



**Multnomah County Oregon**

## **Board of Commissioners & Agenda**

*connecting citizens with information and services*

### **BOARD OF COMMISSIONERS**

**Diane Linn, 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  
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Phone: (503) 988-5220 FAX (503) 988-5440

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

**Serena Cruz, Commission Dist. 2**

501 SE Hawthorne Boulevard, Suite 600  
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**Lonnie Roberts, Commission Dist. 4**

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**MAY 18 & 20, 2004**

### **BOARD MEETINGS**

#### **FASTLOOK AGENDA ITEMS OF INTEREST**

Pg 2	9:00 a.m. and 1:30 p.m. Tuesday Budget Work Sessions
Pg 3	9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters
Pg 3	9:30 a.m. Thursday Public Hearing on the 2004-2005 Mt. Hood Cable Regulatory Commission Budget
Pg 3	9:45 a.m. Thursday Resolution Authorizing Issuance and Sale of Short-Term Promissory Notes
Pg 4	10:10 a.m. Thursday Discussion on Health Department Clara Vista La Clinica and Rockwood Service Delivery Proposals
Pg 4	11:00 a.m. Thursday Executive Session

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

Friday, 11:00 PM, Channel 30

Saturday, 10:00 AM, Channel 30

Sunday, 11:00 AM, Channel 30

Produced through Multnomah Community Television

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

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

Tuesday, May 18, 2004 - 9:00 AM - 12:00 PM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **BUDGET WORK SESSION**

WS-1 Multnomah County 2004-2005 Budget Work Session. This meeting is open to the public however no public testimony will be taken. Budget issues for discussion in this session are as follows:

- Department of Community Justice
  - Multnomah County Sheriff's Office
  - District Attorney's Office
- 

Tuesday, May 18, 2004 - 1:30 PM - 5:00 PM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **BUDGET WORK SESSION**

WS-2 Multnomah County 2004-2005 Budget Work Session. This meeting is open to the public however no public testimony will be taken. Budget issues for discussion in this session are as follows:

- Department of Library Services
  - Business Services
  - Community Services
  - Finance
- 

Thursday, May 20, 2004 - 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 Reappointment of Sy Kornbrodt to a Second Term on the CITIZEN INVOLVEMENT COMMITTEE

## **DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

- C-2 RESOLUTION Authorizing Execution of Deed D041937 for Repurchase of Tax Foreclosed Property to the Former Owner, the Estate of Joseph E. Monaco

## **SHERIFF'S OFFICE**

- C-3 Budget Modification 04\_MCSO\_01 Appropriating \$9,170 Federal Bureau of Justice Local Law Enforcement Block Grant Funds to Assist in Sheriff's Office Overtime Spent to Book Offenders into the Justice Center
- C-4 Budget Modification 04\_MCSO\_06 Appropriating \$54,605 Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program Grant Funds for the Purchase of Portable Radios for the Sheriff's Office Reserves Unit

## **REGULAR AGENDA - 9:30 AM**

## **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.

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

- R-1 Public Hearing and RESOLUTION Adopting the 2004-2005 Mt. Hood Cable Regulatory Commission Budget
- R-2 RESOLUTION Calling an Election and Approving Ballot Title and Explanatory Statement on Columbia River People's Utility District Annexation

## **DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 9:45 AM**

- R-3 RESOLUTION Authorizing Issuance and Sale of Short-Term Promissory Notes, (Tax and Revenue Anticipation Notes), Series 2004 in the Amount of \$20,000,000
- R-4 RESOLUTION Adopting Multnomah County Investment Policy for Fiscal Year 2003-2004

### **DEPARTMENT OF COMMUNITY JUSTICE - 9:55 AM**

- R-5 Budget Modification 04\_DCJ\_BCC\_11 Adding \$15,755 in Court Appointed Special Advocates Volunteer Program Revenue to the Department of Community Justice Federal/State Budget
- R-6 Budget Modification 04\_DCJ\_BCC\_12 Adding \$54,147 in Carryover Funds from Fiscal Year 2003 for the Robert Wood Johnson Foundation Embrace Grant to the Department of Community Justice Federal/State Budget
- R-7 Budget Modification 04\_DCJ\_BCC\_14 Increasing Revenue for the Going Home Grant in the Amount of \$25,000 for Fiscal Year 2004

### **DEPARTMENT OF COUNTY HUMAN SERVICES - 10:05 AM**

- R-8 NOTICE OF INTENT to Submit a Grant Application to the US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration

### **DEPARTMENT OF HEALTH - 10:10 AM**

- R-9 Board Discussion on Health Department Clara Vista La Clinica and Rockwood Service Delivery Proposals. Presented by Carol Ford, Health Department Deputy Director; Vanetta Abdellatif, Integrated Clinical Services Director, Dave Houghton Community Health Services Director, and Consuelo Saragoza Community Health Programs Director. 45 MINUTES REQUESTED.

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Thursday, May 20, 2004 - 11:00 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(1)(h). 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. No Final Decision will be made in the Executive Session. Presented by Agnes Sowle. 30 MINUTES REQUESTED.

## AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** C-1

**Est. Start Time:** 9:30 AM

**Date Submitted:** 05/08/04

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**Requested Date:** 5/20/2004

**Time Requested:** Consent Agenda

**Department:** Non-Departmental

**Division:** Chair's Office

**Contact/s:** Chair Diane Linn, Delma Farrell

**Phone:** 503/988-3953

**Ext.:** 83953

**I/O Address:** 503/600

**Presenters:** N/A

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**Agenda Title:** Reappointment of Sy Kornbrodt to a second term on the Citizen Involvement Committee.

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

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1. **What action are you requesting from the Board? What is the department/agency recommendation?** Recommend reappointment of Sy Kornbrodt to a second term on the Citizen Involvement Committee.
  2. **Please provide sufficient background information for the Board and the public to understand this issue.** The Citizen Involvement Committee (CIC) informs residents of their opportunities and rights in the decision making process of all branches of County government. The CIC creates meaningful citizen involvement opportunities and integrates citizens into the decision making process. 15 volunteer members make up the CIC: 12 from specific commission districts and 3 recommended from County Boards and/or civic groups (at large). Nominees are passed forward by the Citizen Involvement Committee and appointed to 3-year terms by the County Chair with approval of the Board of County Commissioners. Citizen Involvement Committee members have a 2-term limit.
  3. **Explain the fiscal impact (current year and ongoing).** No current year or ongoing fiscal impact.

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain:**

- ❖ What revenue is being changed and why?
- ❖ What budgets are increased/decreased?
- ❖ What do the changes accomplish?
- ❖ Do any personnel actions result from this budget modification? Explain.
  
- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

- ❖ Why was the expenditure not included in the annual budget process?
  
- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
  
- ❖ Has this request been made before? When? What was the outcome?

**If grant application/notice of intent, explain:**

- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. Explain any legal and/or policy issues involved. No legal and/or policy issues involved.
  
5. Explain any citizen and/or other government participation that has or will take place. N/A

**Required Signatures:**

**Department/Agency Director:**



**Date: 5/7/2004**

## AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** C-2

**Est. Start Time:** 9:30 AM

**Date Submitted:** 04/26/04

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**Requested Date:** May 20, 2004

**Time Requested:** Consent

**Department:** DBCS

**Division:** Tax Title

**Contact/s:** Gary Thomas

**Phone:** 503.988.3590

**Ext.:** 22591

**I/O Address:** 503/4/Tax Title

**Presenters:** Gary Thomas

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**Agenda Title:** Resolution Authorizing Approval to Allow Repurchase of a Tax Foreclosed Property to the Former Owner the Estate of Joseph E. Monaco

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

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**1. What action are you requesting from the Board? What is the department/agency recommendation?**

The Tax Title Section is requesting the Board to approve the repurchase of a tax foreclosed property to the former owner, The Estate of Joseph E. Monaco. The Department of Business & Community Services recommends that the repurchase be approved.

**2. Please provide sufficient background information for the Board and the public to understand this issue.**

The subject property (As shown in Exhibit A) was foreclosed on for delinquent property taxes and came into County ownership on September 23, 2003. A letter dated October 24, 2003 was sent to the former owner of record, The Estate of Joseph E. Monaco, providing the opportunity to repurchase the property. Tax Title was contacted on October 30<sup>th</sup>, 2003 by Real Estate Agent Bev Mayorga on behalf of Stella Weil the Personal Representative of the Estate of Joseph E. Monaco requesting to repurchase the

tax foreclosed property. On April 23, 2004 the former owner sent a payment to the Tax Title Section in the amount of \$26,647.03.

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

The Repurchase will allow for the full recovery of delinquent taxes, fees, and expenses. The sale will also reinstate the property on the tax roll (see Exhibit B).

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

Multnomah County Code Section 7.402 provides for 30 days notice to the former owner of record to repurchase a property foreclosed on for delinquent property taxes. The Estate of Joseph E. Monaco made contact with us within the 30 day time limit to notify Multnomah County of their intention to repurchase.

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

The purchaser gave Tax Title proof of payment in full to the City of Portland for outstanding liens.

**Required Signatures:**

**Department/Agency Director:**

*Robert A. Maestre*

**Date:** 04/26/04

**Budget Analyst**

**By:**

**Date:**

**Dept/Countywide HR**

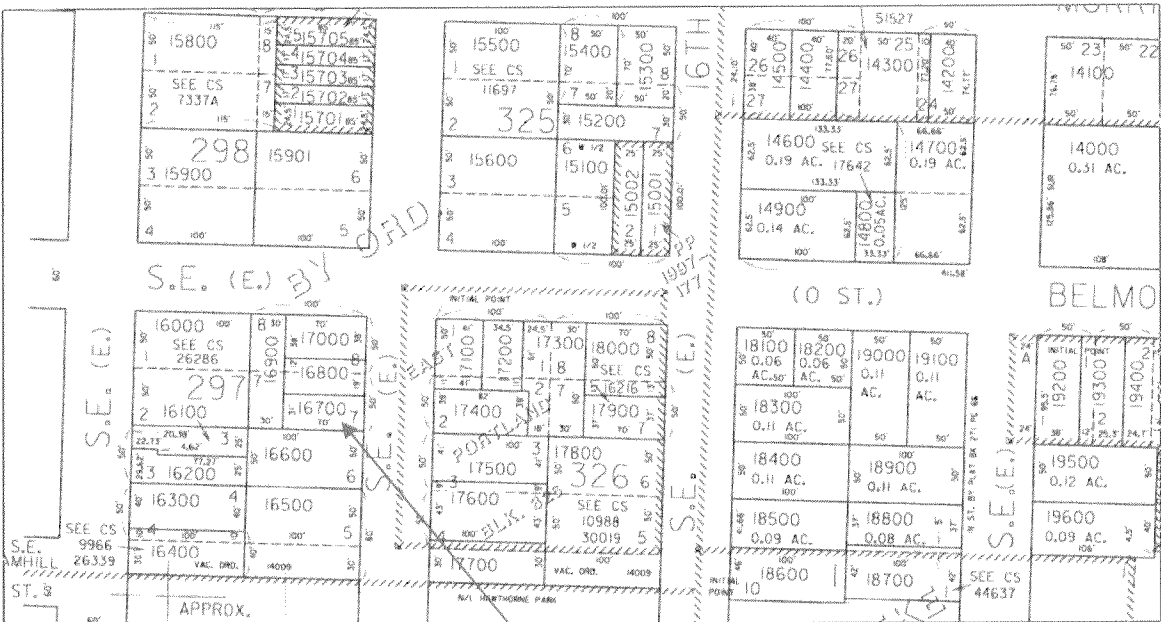
**By:**

**Date:**

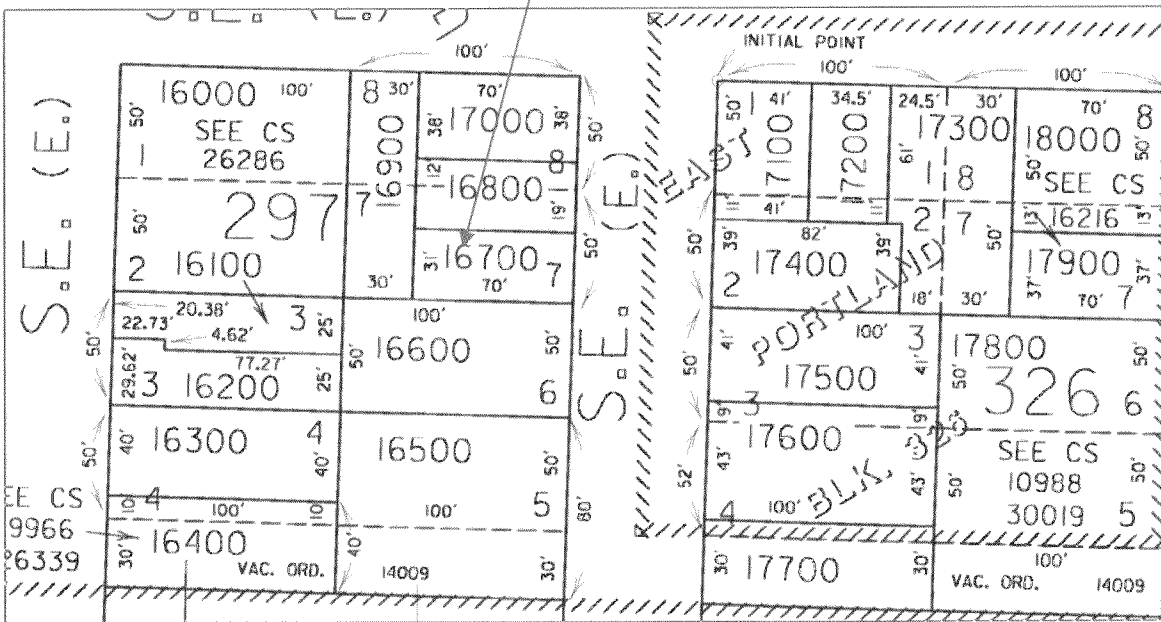


EXHIBIT "A"

R150628



Subject



R150628



**EXHIBIT B**

**PROPOSED PROPERTY LISTED FOR REPURCHASE  
FISCAL YEAR 2003-04**

**LEGAL DESCRIPTION:**

A tract of land in the Northeast One-Quarter of Section 2, Township 1 South, Range 1 East of the Willamette Meridian, Multnomah County, Oregon described as follows:

The South 31 feet of the East 70 feet of Lot 7, Block 297, of the plat East Portland.

PROPERTY ADDRESS:	919 SE 15 <sup>TH</sup> AVE
TAX ACCOUNT NUMBERS:	R150628
GREENSPACE DESIGNATION:	None
SIZE OF PARCEL:	2170 SF
ASSESSED VALUE:	\$197,720

<b>ITEMIZED EXPENSES FOR TOTAL PRICE OF REPURCHASE</b>
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BACK TAXES & INTEREST:	\$20,181.12
2003 TAXES	\$2719.39
ACCRUED INTEREST:	\$1,847.66
RECORDING FEE:	\$26.00
CITY LIENS: (Proof of Payment to City Required)	\$2860.74
MISC EXPENSES	\$1,863.00
MINIMUM PRICE REQUEST OF REPURCHASE	\$26,647.03

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. \_\_\_\_\_

Authorizing Execution of Deed D041937 for Repurchase of Tax Foreclosed Property to the Former Owner, THE ESTATE OF JOSEPH E. MONACO.

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

- a) Multnomah County acquired the real property hereinafter described through foreclosure of liens for delinquent property taxes, and THE ESTATE OF JOSEPH E. MONACO is the former owner of record.
- b) THE ESTATE OF JOSEPH E. MONACO has applied to the County to repurchase the property for \$26,647.03, which amount is not less than that required by ORS 275.180; and it is in the best interest of the County that the property be sold to the former owner.
- c) The Tax Title Section has received payment in the amount of \$26,647.03 from THE ESTATE OF JOSEPH E. MONACO.

