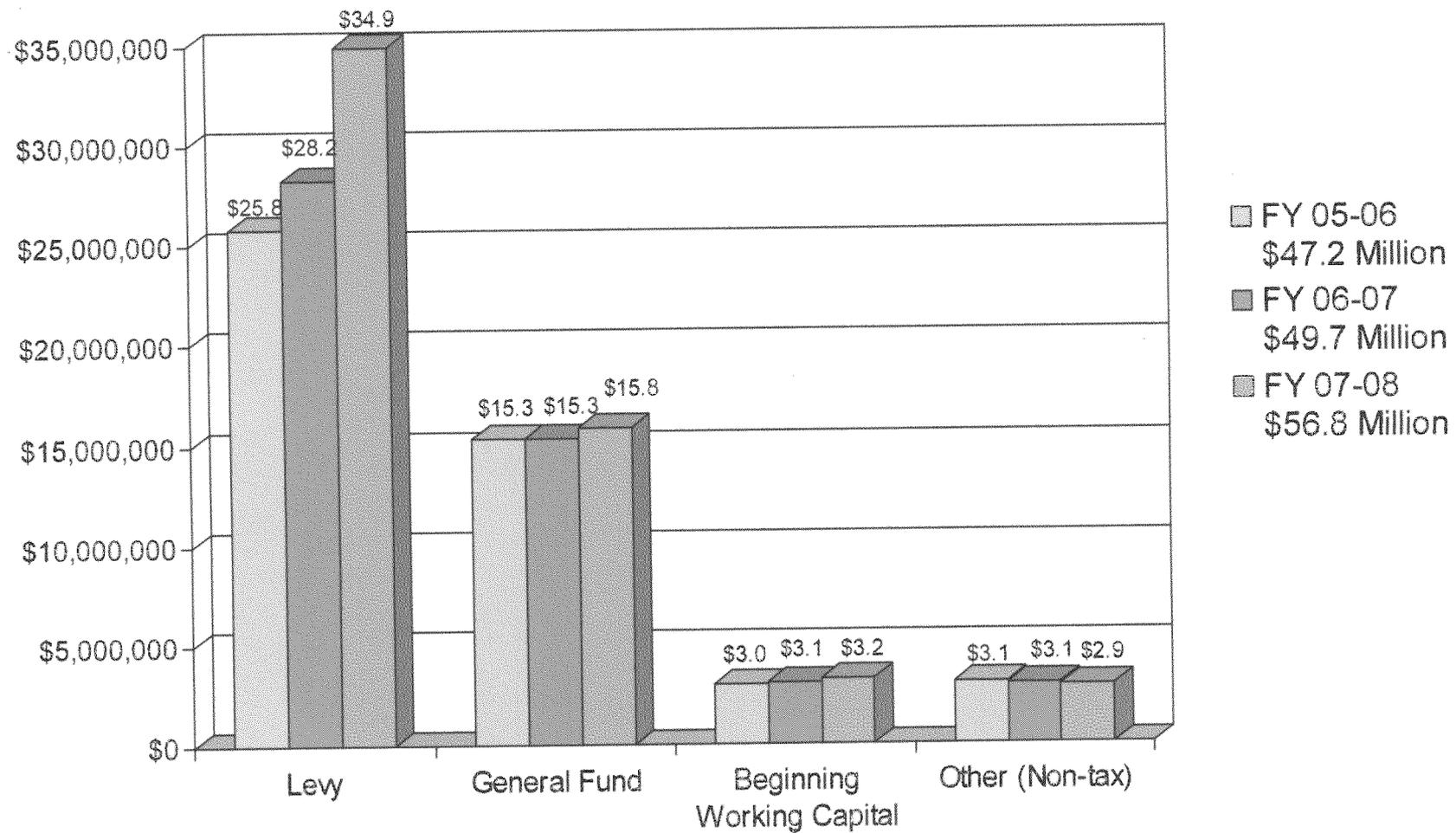
- Sustain services described in 2006 levy
  - Keep libraries open
  - Maintain hours and services
  - Open two planned libraries
  
- One-Time-Only funding: use of Beginning Working Capital for
  - Two new branch libraries
  - Long-term funding study

