

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 05-109**

Creating a County Management and Sheriff's Office Internal Service Task Force

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

- a. During the adoption of the fiscal year 2005/2006 budget, the Board adopted a Budget Note to create a Task Force to review internal service costs in the Sheriff's budget.
- b. The goal of the County-Sheriff's Office Internal Service Task Force will be to find \$6 million of general fund savings through elimination of duplication and inefficiencies in internal services.
- c. Task force recommendations may include a combination of the County and/or the Sheriff's office continuing to provide his internal services. If at least \$2.6 million of general fund savings is identified by December 31, 2005, then \$600,000 of those savings will be appropriated to open two dorms at Inverness Jail for three months (April – June 2006). Remaining savings may be used to offset public safety cuts for FY 2007.
- d. This entire proposal is contingent on the closure of Close Street Supervision for FY 2006. It is the intent of the Board to provide transition funding to the Sheriff's Office for a period of no more than two months to ramp down Close Street Supervision.

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

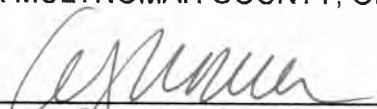
1. The County Management and Sheriff's Office Internal Service Task Force is created to perform the Scope of Work detailed in Exhibit A, attached.
2. The Internal Task Force is to be chaired by the Director, Department of County Management/CFO and staffed by the Budget Director, Deputy Budget Director, Accounting Manager and Director, Assistant to the Director, Department of County Management/CFO.
3. The recommendations are to be presented to the Board of County Commissioners no later than December 31, 2005.

ADOPTED this 16th day of June, 2005.

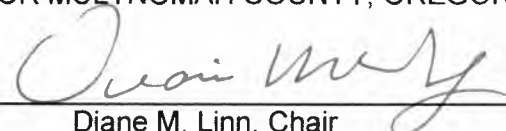


AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By

  
Agnes Sowle, County Attorney

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Diane M. Linn, Chair

**EXHIBIT A**  
**Multnomah County Budget Note**  
**County Management & Sheriff's Office Internal Service Taskforce**

**BUDGET NOTE:**

The Department of County Management, the Sheriff's office, staff from the Board of County Commissioners and mutually agreed-upon citizen representatives will form a task force to review internal service costs in the Sheriff's budget. This proposal is in addition to the budget note entitled, "Reporting on Internal Services, Central Procurement and Contracting, Countywide Administration," that will be looking at these issues across the County. The goal of the County-Sheriff's Office Internal Service Task Force will be to find \$6 million of general fund savings through elimination of duplication and inefficiencies in internal services. The task force will maximize value for County taxpayers by seeking the best solutions countywide. Task force recommendations may include a combination of the County and/or the Sheriff's office continuing to provide his internal services. If at least \$2.6 million of general fund savings is identified by December 31, 2005, then \$600,000 of those savings will be appropriated to open two dorms at Inverness Jail for three months (April – June 2006). Remaining savings may be used to offset public safety cuts for FY 2007. This entire proposal is contingent on the closure of Close Street Supervision for FY 2006. It is the intent of the Board to provide transition funding to the Sheriff's Office for a period of no more than two months to ramp down Close Street Supervision. The Budget Office will bring a budget modification to implement this action.

**TASK FORCE MEMBERSHIP:**

The members of the Task Force are:

- Dave Boyer, Director, CFO of Department of County Management
- Karyne Dargan, Budget Director
- Mindy Harris, Accounting Manager
- Mark Campbell, Deputy Budget Director
- Bob Thomas, Assistant to CFO
- Judith DeVilliers, Auditors Office
- Scott Marcy, District Attorney's Office
- Rob Fussell, Chair's Office
- Mary Carroll, Commissioner Cruz's Office
- Terri Naito, Commissioner Naito's Office
- Shelli Romero, Commissioner Rojo de Steffey's Office
- Larry Aab, Business Manager, Sheriff's Office
- Ray Adgers, Captain, Sheriff's Office
- Tim Moore, Chief Deputy, Corrections Division, Sheriff's Office
- Garr Nielsen, Captain, Sheriff's Office
- Charles Wilhoit and Don Washburn, Citizen Representatives

It is the intent to utilize the appropriate staff of Central Services and the Sheriff's Office on an as needed basis.

**SCOPE OF WORK:**

The Task Force will analyze staffing, service levels and costs of the following components of internal services and services delivered by the Sheriff's Office:

- Fleet Services – The services and costs to be analyzed will include but are not limited to preventive maintenance, vehicle washing, specialty shop services, vehicle accident administration, maintaining fueling stations, vehicle purchase and applicable overhead.
- Electronics - The services and costs to be analyzed will include but are not limited to the installation and maintenance of the county's detention facilities' electronic equipment, two-way radio equipment, intercoms, other electronic equipment and applicable overhead.
- Central Stores/Warehouse – The services and costs to be analyzed will include but are not limited to the management of ordering, warehousing, and delivery of supplies and other products.
- Distribution Services/Records - The services and costs to be analyzed will include but are not limited to the management of mail delivery and records management.
- Human Resources - The services and costs to be analyzed will include but are not limited to personnel administration, payroll etc.
- Risk Management - The services and costs to be analyzed will include but are not limited to Workers' Compensation claims and administration, property and liability insurance claims and administration and cost of County attorney office.
- Financial Operations - The services and costs to be analyzed will include but are not limited to accounts payable, accounts receivable, SAP usage, procurement and contracting etc.
- Facilities - The services and costs to be analyzed will include but are not limited to facilities and property management, asset preservation, debt costs etc.
- Information Technology - The services and costs to be analyzed will include but are not limited to telephones, personal computer replacement, IT applications licensing and maintenance, LANs, email etc.

**MEETINGS AND TIMELINE:**

Task force will meet once per month in July, August and September and twice per month in October, November and December. Meeting dates and times will be agreed upon at the first meeting in July.