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

- 1. The Chair is authorized to execute Deed D041937 as attached, conveying to the former owner the following described real property:

A tract of land in the Northeast One-Quarter of Section 2, Township 1 South, Range 1 East of the Willamette Meridian, Multnomah County, Oregon described as follows:

The South 31 feet of the East 70 feet of Lot 7, Block 297, of the plat East Portland.

ADOPTED this 20<sup>th</sup> day of May 2004.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_

Christopher D. Crean, Assistant County Attorney

Until a change is requested, all tax statements shall be sent to the following address:  
ESTATE OF JOSEPH E. MONACO  
C/O PERS REP STELLA WEIL  
1584 NE VILLAGE SQUIRE CT  
GRESHAM OR 97030

After recording, return to:  
MULTNOMAH COUNTY  
TAX TITLE 503/4

**Deed D041937**

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to THE ESTATE OF JOSEPH E. MONACO, Grantee, the following described real property:

A tract of land in the Northeast One-Quarter of Section 2, Township 1 South, Range 1  
East of the Willamette Meridian, Multnomah County, Oregon described as follows:

The South 31 feet of the East 70 feet of Lot 7, Block 297, of the plat East Portland.

The true and actual consideration paid for this transfer, stated in the terms of dollars is \$26,647.03.

**THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.**

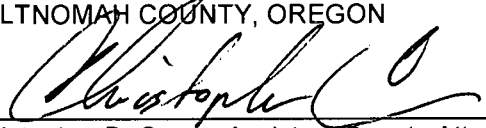
IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 20<sup>th</sup> day of May 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
MULTNOMAH COUNTY, OREGON

By   
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON                                 )  
  ) ss  
COUNTY OF MULTNOMAH                     )

Diane M. Linn, acknowledged this Deed before me this 20th day of May 2004, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

\_\_\_\_\_  
Deborah Lynn Bogstad,  
Notary Public for Oregon  
My Commission expires: 6/27/05

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 04-064**

Authorizing Execution of Deed D041937 for Repurchase of Tax Foreclosed Property to the Former Owner, THE ESTATE OF JOSEPH E. MONACO

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

- a) Multnomah County acquired the real property hereinafter described through foreclosure of liens for delinquent property taxes, and THE ESTATE OF JOSEPH E. MONACO is the former owner of record.
- b) THE ESTATE OF JOSEPH E. MONACO has applied to the County to repurchase the property for \$26,647.03, which amount is not less than that required by ORS 275.180; and it is in the best interest of the County that the property be sold to the former owner.
- c) The Tax Title Section has received payment in the amount of \$26,647.03 from THE ESTATE OF JOSEPH E. MONACO.

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

- 1. The Chair is authorized to execute Deed D041937 as attached, conveying to the former owner the following described real property:

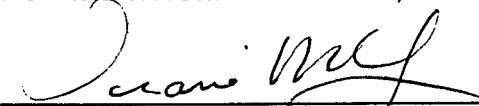
A tract of land in the Northeast One-Quarter of Section 2, Township 1 South, Range 1 East of the Willamette Meridian, Multnomah County, Oregon described as follows:

The South 31 feet of the East 70 feet of Lot 7, Block 297, of the plat East Portland.

ADOPTED this 20th day of May, 2004.

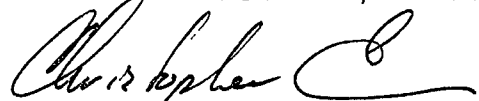


BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
\_\_\_\_\_  
Diane M. Linn, Chair

**REVIEWED:**

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
\_\_\_\_\_  
Christopher D. Crean, Assistant County Attorney

After recording, return to:  
MULTNOMAH COUNTY  
TAX TITLE 503/4

**Deed D041937**

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to THE ESTATE OF JOSEPH E. MONACO, Grantee, the following described real property:

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The true and actual consideration paid for this transfer, stated in the terms of dollars is \$26,647.03.

**THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.**

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 20th day of May 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**Diane M. Linn, Chair**

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
MULTNOMAH COUNTY, OREGON

By Christopher D. Crean  
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON )  
 ) ss  
COUNTY OF MULTNOMAH )

Diane M. Linn, acknowledged this Deed before me this 20th day of May 2004, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

Deborah Lynn Bogstad,  
Notary Public for Oregon  
My Commission expires: 6/27/05

Until a change is requested, all tax statements shall be sent to the following address:

ESTATE OF JOSEPH E. MONACO  
C/O PERS REP STELLA WEIL  
1584 NE VILLAGE SQUIRE CT  
GRESHAM OR 97030

After recording, return to:  
MULTNOMAH COUNTY  
TAX TITLE 503/4

**Deed D041937**

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to THE ESTATE OF JOSEPH E. MONACO, Grantee, the following described real property:

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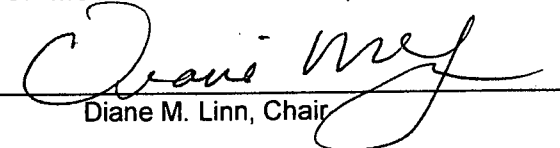
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IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of Commissioners the 20th day of May 2004, by authority of a Resolution of the Board of County Commissioners heretofore entered of record.

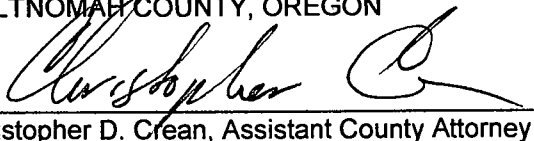


BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Diane M. Linn, Chair


REVIEWED:

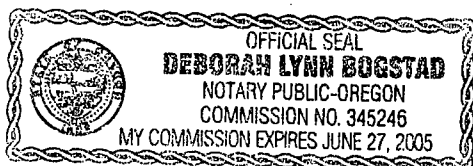
AGNES SOWLE, COUNTY ATTORNEY  
MULTNOMAH COUNTY, OREGON

By   
Christopher D. Crean, Assistant County Attorney

STATE OF OREGON )  
 ) ss  
COUNTY OF MULTNOMAH )

Diane M. Linn, acknowledged this Deed before me this 20th day of May 2004, to me personally known, as Chair of the Multnomah County Board of Commissioners, on behalf of the County by authority of the Multnomah County Board of Commissioners.

  
Deborah Lynn Bogstad,  
Notary Public for Oregon  
My Commission expires: 6/27/05





## AGENDA PLACEMENT REQUEST

BUD MOD #: 04\_MCSO\_01

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-3 DATE 05-20-04  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only:

Meeting Date: May 20, 2004  
Agenda Item #: C-3  
Est. Start Time: 9:30 AM  
Date Submitted: 05/10/04

Requested Date: May 20, 2004

Time Requested: N/A

Department: Sheriff's Office

Division: Law Enforcement

Contact/s: Angela Burdine, Budget Manager

Phone: 503 988-4455

Ext.: 84455

I/O Address: 503/350

Presenters: Angela Burdine

Agenda Title: Approval of Federal Bureau of Justice Local Law Enforcement Block Grant.

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

**1. What action are you requesting from the Board? What is the department/agency recommendation?**

The Sheriff's Office is requesting approval of Budget Modification 04\_MCSO\_BCC\_01 to recognize \$9,170 awarded thru a grant from the Federal Bureau of Justice Local Law Enforcement Block Grant to the Sheriff's Office to assist in the purchase of a new vehicle for the River Patrol Unit and overtime spent to book offenders into the Justice Center.

**2. Please provide sufficient background information for the Board and the public to understand this issue.**

In 1996, Congress passed the Local Law Enforcement Block Grants Act (H.R. 728). Each year since, Congress has appropriated funds for projects and purchases used for the reduction of crime and the improvement of public safety. This 2-year grant was awarded by the Federal Bureau of Justice Local Law Enforcement Block Grant to the Sheriff's Office on 07/19/02 in the amount of \$126,618.63. The revenue is to be used for the purchase of a vehicle for the River Patrol Unit and overtime costs to book offenders into the Justice Center. All of this grant was used in Fiscal Year 2003 except for the remaining \$9,170 to be used this fiscal year for the purposes stated.

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

This will increase the Enforcement Division's revenue by \$9,170 in the Federal/State Fund. The Grant also covers the Central Indirect for administration of the funds.

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?** This is a remaining grant award of \$9,170 in the Federal/State Fund.
- ❖ **What budgets are increased/decreased?** The Enforcement Division will increase their Federal/State budget by \$9,170. Contingency is also increased by \$197 for Central Indirect costs.
- ❖ **What do the changes accomplish?** The budgetary changes recognize the remaining grant amount of \$9,170 awarded by the Federal Bureau of Justice Local Law Enforcement Block Grant.
- ❖ **Do any personnel actions result from this budget modification? Explain.**  
No
- ❖ **Is the revenue one-time-only in nature?** Yes but renewable.
- ❖ **If a grant, what period does the grant cover?** Fiscal Year 2004
- ❖ **When the grant expires, what are funding plans?** This is a FY 2003-2005 Block Grant which has been awarded to the Sheriff's Office. Also, the grant is not being used to support ongoing operations.

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

❖ How will the county indirect and departmental overhead costs be covered?

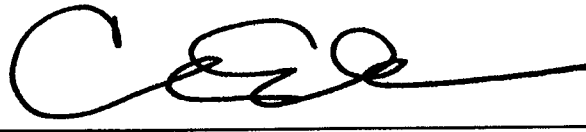
4. Explain any legal and/or policy issues involved.  
None at this time.
5. Explain any citizen and/or other government participation that has or will take place.

**Required Signatures:**



Department/Agency Director: \_\_\_\_\_ Date: 05/07/04

Budget Analyst

By:  \_\_\_\_\_

Date: 05/10/04

Dept/Countywide HR

By: \_\_\_\_\_

Date:

## BUDGET MODIFICATION: # 04\_MCSO\_01

## EXPENDITURES &amp; REVENUES

This bud mod allocates remaining funds for FY 02-04 LLEBG Grant

Budget Fiscal Year: 03/04

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	60-50	1505			SOENF.RPV	50170	0	(9,170)	(9,170)		Fed Revenue
2	60-50	1505			SOENF.RPV	60110	0	6,390	6,390		Overtime
3	60-50	1505			SOENF.RPV	60130	0	1,816	1,816		Salary related Expenses
4	60-50	1505			SOENF.RPV	60140	0	767	767		Insurance
5	60-50	1505			SOENF.RPV	60350	0	197	197		Central Indirect 2.2%
6											
7											
8	70-01	3500		705210		50316		(767)	(767)		Increase Insurance Revenue
9	70-01	3500		705210		60330		767	767		Increase Offsetting Exp
10											
11	19	1000		9500001000		50310		(192)	(192)		Indirect Revenue
12	19	1000		9500001000		60470		192	192		Contingency
13											
14											
15											
16								0			
17								0			
18								0			
19								0			
20								0			
21								0			
19								0			
									0	0	Total - Page 1
									0	0	GRAND TOTAL

# AGENDA PLACEMENT REQUEST

BUD MOD #: 04\_MCSO\_06

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-4 DATE 05-20-04  
DEBORAH L. BOGSTAD, BOARD CLERK

## Board Clerk Use Only:

Meeting Date: May 20, 2004  
Agenda Item #: C-4  
Est. Start Time: 9:30 AM  
Date Submitted: 05/10/04

Requested Date: May 20, 2004

Time Requested: N/A

Department: Sheriff's Office

Division: Law Enforcement

Contact/s: Angela Burdine, Budget Manager

Phone: 503 988-4455

Ext.: 84455

I/O Address: 503/350

Presenters: Angela Burdine

**Agenda Title: Approval of Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grant.**

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?**  
The Sheriff's Office is requesting approval of Budget Modification 04\_MCSO\_BCC\_06 to recognize \$54,605 awarded thru a grant from the Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program to the Sheriff's Office for the purchase of portable radios for the Sheriff's Office Reserves Unit.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.**  
This one-time-only grant is awarded by the Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program to the Sheriff's Office. The revenue will be used by the Sheriff's Office Reserve Unit to purchase 18 portable radios for use by the Reserve Unit's 44 volunteers. This communication equipment will improve safety for both the Reserve Volunteers and the law enforcement personnel they support.
- 3. Explain the fiscal impact (current year and ongoing).**

This will increase the Enforcement Division's revenue by \$54,605 in the Federal/State Fund. The Grant also covers the central indirect for administration of the funds.

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?** This is a one-time-only grant award of \$54,605 in the Federal/State Fund.
- ❖ **What budgets are increased/decreased?** The Enforcement Division will increase their Federal/State budget by \$54,605. Contingency is also increased by \$1,175 for Central Indirect costs.
- ❖ **What do the changes accomplish?** The budgetary changes recognize the one-time-only grant awarded by the Bureau of Justice Assistance.
- ❖ **Do any personnel actions result from this budget modification? Explain.**  
No
- ❖ **Is the revenue one-time-only in nature?** Yes
- ❖ **If a grant, what period does the grant cover?** Fiscal Year 2004
- ❖ **When the grant expires, what are funding plans?** This is one-time-only funding source used to buy equipment. The grant is not being used to support ongoing operations.

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

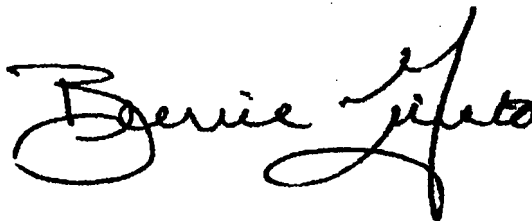
- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**


4. Explain any legal and/or policy issues involved.  
None at this time.
5. Explain any citizen and/or other government participation that has or will take place.  
N/A

**Required Signatures:**



Department/Agency Director: \_\_\_\_\_ Date: 05/07/04

Budget Analyst

By:  \_\_\_\_\_

Date: 05/10/04

Dept/Countywide HR

By: \_\_\_\_\_

Date:

**EXPENDITURES & REVENUES**

This bud mod allocates money for Reserve Unit Radios

Budget Fiscal Year: 03/04

Line No.	Fund Center	Fund Code	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Cost Center	WBS Element						
1	60-50	1505			SOENF.PRG	50170	0	(54,605.00)	(54,605.00)		IG-OP-Direct Fed
2	60-50	1505			SOENF.PRG	60240	0	53,430.00	53,430.00		Supplies
3	60-50	1505			SOENF.PRG	60350	0	1,175.00	1,175.00		Central Indirect (2.2%)
4											
5								0			
6	19	1000		9500001000		50310	0	(1,175.00)	(1,175.00)		Indirect Revenue
7	19	1000		9500001000		60470	0	1,175.00	1,175.00		Contingency
8								0			
9								0			
10								0			
11								0			
12								0			
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19								0			
									0	0	Total - Page 1
									0	0	GRAND TOTAL



**MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP**

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Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 5/20/04  
SUBJECT: MONTAVILLA LIBRARY / STOP THE BID SALE

AGENDA NUMBER OR TOPIC: Public Comment

FOR: ☒ AGAINST: ☐ THE ABOVE AGENDA ITEM

NAME: SANDRA MCDANIEL

ADDRESS: 1435 NE 73<sup>rd</sup>

CITY/STATE/ZIP: PORTLAND

PHONE: DAYS: 503-257-3346 EVES: SAME

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

SPECIFIC ISSUE: \_\_\_\_\_

WRITTEN TESTIMONY: \_\_\_\_\_

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

## **Testimony Sandra McDaniel**

Thank you, Chairwoman and Commissioners.

My term as the President of the Montavilla Neighborhood Association just started this month. I served for several years as the Land Use Chair.

Today, I am here as a 20 year Montavilla resident. I am also a wife, mother, and grandmother, and a voter. I help raise my two grandsons, who also live in Montavilla.

The Montavilla Library is more than a building with walls, furniture and books. The Montavilla Library is a community center where people of all ages, races, and economic levels come together for wholesome purposes.

The Montavilla Library exists as a result of grass roots efforts. This Library belongs to our neighborhood.