# 07-08 Revenues

\$56.8 Million

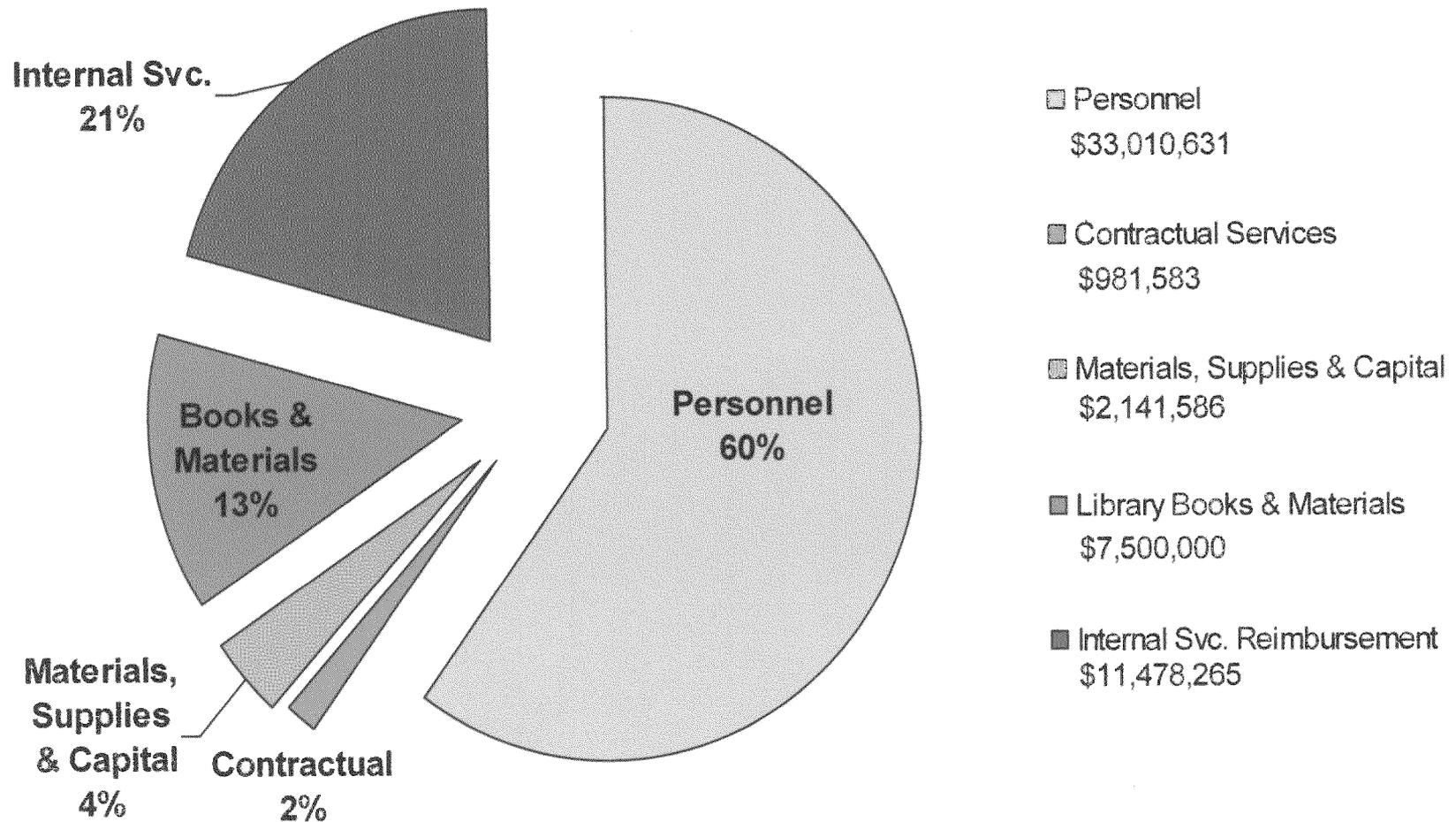


# 08 vs. 06 & 07 Revenues

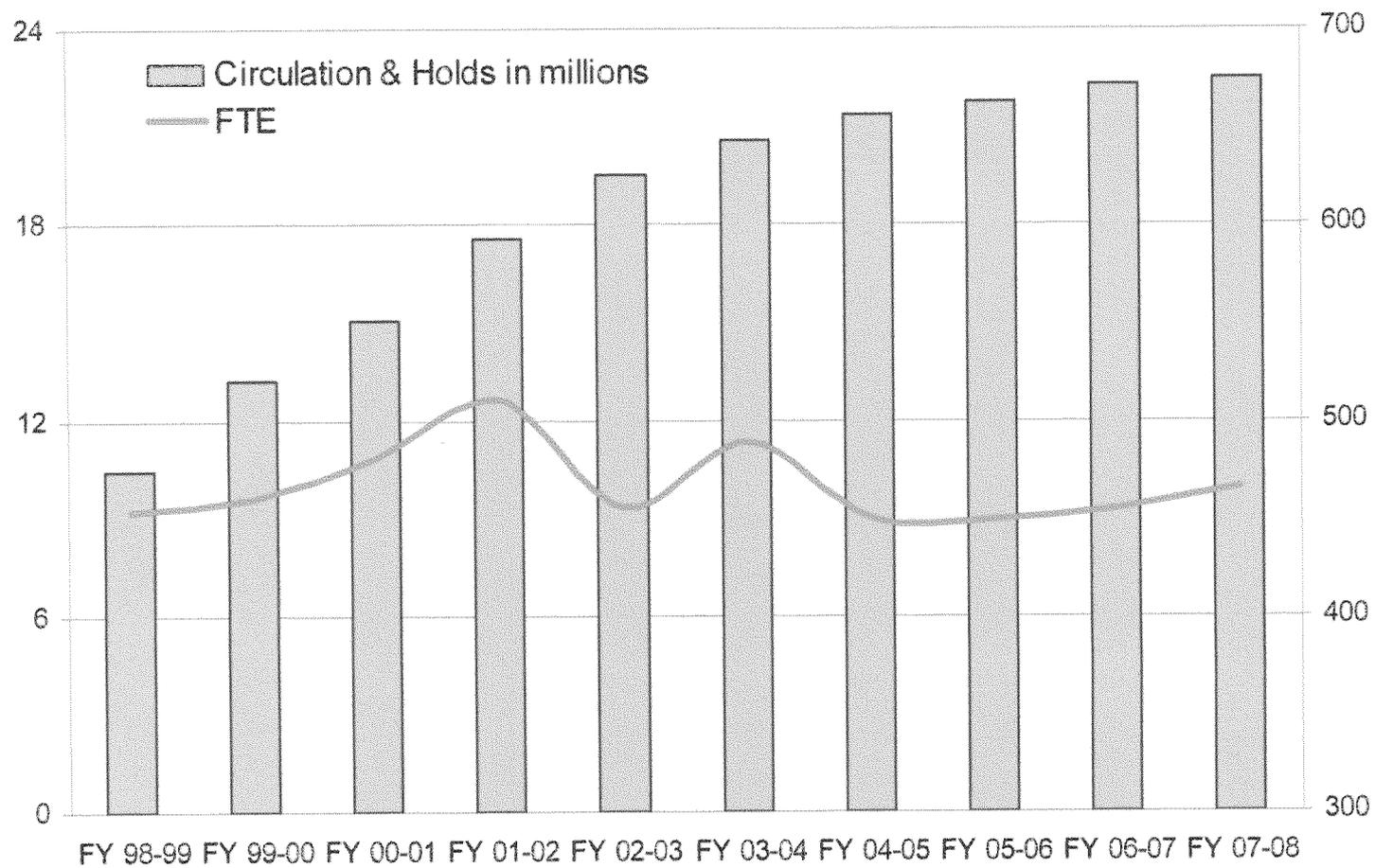


# 07-08 Expenditures by Service

*\$55.1 Million*



# Staffing & Workload



# How MCL Stacks Up

	Population	FTE	# of Branches	Square Footage	Circulation	Weekly Hours	FTE per 45,000 circ	FTE per 1,000 population
Multnomah County Library	685,950	445.8	16	265,762	19,462,344	921	1.0	0.65
King County Library	1,165,860	724.9	43	483,390	18,370,679	2,387	1.8	0.62
Columbus Metropolitan Library	807,685	595.0	20	541,455	16,503,822	1,387	1.6	0.74
Cuyahoga County Public Library	629,334	643.2	28	623,307	14,070,613	1,809	2.1	1.02
Hennepin County Library	748,180	472.9	26	464,512	12,712,498	1,235	1.7	0.63
Seattle Public Library	573,000	422	24	567,627	7,429,767	1,282	2.6	0.74
Denver Public Library	579,744	455.8	22	775,739	6,337,118	947	3.2	0.79
Average of these peer libraries	741,393	537.1	26	531,685	13,555,263	1,424	2.0	0.74

Data source: 2006 Public Library Data Service Statistical Report (data is FY/CY 2005)

4/24/2007

# Issues & Challenges

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- Long-term stable & adequate funding
- Reducing collection shrinkage: balancing stewardship and access
- Targeted Languages Needs Assessment response
- Workload and space issues

# Summary

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- Honors commitments made to voters
  - Maintains hours and services at all 17 locations and through outreach services
  - Funds costs to prepare to open new libraries
  - Stabilizes County General Fund revenue at level included in 5-year levy financial plan