When people become familiar faces to each other that familiarity breaks down isolation and prevents crime. People who know each other look out for each other. Montavilla Library is the best and cheapest crime prevention tool that the City, the County, and our neighborhood can provide.

Senior citizens, unemployed workers, stay-at-home parents, latch key kids, and toddlers learn about each other as they share their library experiences. They become neighbors rather than strangers. The Library is a community center.

**Stop the bid process and sale of the Montavilla Library site.**

The Library is the soul of the neighborhood and a source of pride. We created and sustained the Library for about 50 continuous years. When you take the Montavilla Library away, you deprive us of a symbol of our community values, and community unity. You deny us the resources we need to meet our basic needs.

**Montavilla earned its Library as a public / private partnership first in the 1930s. We demand that the County keep its original bargain with the neighborhood. As the Chair of the Montavilla Neighborhood Association, I have put this topic on our June agenda.**

Our neighborhood has rallied around the cause of preserving and restoring our legacy: a neighborhood library that is close enough for people to walk there or to

ride bikes. Wealthier neighborhoods have nannies, several cars, money for buses and cabs. That is not true of Montavilla.

My 8 year old grandson cannot ride his bike or walk alone across major intersections like 82, 102, and the 205 Freeway to go Midland Library. **That's too far and too dangerous! A street (like 122nd & Stark) is the wrong location for Montavilla's senior citizens and children.**

Senior citizens on fixed incomes can walk for free or catch a ride with a nearby neighbor to Montavilla Library.

When I distributed fliers to neighbors last weekend, we held the same conviction. The 1982 government was wrong to have changed the stipulation on the property.

Now your obligation is to correct a serious wrong and social injustice. Return the control of the Montavilla Library to the neighborhood. Otherwise, the conclusion is that you are stealing from the working class to pay for the wealthier economic classes, who can afford to buy books, travel to distant libraries. That is clearly unfair, because it increases Montavilla's disadvantages.

We demand equal treatment as our right. Other neighborhoods may want new libraries. We support their priority. Meanwhile, we insist on our right to resurrect what had been the Montavilla Branch Library for about 48 continuous years.

The second proposal is to set up a task force to define alternate funding sources for the Montavilla Library to continue our historic neighborhood investment in its Library as a private / public partnership.

**Instead of the Montavilla Library, sell another property where the transaction is simply about money and business. Sell a different property rather than break a 68 year old bargain with the citizens.**

If you treat the Montavilla Library as only a budgetary decision, you have betrayed the neighborhood, the Kiwanis Club of Montavilla, and the children of the Great Depression, my family and my grandchildren. Government is about the public trust. The voters and the neighborhood trust you to "do the right thing." **Save the Montavilla Library until it can be re-opened in its current location.**

Common knowledge and the records show that the land was donated for a designated purpose stipulated by the Kiwanis Club of Montavilla to build the Montavilla Library. The local school children from the old Montavilla and Vestal

Grade Schools raised money to fund the Montavilla library. The neighborhood donated books from the old Montavilla Reading Room to provide inventory.

When we requested a meeting with Lisa Naito's Office to negotiate around the property, we were refused twice. Our group included the neighbors, the Montavilla Neighborhood Association, Kiwanis Club of Montavilla, area schools, representatives from the PTA, and the founder of "Save Montavilla Library" a Buckman resident. I believe that to deny us equal access to government compared to special interests or wealthier communities shows a pattern of economic discrimination. Again, I ask you to "do the right thing" and restore the stipulation on the Montavilla Library site. **Now.**

**For about 20 years the neighborhood tolerated an interim use of the property while we waited for Montavilla Library's turn to have a bond measure to re-build the Montavilla Library. We waited. We waited longer. Then, one day the unilateral decision was made to sell the property out from under us. We are beyond angry. We are furious.**

Recently, I have listened to you tell the voters that you would "do better" at public involvement. Today is your chance to prove that you listen to the voters. Show that you care about children. Vote to "Save the Montavilla" neighborhood Library.

Please vote to "Save the Montavilla Library"; because that is what the public expects of you.

**Sandra McDaniel  
Chair, Montavilla Neighborhood Association**

**1434 N.E. 73rd Avenue  
Portland, Oregon 97213**

**503 - 257 - 3346**

# Save Montavilla Library

211 SE 80<sup>th</sup>

**Do something important today.** Make a difference! Call, fax, write or email.

-Lisa Naito Phone: 503-988-5217

Multnomah County Commission, 501 SE Hawthorne Blvd.  
Portland 97214

Fax: 503 - 988- 5262

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

The message for Lisa Naito & the Multnomah County Commissioners:

- Allow "Save the Montavilla Library" to raise money to restore the Montavilla Neighborhood Branch Library
- Respect that during the Great Depression school children sacrificed their pennies and nickels and that 60 years ago the Kiwanis Club of Montavilla donated the property for that particular Library in that specific space. Keep the public trust & honor the neighborhoods' needs & contributions.
- Demand an ordinance (a law) to stop the bids on the Montavilla Public Library site as surplus property
- Oral history and precedent (the library's existence) prove that the County has no political or moral right to sell the Library property, because that contradicts the donors' intent and the dire need for a neighborhood Montavilla Library
- Provide an income-generating tenant till the Library's ready to re-open again

**Do you want to tell the Chair & County Commission that Montavilla Library needs to be restored in person?** Show up on any Thursday, 9:30 a.m. (address above). Sooner is better. Spend 3 minutes to testify during the "Public Comment" segment of Multnomah County Board Meetings. (Call the Board Clerk 503-988-3277 to confirm the schedule or check the web [www.co.multnomah.or](http://www.co.multnomah.or)).

Questions on or additions to the history of the Montavilla Library, what you can do, how you can be effective: please call: Maureen Wright, 503 - 233 - 9383.

**Who cares, besides you?** The Montavilla and Mt. Tabor neighbors, people of all ages, races, and economic backgrounds throughout the County, City & State, Vestal Grade School, Madison & Marshall High Schools, the Kiwanis Club of Montavilla, and more.

--- More ---

## How to "Save the Montavilla Library! "

Contact every Commissioner once a week. Only stop when they are convinced that you are serious about "Saving Montavilla Library." When they know you care, they care and vote responsibly.

Lisa Naito	Phone: 503 - 988 - 5217	Fax: 503 - 988- 5262
Maria Rojo de Steffey	Phone: 503 - 988 - 5220	Fax: 503 - 988 - 5440
Serena Cruz	Phone: 503 - 988 - 5219	Fax: 503 - 988 - 5262
Lonnie Roberts	Phone: 503 - 988 - 5213	Fax: 503 - 988 - 5440
Diane Linn, Chair	Phone: 503- 988 - 3308	Fax: 503 - 988 - 3393

### Some useful facts:

The Montavilla Public Library's existence tells the story of generosity, community spirit and optimism. During the Great Depression, school children sacrificed their pennies and nickels to achieve a community goal. Sixty years ago, the Kiwanis Club of Montavilla donated the property. The reason: to create a Montavilla Library, a haven from the streets, an opportunity for betterment and a place to dream.

The children and the Kiwanis' contributions were a stipulated gift for the sole purposes of a Montavilla Library. Now, the County wants to sell the property as surplus. The donors and the neighborhood believe and the oral histories prove that the County has no political or moral right to sell the Library property. On the contrary, **the County's duty is to restore the Montavilla neighborhood branch library to its historic function in its current location.**

The donors and their heirs aren't asking for the property to be returned or acting out of greedy self-interest. If ever there was a group with pure, good and decent motives, all of us who want to "Save the Montavilla Library" qualify. **Assert the political obligation of elected officials to see beyond artificial boundaries and technicalities that hurt ordinary people and all Oregonians.**

### The Montavilla Public Library:

- Prepares our children for their futures & makes us all better informed citizens
- Improves neighborhood livability & breaks down barriers of social and economic isolation
- Prevents public health and safety problems like drug abuse, gang-violence, petty crimes and reckless sexual acting out by providing a constructive and wholesome alternative
- Fosters community without boundaries for people of all ages, races, income levels and educational levels, and disabilities
- Provides friendly comfort and warmth for the spirit and the mind
- Provides subscriptions, books and computers for people unable to afford to buy them or unable to go to distant libraries by foot, or on bikes, or by buses

2

MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP

Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 5/20/04

SUBJECT: Mountainla Community Library

AGENDA NUMBER OR TOPIC: Public Comment

FOR: ☒ AGAINST: ☐ THE ABOVE AGENDA ITEM REDD

NAME: Diane Redd Mt Tabor NA Pres

ADDRESS: 433 SE Gilham

CITY/STATE/ZIP: Portland OR 97215

PHONE: DAYS: 503 257 9488 EVES:

EMAIL: redd-wilson@juno.com FAX:

SPECIFIC ISSUE:

WRITTEN TESTIMONY:

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

3

MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP

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Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 5/20/04.

SUBJECT: Sell the Montavilla Library from being sold

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AGENDA NUMBER OR TOPIC: Public Comment

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Joanna Wilson

ADDRESS: 12857 SE STARK ST

CITY/STATE/ZIP: PORTLAND OR 97233

PHONE: \_\_\_\_\_ DAYS: 503-253-3845 EVES: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

SPECIFIC ISSUE: \_\_\_\_\_

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WRITTEN TESTIMONY: \_\_\_\_\_

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**IF YOU WISH TO ADDRESS THE BOARD:**

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4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

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2. Written testimony will be entered into the official record.



4

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP**

**Please complete this form and return to the Board Clerk**

**\*\*\*This form is a public record\*\*\***

MEETING DATE: 05-20-04

SUBJECT: Save the Montavilla Ext. bldg. - Return to needed  
Library

AGENDA NUMBER OR TOPIC: Public Comment

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Alta M. Gaylord

ADDRESS: 2235 S.E. 89th Ave

CITY/STATE/ZIP: Portland

PHONE: \_\_\_\_\_ DAYS: 503-774-6478 EVES: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

SPECIFIC ISSUE: \_\_\_\_\_

WRITTEN TESTIMONY: \_\_\_\_\_

**IF YOU WISH TO ADDRESS THE BOARD:**

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2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

#5.

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP**

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Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 5/20/04

SUBJECT: Montaville Library, 211 SE 80th

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AGENDA NUMBER OR TOPIC: \_\_\_\_\_

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: The Rev. Kurt Neilson

ADDRESS: SS Peter + Paul / 8147 SE Pine St.

CITY/STATE/ZIP: Portland OR 97215

PHONE: DAYS: 254.8168 EVES: 774.9701

EMAIL: Torabb2000@yahoo.com FAX: 253.2291

SPECIFIC ISSUE: as above

---

WRITTEN TESTIMONY: support for community

initiative - preserve 211 SE 80th

property for community purpose

---

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

#6

MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP

Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 5/20/04

SUBJECT: Montavilla Library

AGENDA NUMBER OR TOPIC: \_\_\_\_\_

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Barbara Allen

ADDRESS: 225 SE 80<sup>th</sup> Ave

CITY/STATE/ZIP: Portland OR 97215

PHONE: \_\_\_\_\_

DAYS: 503 230 1211

EVES: 503 880 9242

EMAIL: \_\_\_\_\_

FAX: \_\_\_\_\_

SPECIFIC ISSUE: To save Montavilla Library

WRITTEN TESTIMONY: copies available - see attached

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

Lisa M. Naglins  
Attorney at Law  
150 S.E. 80th Avenue  
Portland, OR 97215  
(503) 255-8036  
Fax (503) 257-7344

May 19, 2004

Ms. Lisa Naito  
Multnomah County Commission  
501 SE Hawthorne  
Portland, OR 97214

RE: Proposed sale of Montavilla Library - 211 SE 80th

Dear Commissioner Naito:

I recently learned of the proposed sale of my neighboring building, the former Montavilla Library, located at 211 SE 80th in Portland. I am now aware of the rich and honorable history of that building, and the sacrifices of yesteryear's children to make that library a reality.

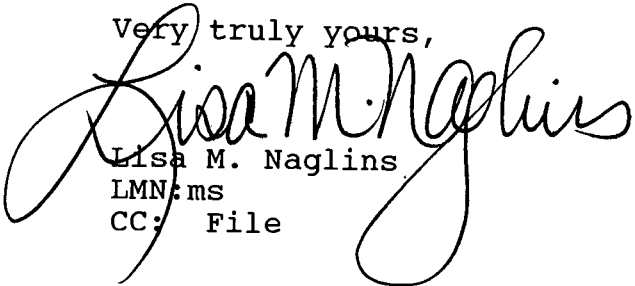
Given the need for a connection to our community's past, and, frankly, the need for a local library in the Montavilla neighborhood, I am requesting that you not allow the sale of the library building to the highest bidder, without regard for the history of the building and the potential future of the building.

Our neighborhood has been slighted enough in the past, while more monied, or more politically "correct" neighborhoods received the funds and attention of the County and City. It is time that just one reasonable favor be extended to our neighborhood and that our library building be saved for the future use of our residents and our children!

You are the representative for my district, and I hereby request that you act on MY BEHALF and direct that the Montavilla Library be restored and preserved for MY NEIGHBORHOOD'S FUTURE!

Thank you very much for your prompt attention to this matter.

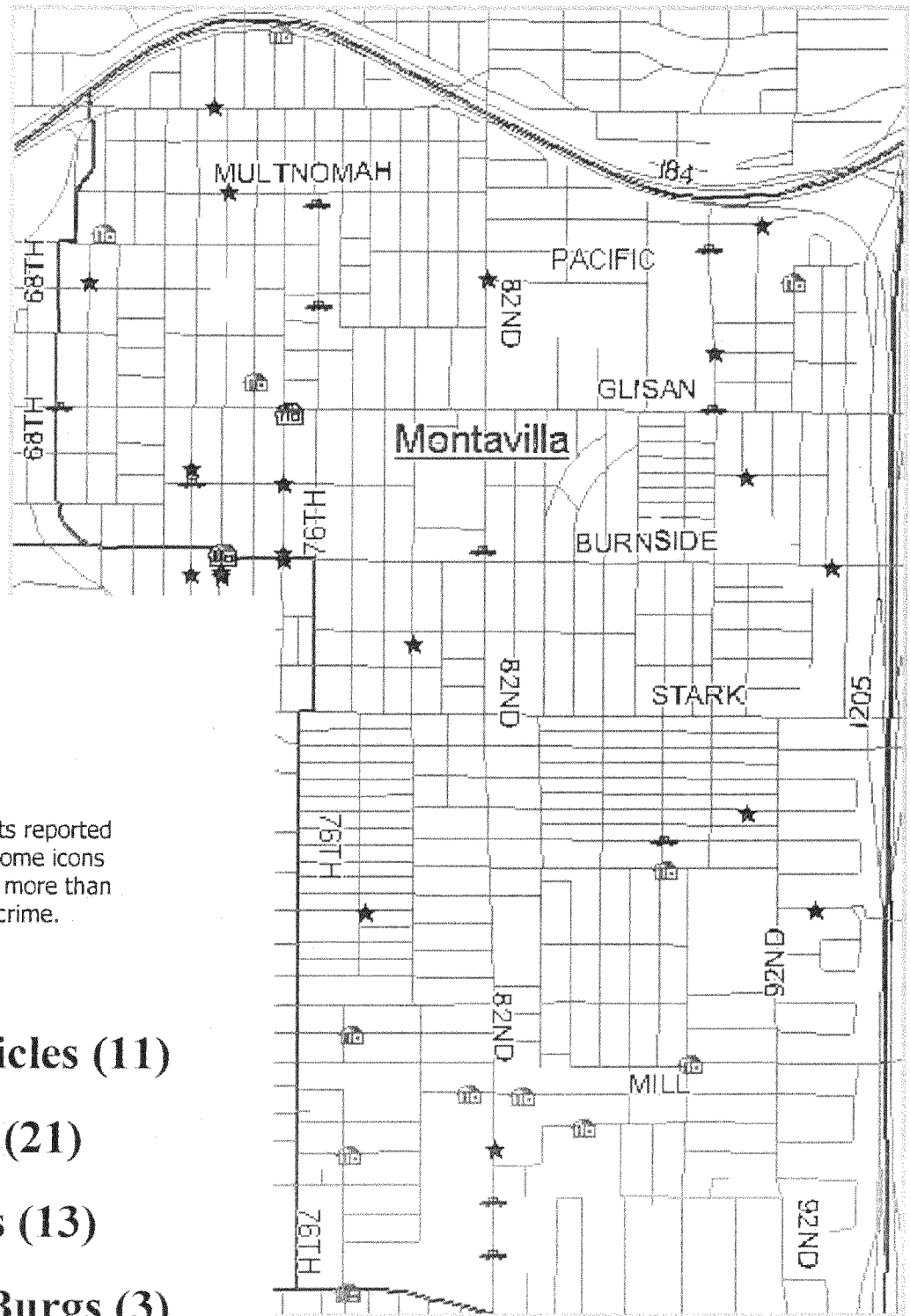
Very truly yours,



Lisa M. Naglins  
LMN:ms  
CC: File

# Montavilla Neighborhood

# March 2004



Note: This data reflects reported crimes only. Some icons may represent more than one incident of crime.

 = Stolen Vehicles (11)

★ = CarProwls (21)

 = Resd Burgs (13)

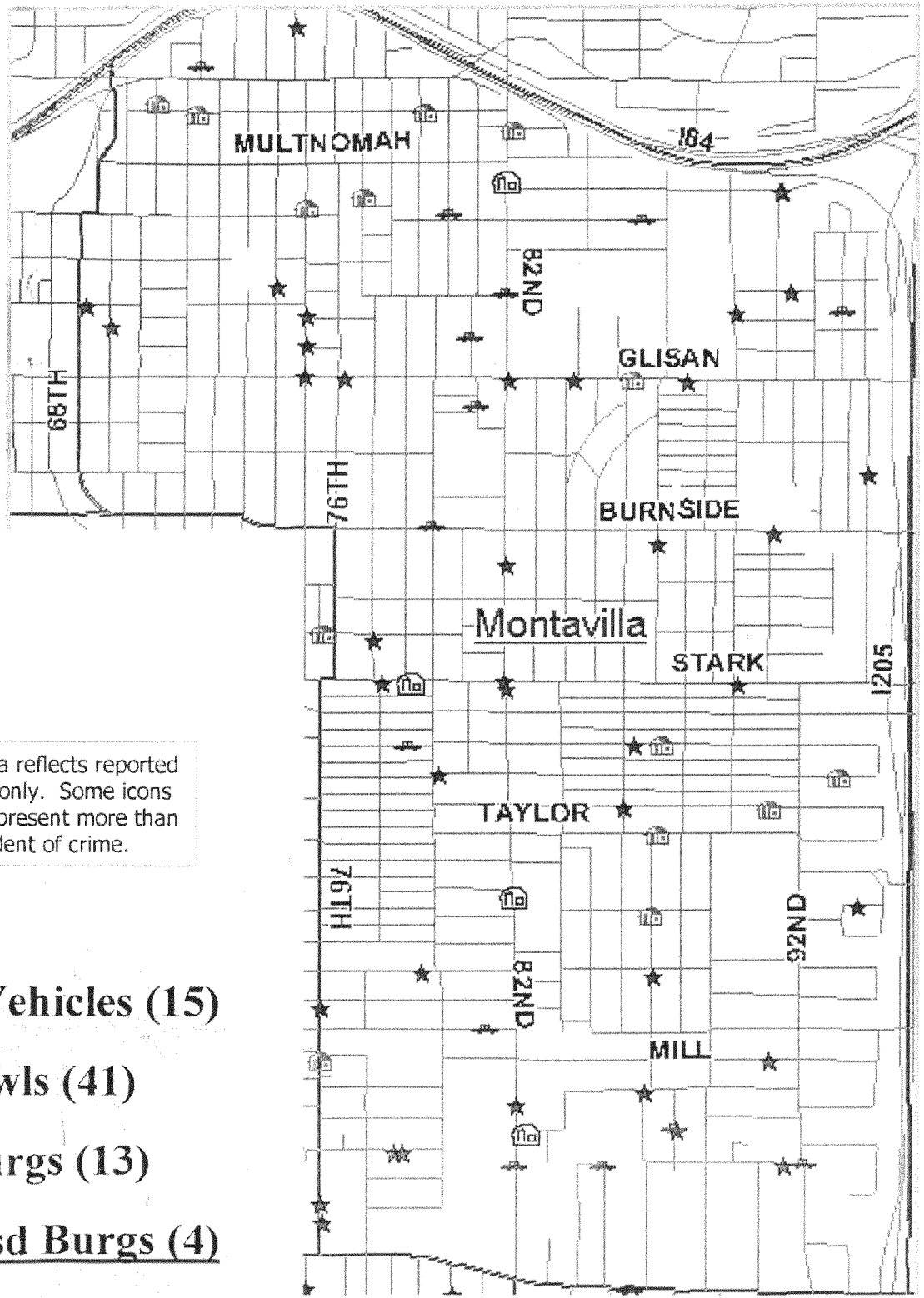
### Non-Resd Burgs (3)


 = *Business* = *Garage, Shed, etc.*


040704/DAD

# Montavilla Neighborhood

April 3 - May 3, 2004



 = Stolen Vehicles (15)

 = CarProwls (41)

 = Resd Burgs (13)

Non-Resd Burgs (4)

 = Business

 = Garage, Shed, etc.

050504/DAD

# 7.

MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP

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Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 5/20/04  
SUBJECT: Montivilla Library

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AGENDA NUMBER OR TOPIC: \_\_\_\_\_

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Maureen Wright

ADDRESS: 1505 SE Madison St

CITY/STATE/ZIP: Portland OR 97214

PHONE: \_\_\_\_\_ DAYS: 233 9383 EVES: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

SPECIFIC ISSUE: \_\_\_\_\_

WRITTEN TESTIMONY: To follow

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**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

## Testimony

Maureen Wright

### Save the Montavilla Library

Thursday, May 20, 2004

Thank you Madame Chairman and Multnomah County Commissioners for allowing me to speak.

Common knowledge is that during the Great Depression, in the 1930s, the Kiwanis Club of Montavilla donated Montavilla Branch Library the land for that specific property to be used for only a neighborhood library. Children from Montavilla and Vestal Grade School donated their pennies and nickels to raise money to open the library. The Montavilla Reading Room donated its entire collection (formerly housed in a "rented storefront" according to the **1934-35 Report of the Librarian, Seventy-Second Annual Report**) to build the new neighborhood library's inventory of books.

Today, I ask for your vote on a draft Ordinance to "Save Montavilla Branch Library."

I am a resident of Buckman Neighborhood. First, I urge my Commissioner Maria Rojo de Steffey to join Commissioner Naito as a chief sponsor of this ordinance "Save the Montavilla Library." Second, I ask your unanimous adoption of this proposed law and its key elements once they have been made final.

When the Montavilla neighbors told me that that the Multnomah County government's attitude seemed to be "too late, too bad, go away" regarding the Montivalla Branch Library, I took constructive steps.

I organized a core of concerned citizens. Twice, I suggested a meeting with the Commissioner or her staff at any time convenient to her Office with that core group. The group was to include officers of the Montavilla Neighborhood Association, nearby neighbors, the Kiwanis Club of Montavilla, business owners, area churches and grade and high schools, and me.

Twice, I asked. Twice, I was told that Commissioner Naito refused to discuss why the sale of the Montavilla Branch Library was wrong and why the original land-donors the Kiwanis objected.

Ironically, at exactly the time, you told the voters that you valued public involvement: the Commissioner refused public involvement.

Exhibits:

Draft Ordinance

Chronology & Facts about the Montavilla Library



## **Exhibits**

### **Save the Montavilla Library**

**Draft Ordinance** - 2 pages

**Chronology & Facts** about the Montavilla Branch  
Library's history & current status – 1 page

**Type: Resolution, Order Proclamation**

Requested of Commissioners Lisa Naito and Maria Rojo de Steffey, Multnomah County Commissioner as chief sponsors to be co-sponsored by Chair Diane Linn, Commissioners, Serena Cruz, and Lonnie Roberts requested by Save the Montavilla Library with a request to set a time and date certain for public hearings (identified by the Montavilla Neighborhood Association) and a vote by the Multnomah County Commission to approve the contents of the Final Draft Ordinance.

**Title: Declaring an emergency to:**

1. Stop the sale of the Montavilla Branch Library, 211 S.E. 82nd Avenue, Portland, Oregon before June 1, 2004 and return the property to its original intent;
2. Restore the 1934 deed restriction that this property only be used for a Montavilla Neighborhood Library at its current site. This action is necessary because the government removed that stipulation in 1982 as a violation of its bargain with the original library-donors and Montavilla residents;
3. Establish a 12 month task force composed of the founder of "Save the Montavilla Library," representatives from the original property donor the Kiwanis Club of Montavilla, the Montavilla Neighborhood Association, area churches, businesses, neighbors, schools, senior citizens, youth advocates, and other effected community members. Their mission is to develop a plan and schedule for a private / public partnership to re-open the Montavilla Library in its historic location.
4. Recognize the common knowledge and heritage of Montavilla residents and their descendents. During the Great Depression, the Kiwanis Club of Montavilla donated the land for the Montavilla Branch Library. The children of Montavilla and Vestal Grade Schools gave their nickels and pennies to finance their neighborhood library. According to the **1934-35 Report of the Librarian, Seventy-Second Annual Report**, the Montavilla Neighborhood donated the contents of the Montavilla Reading Room

(formerly housed in a "rented storefront") to build the Branch's inventory of books. The original building was built by the federally-funded Works Progress Administration (WPA).

5. Apologize by the action of an unanimous vote on this Ordinance to the Montavilla community, and the Kiwanis Club of Montavilla for the County Commission's disrespect of their public involvement and donations. (The Kiwanis donated the land for the library.)
6. Respond affirmatively to the Montavilla Neighborhood's offer to build a combined public private / partnership to finance and re-open the Montavilla Branch Library. Multnomah County agrees to maintain the overhead costs (averaging less than \$70 a month for utilities since the building's vacancy in November 2003) and grounds' keeping services.

As their private contribution, citizens will provide grant-writing, constituent contact, and other expert and professional services to raise money. Meanwhile, the Montavilla children of the 21st century can follow the historical traditions of their counter-parts from the 1930s Great Depression Era to raise money for the Montavilla Branch Library.

7. Incorporate the spirit and language of the Motion in support of "Save the Montavilla Library" approved Wednesday, May 19, 2004 by the Mount Tabor Neighborhood Association with an unanimous vote.
8. Expect house-keeping amendments and another Ordinance when the Montavilla Neighborhood Association meets in June 2004 on the subject of how the neighborhood will "Save the Montavilla Library"

Ordinance drafted by:

Maureen Wright

Resident, Buckman Neighborhood  
Founder, "Save the Montavilla Library"  
Native, born & raised in Montavilla Neighborhood

## Chronology

**1930s:** Common knowledge is that during the Great Depression, the Kiwanis Club of Montavilla donated the land with the deed restriction for that specific property to be used for only as a neighborhood library; children from Montavilla and Vestal Grade School donated their pennies and nickels to raise money to open the library; the Montavilla Reading Room donated its entire collection (formerly housed in a "rented storefront" according to the **1934-35 Report of the Librarian, Seventy-Second Annual Report**) to build the new neighborhood library's inventory of books

**1934:** Opened as a as a single story Montavilla Branch Library

**1982:** The County removed the deed restriction with an emergency ordinance (which meant that the change took immediate effect and implies that the public participation was inhibited or prevented). Ordinarily, non-emergency ordinances have 90 days before the change takes effect.

**1980s:** Second floor was added to achieve 9250 square feet. The property was occupied by various governmental agencies until approximately 18 months ago. The wiring was up-graded for computers and internet connectivity.

**Now:** The average monthly operating cost for the building's utilities since November 2003 to the present is \$68 a month. There are no property taxes. Grounds' keeping is performed by County employees and is the only on-going maintenance cost at present.

**Zoning:** The zoning is R-1 medium density multi-family dwellings.

**Nearby Neighbors:** The nearest neighbors are single-family dwellings occupied by owners, a multi-family dwelling occupied by renters, and small businesses, such as medical, dental and law offices. Immediately across the street is the Montavilla United Methodist Church, 232 SE 80th, (254-5529) with off-street parking and possibly a childcare center.

**Common knowledge:** The common belief was that the designated purpose and stipulation on the Montavilla Branch Library site and its history of private contributions meant one day the Library would be restored because of the original deal struck by the community with the Library Association. That belief was held by retired employees of the Multnomah County Library System within Montavilla, their families, local business owners, donors such as the Kiwanis Club of Montavilla, contributors to the Montavilla Library collection, such as the children of the Great Depression who gave their pennies and nickels, Montavilla Reading Room affiliates. Some of the old-timers survive and remember. The younger generations rely on the oral history that has been confirmed in part by documentary evidence discovered within less than five business days.

#8

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 05.20.04

SUBJECT: Montavilla library

AGENDA NUMBER OR TOPIC: Montavilla library

FOR: X AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Dan Haggerty

ADDRESS: 8 199 SE 80th Ave.

CITY/STATE/ZIP: Portland OR 97217

PHONE: \_\_\_\_\_ DAYS: 503-998-9511 EVES: Same

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

SPECIFIC ISSUE: \_\_\_\_\_

WRITTEN TESTIMONY: \_\_\_\_\_

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

Written Submission Only

MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP

Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 5-20-2004

SUBJECT: Possible Montavilla Public Library at  
SE 80<sup>th</sup> Ave.

AGENDA NUMBER OR TOPIC: non-agenda item

FOR: X AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Lisa Laurenceau (member of Montavilla Neighborhood  
Assn Board)

ADDRESS: 630 NE 81<sup>st</sup> Ave

CITY/STATE/ZIP: Portland OR

PHONE: \_\_\_\_\_ DAYS: 503-254-6138 EVES: same

EMAIL: lisa.laurens@intergate.com FAX: same

SPECIFIC ISSUE: \_\_\_\_\_

WRITTEN TESTIMONY: I have lived in Montavilla for  
17 years. Although ~~there~~ Montavilla is the largest neighborhood  
in SE Portland, there is no branch within the boundaries.  
Montavilla residents are told to go to Midland or Oregon  
Heights branches. I am usually a heavy user of the library.  
I would use it heavily, which I now don't if there was a closer branch.

**IF YOU WISH TO ADDRESS THE BOARD:** Please give us time to raise funds and  
1. Please complete this form and return to the Board Clerk. gain more community  
2. Address the County Commissioners from the presenter table microphones. Please support.  
limit your comments to **3 minutes**.  
3. State your name for the official record.  
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

Written Submission Only.

**MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
PUBLIC TESTIMONY SIGN-UP**

Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 5/20/04

SUBJECT: Montavilla Library Sale

AGENDA NUMBER OR TOPIC: \_\_\_\_\_

FOR: \_\_\_\_\_ AGAINST: ☒ THE ABOVE AGENDA ITEM

NAME: Melissa Roth

ADDRESS: 8046 SE Yamhill

CITY/STATE/ZIP: Portland OR 97215

PHONE: \_\_\_\_\_ DAYS: 503-251-1615 EVES: same

EMAIL: musemel@comcast.net FAX: \_\_\_\_\_

SPECIFIC ISSUE: Request to stop sale of Montavilla Library

WRITTEN TESTIMONY: See attached

**IF YOU WISH TO ADDRESS THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Address the County Commissioners from the presenter table microphones. Please limit your comments to **3 minutes**.
3. State your name for the official record.
4. If written documentation is presented, please furnish one copy to the Board Clerk.

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

1. Please complete this form and return to the Board Clerk.
2. Written testimony will be entered into the official record.

As a citizen of the Montavilla Neighborhood, I am testifying today to stop the sale of the Montavilla Library. I am fortunate to live in a diverse neighborhood, listed as one of five up and coming neighborhoods in the Portland Monthly magazine. I have lived in this neighborhood since I came to live in Portland in the summer of 2000. Like many other young couples with children, my husband and I bought a house in this neighborhood for many reasons. It is the largest of the 95 neighborhoods in the city of Portland with over 15,000 residents. I can walk to two neighborhood markets, a larger grocery store, several restaurants, three city parks, and three elementary schools all within 1/2 mile from my home. However, each week, I drive 2.5 miles to the nearest library to take my 14 month old son to Story Time.

This may not seem an excessive distance. And for a person with access to a car, it is quite reasonable. But it seems odd that a resident in the largest populated neighborhood in the city, and one of the biggest in size would have to cross a major freeway and several arterials in order to have access to the public library. If I relied on public transportation, I would need to walk 1/2 mile to catch the bus which comes closest to the library. Again, this is quite reasonable for an able bodied person. But take into account take those older members of our neighborhood and those with small children, the hassle of getting there might seem to outweigh the benefit. And then there are the many English Language Learners in our community, both adult and children, who need



access to our libraries, but may not realize this resource because of the distance.

Our library system is one of the best in the nation. As an educator, I am continually impressed with the Youth librarians' deep understanding of literacy skills and the curriculum used in story times and in the Toddler and Preschool "It in the Bag" curriculum. In our current school funding drought, the library's resources are key to preventing illiteracy in our community. They help children come prepared to learn at school, and expand that knowledge once in school. But that isn't happening for the majority of residents in my neighborhood, and you are responsible to them.

I find it disturbing that the county removed the deed of restriction to the property that could provide a neighborhood library. And I find it even more unsettling that's it being sold. I ask you to stop the sale of the property and consider the intent for which the land was purchased.

Respectfully Submitted,

Melissa Roth  
8046 SE Yamhill Street  
Portland, OR 97215

Chairman → Public Council

## A History of the Former Montavilla Library Building (211 SE 80<sup>th</sup>)

According to the 1934-35 Report of the Librarian, the Kiwanis Club of Montavilla, in looking for some improvement for their district to be funded with government money, thought of a library. There had been a branch in the Montavilla area for twenty years, but in a small rented store building. Working with Library Board member William L. Brewster, Kiwanis members successfully convinced the city to donate "a very desirable city lot for library purposes."

The library was built with the financial support of three sources of government funding: The Civil Works Administration, the State Emergency Relief Administration and the Works Progress Administration. Donations from the community also supported the construction of the new library, which opened in September 1935.

The failure of a 1981 library levy resulted in a reduction of hours at Central Library, the loss of a bookmobile and the closure of two branches, Montavilla and Lombard. The 1981/82 report of the Librarian states that "responsibility for the Montavilla building, owned by Multnomah County, was returned to the County." The January 19, 1982 Minutes of the Library Association of Portland Board state that the County Executive was to be apprised that the Montavilla building was available for County use, and that if the County were to sell the building within 10 years, the Library was to be reimbursed.

The building then housed the county-funded OSU extension service office until 2003, when this service was discontinued due to budget cuts. After the building was vacated by the extension service office, county facilities staff recommended that the property be sold. The Board of County Commissioners designated the property as surplus and approved the property for sale in October, 2003, over 20 years after the building was transferred from the Library to the County.

## Talking Points about a Possible Montavilla Library

Should a library branch ever reopen in Montavilla, it is unlikely that the current facility would be a feasible home for it, given current city requirements (for example ADA compliance, earthquake protection etc.)

The library current faces a budget shortfall that has created ongoing challenges to providing library services at the current level. Cuts to library hours are expected later in 2004. There are not enough operating funds to add more libraries at this time.

Two possible new branches (in the North Interstate Corridor and in Troutdale) were discussed during the levy campaign of 2002. Last year, The Board of County Commissioners voted to continue the planning process on these two branches, although a source for capital and operating expenses has not been identified.

Should any additional branches be added to the system, community expectations support that libraries in the North Interstate Corridor and in Troutdale would head the list of priorities.

Should these two proposed libraries be built and the Board of County Commissioners approve the opening of additional branches, the library would recommend possible sites based on an assessment of greatest need. Given the relatively small number of libraries in East County (east of 182<sup>nd</sup> Avenue) and the recent population boom in that area, this area would be a priority.

The Montavilla neighborhood is located near three library branches—Belmont, Holgate and Midland. Additional outreach programs such as Books2U and Early Childhood Resources also bring library services to the Montavilla area.

A cornerstone of the library's philosophy of service is that access to the library's resources be open to everyone, regardless of income. User fees are contradictory to this philosophy, and would prohibit Multnomah County Library from having any involvement in a possible Montavilla subscription library. The library is not interested in pursuing this funding model.

**BOGSTAD Deborah L**

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**From:** BOGSTAD Deborah L  
**Sent:** Wednesday, May 19, 2004 4:26 PM  
**To:** HUMMEL Penny  
**Subject:** Resolution 03-144

In response to your voice mail, Penny, on October 16, 2003, with all Commissioners' present for the regular Board meeting, the attached resolution declaring the former Montavilla Library property building surplus and authorizing sale of same was unanimously adopted. Here are the minutes for that agenda item:

**DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

R-1 RESOLUTION Declaring the Former Montavilla Library Property Building as Surplus Property, Authorizing Sale of the Building, and Authorizing County Chair to Approve the Terms of Sale and Execute Appropriate Documents to Complete the Sale

***COMMISSIONER NAITO MOVED AND COMMISSIONER ROJO SECONDED, APPROVAL OF R-1. DOUG BUTLER EXPLANATION AND RESPONSE TO A SUGGESTION OF COMMISSIONER NAITO REGARDING CHARITABLE LAND DONATIONS. IN RESPONSE TO A QUESTION OF COMMISSIONER ROJO, MR. BUTLER EXPLAINED THAT THE PROPERTY HAS BEEN UNDER COUNTY OWNERSHIP SO THE PROCEEDS OF THE SALE WILL GO INTO THE COUNTY RESERVES CAPITAL IMPROVEMENT FUND RATHER THAN THE LIBRARY FUND. RESOLUTION 03-144 UNANIMOUSLY ADOPTED.***

**Deb Bogstad, Board Clerk  
Multnomah County Commissioners  
501 SE Hawthorne Boulevard, Suite 600  
Portland, Oregon 97214-3587  
(503) 988-3277 phone  
(503) 988-3013 fax  
[deborah.l.bogstad@co.multnomah.or.us](mailto:deborah.l.bogstad@co.multnomah.or.us)  
<http://www.co.multnomah.or.us/cc/index.shtml>**

5/19/2004

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 03-144**

Declaring the Former Montavilla Library Property Building as Surplus Property, Authorizing Sale of the Building, and Authorizing County Chair to Approve the Terms of Sale and Execute Appropriate Documents to Complete the Sale

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

- a. The County owns the former Montavilla Library located at 211 SE 80<sup>th</sup> Avenue ("the property").
- b. The land was purchased in 1934 by the County from the City of Portland by a deed which restricted the use of the property to Public Library purposes. The County subsequently improved the property with a building which was used as a public library until 1981.
- c. In 1982, the City of Portland executed a quitclaim deed removing the deed restriction and the County subsequently leased the property to a series of non-profit and government organizations; the property has been leased to Oregon State University Extension Service ("OSU") since 1999.
- d. OSU and Multnomah County Facilities and Property Management have agreed to terminate the lease of the property and OSU will vacate the property on October 31, 2003.
- e. The property has not been used for County programs for over 5 years. The building on the property requires significant repair and upgrade for use by the County and is neither of sufficient size nor in a convenient location for use for County programs.

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

1. The former Montavilla Library building at 211 SE 80<sup>th</sup> Avenue is surplus property.
2. The Division of Facilities and Property Management shall obtain an independent appraisal of the property and offer the property for sale.
3. The County Chair is authorized to approve the sale price and other terms of the sale and to execute all appropriate documents necessary to close the sale.

4. All net proceeds derived from the above sale shall be deposited in reserves to the County Capital improvement Fund #2507 to be used for deferred maintenance on County owned properties.

ADOPTED this 16th day of October, 2003.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
John S. Thomas, Assistant County Attorney

## AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** UC-1

**Est. Start Time:** 9:30 AM

**Date Submitted:** 05/19/04

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**Requested Date:** May 20, 2004

**Time Requested:** 5 minutes

**Department:** Department of Community Justice

**Division:** Juvenile Services

**Contact/s:** Robb Freda-Cowie

**Phone:** 503 988-5820

**Ext.:** 85820

**I/O Address:** 503/250

**Presenters:** Wayne Scott

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**Agenda Title:** Notice of Intent to Apply for \$500,000 in Funding from the Substance Abuse and Mental Health Services Administration.

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

- 
1. **What action are you requesting from the Board? What is the department/agency recommendation?** The Department of Community Justice seeks Board approval to apply for \$500,000 in funding from the Substance Abuse and Mental Health Services Administration (SAMHSA) to expand treatment capacity for high-risk, Latino youth.
  2. **Please provide sufficient background information for the Board and the public to understand this issue.** We propose to expand our continuum of alcohol and drug and mental health treatment services for high-risk, Latino youth who are involved in the juvenile justice system. Due to cultural and language barriers, the alcohol and drug abuse and mental health treatment needs of these youth (and their families), are frequently unmet. As a result, they are at a disproportionate risk for treatment failure, out-of-home placement and incarceration. DCJ is in a unique position to meet these treatment needs as the only agency in Multnomah County that offers evidence-based services potentially funded by the grant: Multi-Systemic Therapy (MST) program, secure Residential

Alcohol and Drug (RAD) treatment and the Global Appraisal of Individual Needs (GAIN).

We will hire a bilingual (and if possible bicultural) staff person in the currently vacant MST position as planned and as proposed in the Chair's budget for 04-05. This position will be part of the Research and Evaluation protocol in the SAMHSA grant.

The SAMHSA grant will request the following services that significantly expands our capacity to serve Latino youth:

- 1 FTE bilingual, bicultural mental health consultant for the Youth Development Center to provide assessment, mental health, and alcohol and drug intervention to Latino youth.
- 1 FTE bilingual, bicultural mental health consultant and 1 FTE bilingual, bicultural youth care specialist (both Morrison Center) and 1 FTE bilingual, bicultural Juvenile Custody Services Specialists (JCSS) for the RAD program: increases the capacity of RAD by three beds and allows all of RAD to better serve Latino youth.
- 1 FTE bilingual, bicultural treatment foster care bed at Maple star attached to all programs (to be used in the same way MST currently uses 2 treatment foster care beds).
- 1 FTE research and evaluation specialist (required by SAMHSA and is a benefit to assess the impact of culturally specific services for the Latino community).
- Work with Chestnut Health Systems to create and norm a Spanish version of the GAIN (Multnomah County would be one of the first jurisdiction in the country to use the Spanish GAIN, helping to develop better culturally specific practices in the field of mental health and alcohol and drug evaluation).

This expansion would:

- Increase beds in our residential treatment program at the Donald E. Long Home by three beds (making the unit census 18);
- Increase short-term and respite therapeutic foster care options by one bed;
- Serve 12 MST families; and
- Serve 63 YDC youth.

Grant money would be used to fund in-house and contracted services.

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

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**



**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?** Substance Abuse and Mental Health Services Administration (TI 04-003: Grants to Expand Substance Abuse Treatment Capacity in Targeted Areas of Need).
- ❖ **Specify grant requirements and goals.** By providing culturally-specific treatment services, this grant is intended to fill an urgent service gap experienced by Latino families and to reduce the health and social costs of substance abuse and dependence to the public, and increase the safety of America's citizens by reducing substance abuse related crime and violence.
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?** The grant can be renewed for up to three years. Beyond the grant period, we expect that we will be able to support some bilingual counseling positions through third party sources. Behavior Rehabilitation Services, a stream of Medicaid administered by the Oregon Youth Authority, has committed to provide partial funding to the bilingual beds at RAD. As a fully participating provider in several Medicaid managed care plans, Juvenile Treatment Services has the capacity to seek Medicaid reimbursement for services for some eligible Latino clients. In the past two years, as the County has downsized significantly in response to poor economic climate, the County has chosen to preserve bilingual staff positions in the face of dramatic lay-offs in other job classifications. In keeping with this commitment to improved services to minorities, it would not be unlikely that the County would move funding from generic services to youth to fund more culturally-specific resources.
- ❖ **What are the estimated filing timelines?** The grant is due to SAMSHA on May 25<sup>th</sup>.

- ❖ **If a grant, what period does the grant cover?** September 30, 2004 to September 29, 2005.
- ❖ **When the grant expires, what are funding plans?** The County hopes to develop an infrastructure for providing culturally-specific treatment services to transfer the funding for these programs to Medicaid at the end of the grant period.
- ❖ **How will the county indirect and departmental overhead costs be covered?** The SAMSHA targeted expansion grant allows for direct and indirect costs.

4. Explain any legal and/or policy issues.
5. Explain any citizen and/or other government participation that has or will take place.

**Required Signatures:**

**Department/Agency Director:**



**Date: May 17, 2004**

**Budget Analyst**

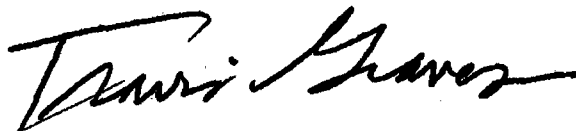
**By:**



**Date: May 17, 2004**

**Dept/Countywide HR**

**By:**



**Date: May 17, 2004**

# **May 20, 2004 Board Meeting - Unanimous Consent Item**

## **REGULAR AGENDA - 9:30 AM**

**MAY I HAVE A MOTION FOR CONSIDERATION  
OF A UNANIMOUS CONSENT ITEM?**

**COMMISSIONER \_\_\_\_\_ MOVES  
COMMISSIONER \_\_\_\_\_ SECONDS  
CONSIDERATION OF A UNANIMOUS CONSENT  
ITEM**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?  
THE MOTION FAILS  
OR  
THE CONSIDERATION IS APPROVED**

## **DEPARTMENT OF COMMUNITY JUSTICE**

**UC-1 NOTICE OF INTENT to Apply for \$500,000 in Funding from the Substance  
Abuse and Mental Health Services Administration**

**COMMISSIONER \_\_\_\_\_ MOVES  
COMMISSIONER \_\_\_\_\_ SECONDS  
APPROVAL OF UC-1**

**WAYNE SCOTT EXPLANATION AND RESPONSE  
TO BOARD QUESTIONS**

**OPPORTUNITY FOR PUBLIC TESTIMONY**

**OPPORTUNITY FOR BOARD COMMENTS**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?**

**THE MOTION FAILS  
OR  
THE NOTICE OF INTENT IS APPROVED**

## AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** R-1

**Est. Start Time:** 9:30 AM

**Date Submitted:** 04/29/04

---

**Requested Date:** Thursday, May 20, 2004

**Time Requested:** 15 minutes

**Department:** Non-Departmental

**Division:** Commissioner Serena Cruz

**Contact/s:** David C. Olson

**Phone:** (503) 823-5290

**I/O Address:** 503/600

**Presenters:** Irma Valdez

---

**Agenda Title:** RESOLUTION Approving Mt. Hood Cable Regulatory Commission (MHCRC) FY 2004-2005 Budget

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

- 
1. **What action are you requesting from the Board? What is the department/agency recommendation?** Adopt Resolution Approving MHCRC FY 2004-2005 Budget.
  2. **Please provide sufficient background information for the Board and the public to understand this issue.** MHCRC is made up of the cities of Fairview, Gresham, Portland, Wood Village, Troutdale and Multnomah County (jurisdictions). Its mission is to:
    - Advocate for and protect the public interest in the regulation and development of cable communications systems;
    - Monitor and help resolve cable subscriber concerns; and
    - Facilitate the planning and implementation of community uses of cable communication technologies that make use of the public right of way.

3. **Explain the fiscal impact (current year and ongoing). The temporary personal income tax will raise an estimated \$135 million annually. Multnomah County will provide:**

\$15,389	for staffing the MHCRC
\$54,054	in funding for Multnomah Community Television, and
\$30,617	to Portland Cable Access
<hr/>	
<u>\$100,060</u>	Total

The estimated franchise fee revenue to Multnomah County's general fund is approximately \$41,058 during FY 2004-2005.

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain: N/A**

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain: N/A**

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

**If grant application/notice of intent, explain: N/A**

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

4. **Explain any legal and/or policy issues.**      None

5. Explain any citizen and/or other government participation that has or will take place. MHCRC must obtain budget approval from the jurisdictions.

**Required Signatures:**

**Department/Agency Director:**



**Date: 05/03/04**

**Budget Analyst**

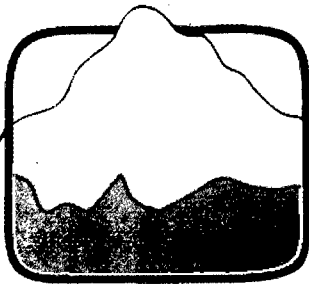
**By:**

**Date:**

**Dept/Countywide HR**

**By:**

**Date:**



## MT. HOOD CABLE REGULATORY COMMISSION

1120 SW Fifth Ave. #1305 • Portland, OR 97204

Phone: (503) 823-5385 • Fax (503) 823-5370

Email: [www.mhcrc.org](http://www.mhcrc.org)

Serving Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale and Wood Village

April 30, 2004

Deb Bogstad  
Multnomah County  
501 SE Hawthorne Blvd., Suite 600  
Portland, OR 97214

Dear Deb,

The Mt. Hood Cable Regulatory Commission (MHCRC) presents the enclosed FY 2004-05 budget request for Commission consideration on Thursday, May 20 and recommends approval. The budget has been extensively reviewed by the Commission and by a budget subcommittee of the Commission. The Commission unanimously approved the budget on April 19, 2004 for submission to each jurisdiction.

Multnomah County appointed MHCRC Commissioner, Irma Valdez, and David C. Olson, Director, will attend the meeting to answer any questions the Commission may have.

Should you need additional information, please do not hesitate to contact me.

Sincerely,

Rebecca Gibbons  
Program Specialist

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. \_\_\_\_\_

Approval of the Mt. Hood Cable Regulatory Commission Budget for Fiscal Year 2004-2005

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

- a. The Mt. Hood Cable Regulatory Commission (MHCRC) was formed by Multnomah County and the cities of Fairview, Gresham, Portland, Troutdale and Wood Village (Cities) to advocate for and protect the public interest in the regulation and development of cable communication systems.
- b. The MHCRC has approved a budget for fiscal year 2004-2005 and forwarded this budget to Multnomah County and the Cities for approval.

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

1. The Mt. Hood Cable Regulatory Commission budget for fiscal year 2004-2005 is approved.

ADOPTED this 20th day of May 2004.

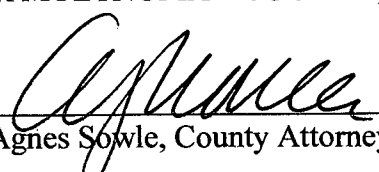
BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By

  
Agnes Sowle, County Attorney



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 04-065**

Approval of the Mt. Hood Cable Regulatory Commission Budget for Fiscal Year 2004-2005

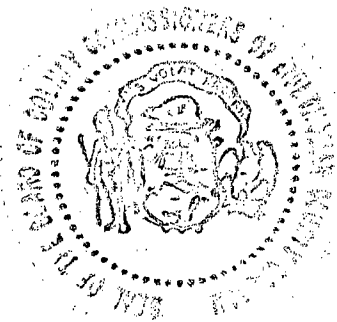
**The Multnomah County Board of Commissioners Finds:**

- a. The Mt. Hood Cable Regulatory Commission (MHCRC) was formed by Multnomah County and the cities of Fairview, Gresham, Portland, Troutdale and Wood Village (Cities) to advocate for and protect the public interest in the regulation and development of cable communication systems.
- b. The MHCRC has approved a budget for fiscal year 2004-2005 and forwarded this budget to Multnomah County and the Cities for approval.

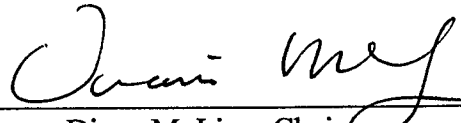
**The Multnomah County Board of Commissioners Resolves:**

1. The Mt. Hood Cable Regulatory Commission budget for fiscal year 2004-2005 is approved.

ADOPTED this 20th day of May 2004.

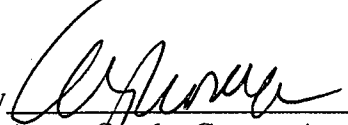


BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
\_\_\_\_\_  
Agnes Sowle, County Attorney

# **Mt. Hood Cable Regulatory Commission**

Representing:

City of Portland  
City of Fairview

City of Gresham  
City of Wood Village

City of Troutdale  
Multnomah County

## **Commission Members**

Sue Dicile, Commission Chair

Alan Alexander III  
Rich Goheen  
Ruth Miles  
John Redder  
Stan Saunders  
Norman Thomas  
Irma Valdez

---

## **PROPOSED BUDGET FISCAL YEAR 2004-05**

Director: David C. Olson

Commission Approved: April 19, 2004

# **MT. HOOD CABLE REGULATORY COMMISSION**

## **FY 2004-05 PROPOSED BUDGET**

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## **MT. HOOD CABLE REGULATORY COMMISSION**

### **OVERVIEW**

The Mt. Hood Cable Regulatory Commission (MHCRC or Commission) was formed by Multnomah County and the cities of Fairview, Gresham, Portland, Troutdale and Wood Village for the purposes of:

- **Advocating for and protecting the public interest in the regulation and development of cable communications systems;**
- **Monitoring and helping resolve cable subscribers' concerns; and,**
- **Facilitating the planning and implementation of community uses of cable communication technologies that make use of the public right of way.**

Each of the Commission member Jurisdictions appoints citizen representatives to the Commission. Over the past year, these citizen appointees have committed hundreds of volunteer hours to fulfill the Commission's mission and to serve the Jurisdictions. They attended approximately 11 Commission meetings and numerous committee meetings, kept abreast of issues of concern to their Jurisdictions, presented information at city council and county commission meetings, and served as liaisons to Portland Community Media (PCM) and Multnomah Community Television (MCTV).

The Commission contracts for staff through a services agreement with the City of Portland. The Commission funds an equivalent of 3.25 full-time staff positions plus related materials, services and overhead. Each of the member Jurisdictions provides a portion of their franchise fees from cable services providers to annually fund the operational expenses of the Commission.

### **2003 ACCOMPLISHMENTS**

#### **Provided Consumer Protection and Complaint Resolution**

The MHCRC monitors and enforces various service standards for telephone responsiveness, service outage credits, billing, installation and repair responsiveness, and other consumer protection issues. In 2003, the Commission assisted in the resolution of 683 complaints. The Commission also oversaw enforcement of insurance and bonding issues, technical standards, emergency override requirements, and universal service issues.

#### **Pursued Changes to Comcast's Privacy Policy**

Based largely on the objections of the MHCRC and its efforts to protect subscribers' personal information, Comcast revised its national privacy policy. The MHCRC participated in a national committee, comprised of other local government representatives and privacy legal experts, to advocate changes to the policy with Comcast.

### **Guided Development of the Community Institutional Network (I-Net)**

The MHCRC oversaw the completion of Phase One of the Community Institutional Network (I-Net), including construction of additional sites and ongoing planning for enhancements to the original \$6 million of network infrastructure. The MHCRC helped build a partnership with Comcast and the City of Portland's ComNet to interconnect the I-Net to Portland's Integrated Regional Network Enterprise (IRNE) communications system. This partnership has led to lower or flat costs for higher-speed data connectivity among public facilities throughout Multnomah County including local governments, libraries, K-12 schools, and educational institutions. About 123 public sites are actively using the I-Net for data services including, City of Gresham, City of Fairview, City of Troutdale, City of Portland, Multnomah County, Multnomah Educational Service District and Portland Public Schools. Public and non-profit facilities also use the I-Net for video applications, including at least 14 sites throughout Multnomah County where live video was originated and cablecast over the community access channels.

### **Funded Projects to Advance Education and Community-Based Technology**

The Community Access Capital Grant program had a fifth successful year with the MHCRC overseeing about 20 currently funded projects and granting nearly \$800,000 for new projects and initiatives. The Grant program assists public and non-profit organizations throughout Multnomah County to use advances in technology to meet critical community needs.

Newly funded projects in the annual competitive grant round included: providing on-demand video resources from Oregon Public Broadcasting to area classrooms in order to enhance in-classroom curriculum resources for teachers and availability to students of educational video resources in their homes; creating state-of-the-art video production capabilities at the Hollywood Theatre to expand the educational and cultural outreach of the Oregon Film & Video Foundation and the hundreds of community groups that use the facility; and supporting a new media graphics generator for Portland Public Schools' Cable Channel 28 which will enhance the aesthetic quality of its programming.

The MHCRC also continued its special I-Net connectivity initiative that provided local governments and schools the equipment and other capital needs to cover unbudgeted expenses to transition to the Institutional Network (I-Net) in order to access network services provided by ComNet. The grant initiative provided necessary equipment for 59 sites and new connections for 33 sites throughout Multnomah County. The cities of Gresham and Portland, Multnomah County, MESD (including the five East County school districts) and Portland Public Schools took advantage of the second round of this special initiative.

The MHCRC also facilitated a special grant funding request from Portland Public School, which leveraged approximately \$400,000 in federal grant funds, for PPS to upgrade its video facilities to digital technology. The grant further supported PPS's foreign language curriculum, which the MHCRC had previously funded.

### **Conducted Outside Evaluation of Grant Program**

Hi-Beam Consulting, a San Francisco based firm, evaluated the grant program to gauge the program's effectiveness and to provide information that will guide the MHCRC's future funding

decisions. Some of the evaluator's conclusions included: grant projects demonstrated high levels of program success and commitment; 89 percent of the projects expected to continue beyond the grant funding period; and about half the grantees leveraged their awards to generate new funding sources. Major lessons learned about implementation of community technology projects included: be cautious with new technology; involve stakeholders in project planning; build internal support; conduct research and provide for formal training and integration; and start small and build incrementally.

#### **Partnered with Comcast, PCM and MCTV to Digitize Live Video Origination Capabilities**

Many local governments, schools and non-profits use the video transport capabilities of the cable system to provide live coverage of government meetings, sports events, community meetings and other local events. The Commission partnered with Comcast, Portland Community Media and Multnomah Community Television to upgrade the network that transports that video. The new, state-of-the-art, fiber-based system is more reliable, presents higher quality pictures and is easier to use. PCM, MCTV and Portland Public Schools also received mobile units so that events could be covered on the fiber network throughout the County.

#### **Joined National Efforts to Appeal FCC Decisions with Adverse Local Affects**

The MHCRC joined other local governments across the country in supporting appeals of two Federal Communications Commission (FCC) decisions.

- Joined a legal challenge to an FCC ruling that could have the effect of the Jurisdictions forgoing over \$1 million in franchise fee revenues in FY03-04, and cumulatively over the next five years, the impact could be a loss of \$7.5 million. Cable companies have interpreted a FCC ruling to mean that the companies do not have to compensate local governments for use of the public right-of-way (ROW) to deliver broadband Internet service.
- Supported an appeal in the Fifth District Court objecting to a FCC decision which, in effect, allowed cable companies to transfer the financial burden of paying franchise fees attributable to advertising, home shopping programmers and other non-subscriber cable company revenues from the profit-making companies to the subscriber. Locally, Comcast implemented subscriber rate increases in April 2003 and January and March 2004 based on this FCC decision.

## MISSION STATEMENT

The Mt. Hood Cable Regulatory Commission advocates for and protects the public interest in the regulation and development of cable communications systems in Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale and Wood Village; monitors and helps resolve cable subscribers' concerns in these jurisdictions; and participates in the planning and implementation of community use of communications technologies which make use of the public right of way.

## GOALS AND OBJECTIVES

**Adopted: December 15, 2003**

**Effective: July 1, 2004 – June 30, 2005**

The Commission acknowledges that the policy and regulatory work of the Commission is undertaken in a very dynamic communications technology environment. Consequently, the Commission retains flexibility to modify or revise these Goals and Objectives as may be required from time to time.

**Goal I:** *Effectively administer cable television franchise agreements to serve our member jurisdictions.*

### Objectives:

1. Identify and address franchise compliance issues in response to and, when possible, prior to cable company actions.
2. Provide consumer protection for citizens and subscribers in cable television matters by helping to resolve complaints, enforcing customer service standards and addressing other consumer-related franchise compliance issues.
3. Analyze changes in technology and the mergers of telecommunications and cable companies in order to inform the jurisdictions and other stakeholders about how those changes may affect consumers and the local public benefits of the franchise agreements.
4. Pursue regulatory and legal processes to ensure fair compensation and correct accounting for franchise fee payments under franchises regarding use of right-of-way by cable company to deliver converged and bundled services (cable TV, internet and telephone).
5. Conduct the franchise renewal process for the West Multnomah County franchise agreement that expires July 1, 2005.

**Goal II:** *Ensure access to and use of current and new services available through the cable system technology by citizens, local governments and community institutions.*

Objectives

1. Conduct annual, competitive grant-making processes for the Community Access Capital Grant program to support the development of public, educational and governmental uses of cable system technology in a way that ensures that the grant funds are distributed in accordance with the grant purpose and criteria.
2. Assess stakeholder and community needs and develop special grant initiatives or funding tiers that respond to identified needs.
3. Monitor projects that have received grant funding to ensure compliance with the project goals and objectives and accountability for grant funds.
4. Streamline and automate grantee compliance reports in order to simplify reporting process for grantee and to gather grant data for ongoing program evaluation.
5. Develop and implement visibility plan to raise awareness by qualified potential grantees of the Community Access Capital Grant program and its funding opportunities and initiatives.
6. Manage and oversee Community Institutional Network (I-Net) planning within available funds in order to leverage this public resource as a low cost, high quality tool for public organizations to communicate, inform and deliver services to their constituencies.
7. Oversee implementation, in collaboration with Comcast and the other counties' regulatory agencies, of a regional interconnect of I-Nets in Multnomah, Washington, and Clackamas counties.
8. Manage access provider contracts with Portland Community Media and Multnomah Community Television.
9. Allocate capital funds for Portland Community Media and Multnomah Community Television.
10. Oversee provision by Comcast of live origination capabilities to designated access providers.
11. Monitor access channel signal quality and address issues with channel originators and Comcast as necessary.



12. Explore creative public and community opportunities arising through local adoption of digital technology for both content development and distribution.
13. Collaborate with organizations, at the federal, state and local levels, to advocate for the community's access to cable system technology.
14. Encourage development and deployment of broadband services using cable system technology including high speed internet access, on an open, accessible and nondiscriminatory basis throughout the franchise areas.

**Goal III:** *Communicate, educate and respond in a timely and accurate manner to our jurisdictions, cable subscribers and the general public regarding communications technology policy and regulatory issues.*

Objectives

1. Communicate in a way which supports the following priority criteria: A) jurisdiction officials and key jurisdiction staff are informed about communications technology policy and regulatory issues and understand what is at stake; and B) interested stakeholders view the Commission as an important source of information.
2. Support our member jurisdictions in implementing FCC rules and federal laws related to cable and telecommunications.

**Goal IV:** *Advocate for continued local authority regarding cable franchises and use of the public rights of way by communication providers.*

Objectives

1. Continue cross-jurisdictional collaborations for information-sharing and coordinated strategies on issues of common concern.
2. Participate in and encourage advocacy efforts for the 2005 State legislative process and federal legislative and agency proceedings on behalf of our jurisdictions' and citizens' interests.
3. Participate in statewide committees or groups who address local government authority, management and control of public rights of way.
4. Advocate for open, nondiscriminatory access to cable system broadband technology.

**Goal V:** *Operate the Cable Regulatory Office and the Commission efficiently and effectively.*

Objectives

1. Fulfill Intergovernmental Agreement and Rules of Procedure administrative responsibilities.
2. Plan and conduct Commission meetings in a way that respects the volunteer nature of Commission positions and is in accordance with Oregon Open Meeting laws.
3. Continue annual strategic planning and evaluation.
4. Present an annual budget request to the Jurisdictions that supports the Commission's mission and respects the Jurisdictions' budget considerations.

## **BUDGET OVERVIEW**

According to the Intergovernmental Agreement (IGA) among the member Jurisdictions which created the MHCRC, the Commission must gain approval of its annual budget by every member Jurisdiction. The MHCRC's Finance Committee, comprised of three Commissioners, developed a detailed FY 2004-05 budget in consultation with its staff. On April 19, 2004, the Commission adopted the proposed budget to forward to the Jurisdictions for consideration. The MHCRC provides the proposed budget to the Cities' and County's staff in advance of the City Councils' and the County Commission's consideration of the budget.

The Commission's Budget contains two budget documents: a Financial Summary and the Line Item Budget. The Budget also provides several appendixes that include more detailed information.

## **FINANCIAL SUMMARY**

The Commission's FY 2004-05 Financial Summary is presented on page 10. A large portion of the Commission's overall resources are funds collected from the cable company and the expenditures are the disbursement of those funds to the member Jurisdictions, the community access providers (Portland Community Media (PCM) and Multnomah Community Television (MCTV)) and Community Access Capital Grant recipients. These disbursements are governed by the IGA and by the cable services franchises.

The amount of Commission resources from year to year are dependent on the gross revenues of the cable company since franchise fees, the Community Access Capital Grant fund revenues and the Access Corporation Capital fund revenues are based on a percentage of the company's gross revenues. In the upcoming fiscal year, the company's gross revenues in the East County jurisdictions are projected to increase three percent from the FY 2003-04 revised projection.

The Commission's Revenue Resources include:

**First**, the Commission collects all cable services franchise fee revenue for Gresham, Troutdale, Fairview, Wood Village and Multnomah County. The total projected revenues are \$973,509 in FY 2004-05 or a three percent increase over the current year revised forecast;

**Second**, the MHCRC collects funds from the City of Portland for its share of the Commission's operating budget;

**Third**, the Commission administers two programs funded by two percent of AT&T's gross revenues totaling over \$1.9 million: Access Corporation Capital Fund and the Community Access Capital Grant Fund; and

**Fourth**, the beginning fund balance and the interest on Commission funds.

**Expenditures include:**

**First**, franchise fee payments to the Jurisdictions. The franchise fee payments to the Jurisdictions are the total amount of franchise fees the MHCRC collects on behalf of Gresham, Troutdale, Fairview, Wood Village and Multnomah County less the amount each Jurisdiction contributes to the Commission's Operating Budget and the community access payments to MCTV and PCM in accordance with the IGA.

**Second**, all MHCRC member jurisdictions contribute a portion of franchise fees to the Commission's Operating Budget (\$374,498). This is a 0.4 percent decrease from the current year budget. The net contribution totals \$357,972, after deducting the balance of the FY 2002-03 budget (\$16,526). Each Jurisdiction's net contribution is outlined below:

Gresham	\$72,418	Fairview	\$6,343
Troutdale	\$12,618	Wood Village	\$2,912
Multnomah County	\$15,389	Portland	\$248,292

The proportional funding allocation is based on the methodology adopted by the MHCRC. Greater detail is available on the cost allocation worksheet which appears in Appendix Two.

**Third**, community access and access corporation capital payments to MCTV and PCM for operational and capital budgets of the community programming centers in East Multnomah County and Portland. These payments are made in accordance with the IGA and the cable services franchise agreements.

**Fourth**, the Community Access Capital Grant program. These expenditures support the annual grant program.

**FINANCIAL SUMMARY**  
**FY 2004-05**

	2001-02 Actual	2002-03 Actual	2003-04 Adopted	2004-05 Proposed
<b>RESOURCES</b>				
Beginning Balance	2,384,689	2,965,146	2,357,680	2,262,486
E.County Cable Franch. Fees	808,573	843,146	831,013	922,482
Multnomah West Franch. Fees	45,712	44,841	43,606	51,028
Portland Share of Operating Bud.	243,102	219,006	249,224	248,292
Franchising Deposit	50,000	38,480	0	0
Compliance Revenue	300,000	0	0	0
Interest	102,574	61,957	92,801	26,000
Community Access Grant Capital Revenue	914,912	889,542	893,752	972,330
Access Corporation Capital Revenue	898,339	907,627	893,752	972,330
Miscellaneous	280	0		
<b>Total Resources</b>	<b>\$5,748,181</b>	<b>\$5,969,745</b>	<b>\$5,361,828</b>	<b>\$5,454,948</b>
<b>REQUIREMENTS</b>				
<b>EXPENDITURES</b>				
Franchise Fee Balance to Jurisdictions	214,636	233,385	227,429	279,723
Compliance Revenues to Jurisdiction	75,000	250,000	0	0
Community Access Pmts, E. County(MCTV)	474,576	505,887	498,608	553,489
Community Access Pmts, Mult. West (PCM)	26,025	26,905	26,164	30,617
MHCRC Operating Budget	365,929	380,127	375,903	374,498
Community Access Capital Grants, Personnel	63,449	57,758	57,321	57,870
Community Access Capital Grants / I-Net M&S	46,510	45,766	93,165	94,694
Franchising: Renewal & Overbuilds	23,365	700	0	0
Community Access Capital Grants	722,074	1,117,041	750,000	850,000
Grants Encumbered FY 00/01-02/03				493,366
Access Corporation Capital	771,471	994,496	1,070,752	996,330
Contingency Reserve -Discretionary	0	0	0	34,173
<b>Total Expenditures</b>	<b>\$2,783,035</b>	<b>\$3,612,065</b>	<b>\$3,099,342</b>	<b>\$3,764,760</b>
Ending Balance	2,965,146	2,357,680	2,262,486	1,690,188
<b>Total Requirements</b>	<b>\$5,748,181</b>	<b>\$5,969,745</b>	<b>\$5,361,828</b>	<b>\$5,454,948</b>

## **LINE ITEM BUDGET - SUMMARY**

The Commission's FY 2004-05 Line Item Budget provides detail of the expenditures included in the Financial Summary.

The proposed budget retains the current staffing level of 3.25 full-time equivalent staff positions. This staffing level allows the Commission to maintain its core programs, which include:

- ☐ **Monitoring and enforcing cable franchises;**
- ☐ **Administering the Community Access Capital Grant program;**
- ☐ **Implementing the Community Institutional Network;**
- ☐ **Overseeing community access resources;**
- ☐ **Advocating for the Jurisdictions at the State Legislature and the PUC proceedings;**  
**and**
- ☐ **Providing sound financial management.**

The FY 2004-05 proposed expenditures total is \$3,764,760. Expenditures funded by dedicated revenues either under the IGA or the franchise agreement equal \$3,390,262. Therefore, the Commission's operating expenditures – the expenditures that are funded by Jurisdictional contributions from the franchise fees – total \$374,498. This represents a 0.4 percent decrease from the current fiscal year budget.

**LINE ITEM BUDGET -SUMMARY  
FISCAL YEAR 2004-05**

Expenditure Classification	Actual FY 2001-02	Actual FY 2002-03	Adopted FY 2003-04	Proposed FY 2004-05
511000 Employees	234,514	215,264	225,514	235,882
517000 Benefits	79,108	83,295	75,073	77,652
<b>Total Personal Services</b>	<b>\$313,621</b>	<b>\$298,558</b>	<b>\$300,587</b>	<b>\$313,534</b>
521000 Professional Services *	92,440	93,528	95,800	87,800
Access and Capital Grants	1,104,566	1,891,589	1,519,004	1,846,330
529000 Miscellaneous Services **	5,270	2,242	3,249	3,000
Pass Through Payments	739,246	850,424	749,028	863,829
531000 Office Supplies	167	855	600	900
532000 Operating Supplies	7,563	2,479	3,800	3,800
541000 Education	4,114	2,425	2,000	1,800
542000 Local Travel	0	0	300	300
543000 Out-of-Town Travel	4,069	2,871	4,000	3,900
549000 Miscellaneous	4,962	9,256	7,304	13,195
<b>Total External Materials &amp; Svcs</b>	<b>\$1,962,398</b>	<b>\$2,855,667</b>	<b>\$2,385,085</b>	<b>\$2,824,854</b>
551000 Fleet Services	147	277	321	312
552000 Printing/Distribution	8,227	7,559	10,699	9,649
553000 Facilities Services	16,550	22,550	22,255	21,958
554000 Communications	4,299	3,647	5,165	3,909
555000 Data Processing	11,639	11,631	8,831	6,254
556000 Insurance	10,906	14,322	14,624	9,140
559300 Transfer to City fo PDX GF	49,725	0	5,529	0
558307 Human Resources	0	**	**	3,849
558312 Legal Advice	9,166	4,509	7,500	9,200
<b>Total Internal Materials &amp; Svcs</b>	<b>\$110,659</b>	<b>\$64,496</b>	<b>\$74,924</b>	<b>\$64,271</b>
<b>Total Materials &amp; Services</b>	<b>\$2,073,057</b>	<b>\$2,920,163</b>	<b>\$2,460,009</b>	<b>\$2,889,125</b>
575707 Capital Grant Transfer to Comnet	280,980	219,948	124,748	0
572101 General Fund Overhead	7,377	7,645	14,259	13,666
575101 OMF - BRASS	0	0	0	1,340
572101 Transfer to GF (Compliance)	0	165,750	0	0
571100 Contingency	0	0	812,319	547,095
<b>Total Other</b>	<b>288,357</b>	<b>393,343</b>	<b>951,326</b>	<b>562,101</b>
<b>Total</b>	<b>\$2,675,035</b>	<b>\$3,612,064</b>	<b>\$3,711,922</b>	<b>\$3,764,760</b>
<b>Professional Services *</b>		<b>Miscellaneous Services **</b>		
<b>Operating Budget</b>	<b>13,500</b>	<b>Operating Budget</b>	<b>2,700</b>	
<b>Capital Fund Admin</b>	<b>74,300</b>	<b>Capital Fund Admin</b>	<b>300</b>	
<b>Access and Capital Grants</b>		<b>Pass Through Payments</b>		
Community Access Capital Grants FY 04-05	850,000	Comm. Access , E.C.(MCTV)	553,489	
Community Access-Local Origination	24,000	Franchise Fee Balance to Jurisd	279,723	
Community Access Capital (PCM/MCTV)	972,330	Comm. Access, Mult. W (PCM)	30,617	
<b>Total Access and Capital Grants</b>	<b>\$1,846,330</b>	<b>Total Pass Through</b>	<b>\$863,829</b>	
<b>Total Access Capital, Capital Grants and Pass Through</b>				<b>\$2,710,159</b>

\*\* In Personnel Services

## **APPENDIX ONE**

### **FY 2004-05 BUDGET DETAIL**

The Budget Detail includes three documents: the MHCRC Operating Budget, the MHCRC Operating Budget with PEG and I-Net expenditures less PEG grants and Pass Through Payments, and an Operating Budget Line Item Detail.

#### **Operating Budget**

This document presents the MHCRC's "Operating Budget" funded by contributions of the member Jurisdictions. The Commission's proposed budget is down 0.4 percent from the current fiscal year budget.

A detail of each Jurisdiction's contribution is included in Appendix Two.

#### **MHCRC Operating Budget with PEG and I-Net**

This document includes the administrative budget for managing the PEG grants and I-Net in addition to the MHCRC's "Operating Budget" funded by contributions of the member Jurisdictions.

#### **MHCRC Operating Budget Line Item Detail**

This document is the highest level of detail of MHCRC's Operating Budget including the I-Net and PEG administrative expenditures. In this document, individual expenditures are itemized within each line item.

Please note: The expenditures under the Grants/I-Net column are funded by revenues dedicated, either in the IGA or the franchise agreements, to a particular use (pass through payments, access corporation capital and grants).



**COMMISSION OPERATING BUDGET**  
**Funded by Jurisdictions**  
**FY 2004-05**

Acct.	Title	FY 2002-03 Actual	FY 2003-04 Adopted	FY 2004-05 Proposed
5110	Employees	173,735	184,435	192,812
5170	Benefits	67,225	71,126	62,851
<b>Personnel Services</b>		<b>\$240,960</b>	<b>\$255,561</b>	<b>\$255,664</b>
5210	Professional Services	63,393	16,500	13,500
5290	Miscellaneous Services	2,037	2,700	2,700
5310	Office Supplies	852	600	900
5320	Operating Supplies	2,478	3,800	3,800
5410	Education	2,257	2,000	1,800
5420	Local Travel	0	300	300
5430	Out-of-Town Travel	2,871	4,000	3,900
5490	Miscellaneous	6,483	5,505	11,395
<b>External Materials and Services</b>		<b>\$80,371</b>	<b>\$35,405</b>	<b>\$38,295</b>
5510	Fleet Services	277	321	312
5520	Print/Distribution	4,970	8,754	7,649
5530	Facilities Services	19,728	19,584	17,614
5540	Communications Services	3,301	4,834	3,320
5550	Data Processing Services	9,108	7,897	3,432
5560	Insurance	12,615	12,883	7,333
558307	Human Resources	**	**	3,086
558312	Legal Advice	2,009	5,000	6,200
<b>Internal Services</b>		<b>\$52,008</b>	<b>\$59,273</b>	<b>\$48,946</b>
572101	GF Overhead	6,787	9,610	10,962
575101	OMF - Brass	0	0	1,075
571100	Contingency	0	16,054	19,556
<b>Cable Fund Services</b>		<b>\$ 6,787</b>	<b>\$ 25,664</b>	<b>\$ 31,593</b>
<b>Total</b>		<b>\$380,127</b>	<b>\$375,903</b>	<b>\$374,498</b>
				-0.4%

\*\* In Personnel Services

**COMMISSION OPERATING BUDGET WITH PEG AND I-NET  
(Less PEG GRANTS AND PASS THROUGH PAYMENTS \*)  
EXPENDITURES  
FY 2004-05**

Acct.	Title	FY 2003-04 Adopted	FY 2004-05 Proposed
5110	Employees	225,515	235,882
5170	Benefits	87,368	77,652
<b>Personnel Services</b>		<b>\$312,883</b>	<b>\$313,534</b>
5210	Professional Services	95,800	87,800
5290	Miscellaneous Services	3,000	3,000
5310	Office Supplies	600	900
5320	Operating Supplies	3,800	3,800
5410	Education	2,000	1,800
5420	Local Travel	300	300
5430	Out-of-Town Travel	4,000	3,900
5490	Miscellaneous	7,305	13,195
<b>External Materials and Services</b>		<b>\$116,805</b>	<b>\$114,695</b>
5510	Fleet Services	321	312
5520	Print/Distribution	10,754	9,649
5530	Facilities Services	22,279	21,958
5540	Communications Services	5,204	3,909
5550	Data Processing Services	8,989	6,254
5560	Insurance	14,663	9,140
558307	Human Resources	**	3,849
558312	Legal Advice	7,500	9,200
<b>Internal Services</b>		<b>\$69,710</b>	<b>\$64,271</b>
572101	Overhead	10,938	13,666
575101	OMF - BRASS	0	1,340
571100	Contingency	16,054	19,556
571100	Contingency Reserve-Discretionary	0	34,173
<b>Cable Fund Services</b>		<b>\$ 26,992</b>	<b>\$ 68,735</b>
<b>TOTAL</b>		<b>\$526,390</b>	<b>\$561,235</b>
Total funded by dedicated PEG resources		\$ 150,488	\$ 152,564
Total funded by Jurisdictions		\$ 375,903	\$ 374,498

**\* Dedicated funds and resources:**

- |                                    |  |
|------------------------------------|--|
| 1. Community Access Capital Grants | 3. Franchise fee balance and other revenues to Jurisdictions |
| 2. Access Corporation Capital      | 4. Community Access Payments to PCM and MCTV                 |

\*\* In Personnel Services

**OPERATING BUDGET LINE ITEM DETAIL**  
**Proposed**

		..... FY 2004-05 .....			..... FY 2003-04 .....		
Line Item	Description	Commission Operation	Grant / I-Net	Total	Commission Operation	Grants / I-Net	Total
5110	<i>Employees :</i>						
	Director 0.50	48,490	1,500	49,990	45,770	1,416	47,186
	Dep. Director 0.45	36,333	1,514	37,847	35,758	1,490	37,248
	Financial Analyst 0.50	28,455	7,114	35,569	27,390	6,848	34,238
	Program Manager 0.80	38,311	20,629	58,940	36,576	19,695	56,271
	Program Specialist 1.00	41,223	12,313	53,536	38,940	11,632	50,572
	<b>Total 3.25</b>	<b>\$192,812</b>	<b>\$43,070</b>	<b>\$235,882</b>	<b>\$184,434</b>	<b>\$41,081</b>	<b>\$225,515</b>
5170	<i>Benefits:</i>						
	Director	13,989	433	14,422	16,254	503	16,757
	Dep. Director	11,156	465	11,621	13,191	550	13,741
	Financial Analyst	9,360	2,340	11,700	10,794	2,698	13,492
	Program Manager	12,914	6,953	19,867	13,619	7,333	20,952
	Program Specialist	15,432	4,610	20,042	17,268	5,158	22,426
	<b>Total</b>	<b>\$62,851</b>	<b>\$14,801</b>	<b>\$77,652</b>	<b>\$71,126</b>	<b>\$16,242</b>	<b>\$87,368</b>
	<b>Personnel Services Total</b>	<b>\$255,664</b>	<b>\$57,870</b>	<b>\$313,534</b>	<b>\$255,560</b>	<b>\$57,323</b>	<b>\$312,883</b>
5210	<i>Professional Services:</i>	3,087					
	Engineering Tech. Services	1,000	65,000	66,000	3,000	52,000	55,000
	I-Net / Grant Out Reach	0	7,000	7,000	0	5,000	5,000
	Grant Evaluation	0	0	0	0	20,000	20,000
	Financial Service - MHCRC	9,000	2,000	11,000	10,000	2,000	12,000
	MHCRC and Staff Retreat	3,500	300	3,800	3,500	300	3,800
	<b>Total</b>	<b>\$13,500</b>	<b>\$74,300</b>	<b>\$87,800</b>	<b>\$16,500</b>	<b>\$79,300</b>	<b>\$95,800</b>
5290	<i>Miscellaneous Services :</i>						
	Temp. Clerical Suppt	1,500	0	1,500	1,500	0	1,500
	Mail Delivery Service	1,200	300	1,500	1,200	300	1,500
	<b>Total</b>	<b>\$2,700</b>	<b>300</b>	<b>\$3,000</b>	<b>\$2,700</b>	<b>\$300</b>	<b>\$3,000</b>
5310	Office Supplies	\$ 900	\$ -	\$900	\$ 600	0	\$600
5320	<i>Operating Supplies:</i>						
	Printer, Fax, & other supplies	1,800	0	1,800	1,800	0	1,800
	Software Upgrade	500	0	500	500	0	500
5350	Data Processing Equip.(Computers)	1,500		1,500	1,500	0	1,500
	<b>Total</b>	<b>\$3,800</b>	<b>\$0</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>0</b>	<b>\$3,800</b>
5410	<i>Education:</i>						
	Computer Training	600	0	600	800	0	800
	Cable Regulatory Training	1,200	0	1,200	1,200	0	1,200
	<b>Total</b>	<b>\$1,800</b>	<b>\$0</b>	<b>\$1,800</b>	<b>\$2,000</b>	<b>0</b>	<b>\$2,000</b>

**OPERATING BUDGET LINE ITEM DETAIL**  
**Proposed**

		..... FY 2004-05 .....			..... FY 2003-04 .....		
Line Item	Description	Commission Operation	Grant / I-Net	Total	Commission Operation	Grants / I-Net	Total
5420	Local Travel	300	0	300	300	0	300
5430	Out of Town Travel	\$3,900	\$0	\$3,900	\$4,000	0	\$4,000
5490	Miscellaneous:						
	NATOA - Membership	1,000	0	1,000	900	0	900
	ACM - Membership	500	0	500	500	0	500
	Grantmakers of Oregon	0	1,000	1,000	0	1,000	1,000
	Subscriptions:						
	Multichannel News	800	0	800	800	0	800
	Telecommunity	5,000	0	5,000			
	Oregonian	80	0	80	80	0	80
	Gresham Outlook	50	0	50	50	0	50
	Aspen Publishers	160	0	160	0	0	0
	Law Journal Press	300	0	300	250	0	250
	Cable Monitor	455	0	455	455	0	455
	Precursor	200	0	200	150	0	150
	West Group	250	0	250	220	0	220
	Lexis Nexis	800	0	800	700		700
	Parking; MHCRC & Customers	1,200	300	1,500	800	300	1,100
	Refreshments for MHCRC meetings	600	500	1,100	600	500	1,100
	<b>Total</b>	<b>\$11,395</b>	<b>\$1,800</b>	<b>\$13,195</b>	<b>\$5,505</b>	<b>\$1,800</b>	<b>\$7,305</b>
	<b>Total, External M &amp; S</b>	<b>\$38,295</b>	<b>\$76,400</b>	<b>\$114,695</b>	<b>\$35,405</b>	<b>\$81,400</b>	<b>\$116,805</b>
	<i>Internal Service:</i>						
5510	Fleet Services	312	0	312	321	0	321
5520	Print/Distribution	7,649	2,000	9,649	8,754	2,000	10,754
5530	Facilities Services	17,614	4,344	21,958	19,584	2,695	22,279
5540	Communications Services:						
	Assigned Equipment	2,387	589	2,976	2,678	370	3,048
	Telecomm., Billable	933	0	933	2,156	0	2,156
5550	Data Processing Services:						
	Corporate Applications	810	200	1,010	2,818	390	3,208
	Bureau Specific Services	2,622	2,622	5,244	5,079	702	5,781
5560	Insurance/Worker's Comp.	7,333	1,807	9,140	12,883	1,780	14,663
558307	Human Resources -	3,086	763	3,849			
558312	Legal Advice	6,200	3,000	9,200	5,000	2,500	7,500
	<b>Total, Internal Svcs</b>	<b>\$48,946</b>	<b>\$15,325</b>	<b>\$64,271</b>	<b>\$59,273</b>	<b>\$10,437</b>	<b>\$69,710</b>
572101	Overhead	10,962	2,704	13,666	9,610	1,328	10,938
575101	OMF - BRASS	1,075	265	1,340			
571100	Contingency	19,556	0	19,556	16,054	0	16,054
	<b>Total Other</b>	<b>\$31,593</b>	<b>\$2,969</b>	<b>\$34,562</b>	<b>\$25,664</b>	<b>\$1,328</b>	<b>\$26,992</b>
	<b>Operating Budget</b>	<b>\$374,498</b>			<b>\$375,902</b>		
	<b>Dedicated Fund Resources</b>		<b>\$152,564</b>			<b>\$ 150,488</b>	
	<b>Total</b>			<b>\$527,062</b>			<b>\$526,390</b>

## **APPENDIX TWO**

### **COST ALLOCATION BY JURISDICTION**

All member Jurisdictions contribute to the operation of the MHCRC. For FY 2004-05, the Commission used the funding methodology adopted by the Jurisdictions for the current year budget. The methodology is based on an agreed upon shared percentage of the Commission's operating costs between Portland and the East County Jurisdictions. The East County share is then allocated among Fairview, Gresham, Troutdale, Wood Village and Multnomah County based on the number of cable subscribers in each Jurisdiction.

**BUDGET ALLOCATION BY JURISDICTION  
COMMISSION OPERATING BUDGET  
FY 2004-05**

**Fiscal Year 2004-05 Operating Budget Total: \$374,498**

JURISDICTION			FY 2003-04 Adopted	FY 03-04 %%	FY 2004-05 Proposed	FY 2004-05 %%	Credit Balance FY 02-03	Net Juris. Appr.
Portland	FY 2004-05 Subscriber Distribution		\$249,224	66.3%	\$248,293	66.3%	0	\$ 248,293
E. County	No. Of Subs	Perc. Distr.						
Gresham	19,220	66.4%	\$84,463	22.5%	\$83,789	22.4%	\$11,370	\$72,419
Multnomah Co.	4,038	13.9%	\$17,693	4.7%	\$17,603	4.7%	\$2,214	\$15,389
Troutdale	3,296	11.4%	\$14,346	3.8%	\$14,369	3.8%	\$1,752	\$12,617
Fairview	1,652	5.7%	\$7,330	1.9%	\$7,202	1.9%	\$859	\$6,343
Wood Village	744	2.6%	\$2,846	0.8%	\$3,243	0.9%	\$331	\$2,912
E. County Total	28,950	100.0%	\$126,679	33.7%	\$ 126,206	33.7%	\$ 16,526	\$ 109,680
Total			\$375,903	100.0%	\$374,499	100.0%	\$ 16,526	\$ 357,973

**MT HOOD CABLE REGULATORY COMMISSION  
CABLE SUBSCRIBERSHIP  
FY 2004-05**

<b>Jurisdictions</b>	<b>FY 2003-04</b>	<b>FY 2004-05</b>	<b>FY 2004-05 Distribution</b>	<b>Percentage Incr./Decr</b>
<b><u>E. County</u></b>				
Gresham	19,081	19,220	66.4%	0.7%
Multnomah Co. + W. Multn.	3,997	4,038	13.9%	1.0%
Troutdale	3,241	3,296	11.4%	1.7%
Fairview	1,656	1,652	5.7%	-0.2%
Wood Village	643	744	2.6%	15.7%
<b>E. County Total</b>	<b>28,618</b>	<b>28,950</b>	<b>100.0%</b>	<b>1.2%</b>
<b>Portland</b>	<b>111,945</b>	<b>113,851</b>		<b>1.7%</b>
<b>Total MHCRC Subscribers</b>	<b>140,563</b>	<b>142,801</b>		<b>1.6%</b>
<p style="text-align: center;">Source: Comcast Subscriber Penetration Report  FY 2003-04: January-03  FY 2004-05: January-04</p>				

## **APPENDIX THREE**

### **FRANCHISE FEE REVENUE AND DISBURSEMENT DETAIL**

# FRANCHISE FEE REVENUES AND DISBURSEMENTS

FY 2004-05

PROPOSED

Jurisdictions	Franchise Fees	Net Contrib. To MHCRC Op. Bud.	MCTV	PCM	Payments to Jurisdictions
<b>PORTLAND</b>	GF Appropriation	248,292	0	\$741,828	0
GRESHAM	645,384	72,418	387,230		185,736
MULTNOMAH CO., EAST	90,090	15,389	54,054		20,647
MULTNOMAH CO., WEST	51,028	N/A	N/A	30,617	20,411
TROUTDALE	108,520	12,618	65,112		30,790
FAIRVIEW	57,804	6,344	34,682		16,778
WOOD VILLAGE	20,683	2,912	12,410		5,361
<b>Total, East County</b>	<b>\$973,509</b>	<b>\$109,680</b>	<b>\$553,489</b>	<b>\$30,617</b>	<b>\$279,724</b>
<b>Total</b>	<b>-</b>	<b>\$357,972</b>	<b>-</b>	<b>\$772,445</b>	<b>-</b>

## FY 2004-05 Budget less FY 2002-03 Credit Balance

Jurisdictions	FY 2004-05 Proposed	Credit Balance FY 02-03 Budg.	Net Contrib. to MHCRC . Budg.
<b>PORTLAND</b>	248,292	0	248,292
GRESHAM	83,788	11,370	72,418
MULTNOMAH CO., EAST	17,603	2,214	15,389
TROUTDALE	14,370	1,752	12,618
FAIRVIEW	7,203	859	6,344
WOOD VILLAGE	3,243	331	2,912
<b>Sub Total, East County</b>	<b>\$126,205</b>	<b>\$16,526</b>	<b>\$109,680</b>
<b>Total</b>	<b>\$374,498</b>	<b>\$16,526</b>	<b>\$357,972</b>

## FRANCHISE FEE BALANCE TO JURISDICTIONS:

	FY 02-03	FY 03-04	FY 03-04	FY 04-05	Increase/ (decr)
Jurisdictions	Actual	Projection	Revised Projection	Projection	FY 03-04 vs 04-05
GRESHAM	151,745	147,196	169,747	185,736	\$15,989
MULTNOMAH CO., EAST	16,602	16,076	17,954	20,647	\$2,693
MULTNOMAH CO., WEST	17,936	17,442	19,867	20,411	\$544
TROUTDALE	27,127	26,335	28,387	30,790	\$2,403
FAIRVIEW	14,585	15,085	15,351	16,778	\$1,427
WOOD VILLAGE	5,389	5,292	5,305	5,361	\$56
	<b>\$233,384</b>	<b>\$227,426</b>	<b>\$256,611</b>	<b>\$279,724</b>	<b>\$23,113</b>



## APPENDIX FOUR

### ACCESS DISBURSEMENT DETAIL (MCTV AND PCM)

The Commission administers two contracts with the community access providers that serve the Jurisdictions. Attachment One presents the FY 2004-05 budget for Multnomah Community Television (MCTV). MCTV serves the East Multnomah County area. Attachment Two presents the FY 2004-05 budget for Portland Community Media (PCM). PCM serves the City of Portland area.

The access providers receive funding for both operations and capital expenditures. The majority of PCM's operational resources is based on a contract between PCM and the City of Portland and is not included in the MHCRC's budget. MCTV receives operational resources, in accordance with the IGA that created the Commission, based on 60 percent of the franchise fees for the East County area. Both organizations receive access corporation capital funding from franchise resources dedicated for this use.

A summary chart of Access Resources is included below.

1. MCTV:	Community Access Payment:	
	60 % of East County Cable Franchise Fees	\$ 553,489
	<u>Access Corporation Capital</u>	<u>\$ 435,436</u>
	Total	\$ 988,925
2. PCM:	Community Access Payment:	
	City of Portland General Fund	\$ 741,828
	60% of West Multnomah County	\$ 30,617
	<u>Access Corporation Capital</u>	<u>\$ 536,893</u>
	Total	\$1,309,338

**Attachment 1**

**MULTNOMAH COMMUNITY TELEVISION BUDGET**

**FISCAL YEAR 2004-05**

23 April 2004

To: MHCRC Finance Committee  
From: Rob Brading  
Re: Proposed MCTV FY 2004-05 Budget

MCTV's proposed FY 2004-05 budget is attached. The proposed budget was approved by MCTV's Finance Committee at its February meeting and approved by the MCTV Board in March.

### **REVENUES**

Franchise fee (4130) projections have risen. PCA support for education services (4140) fluctuates in proportion to their revenues. The Investment Fund Withdrawal (4162) leaves adequate resources for similar payments, adjusted for inflation, through the life of the franchise. Current plans are for the Investment Fund to be spent to zero at the end of the current franchise in 2010.

### **EXPENSES**

Operating expenditures, with the important exception of benefits for FY 2004-05 are projected to be similar to FYs 2002-03 and 2003-04. MCTV is experiencing the escalation in health premiums that is common to most businesses and organizations. We hope to have found a more reasonably priced alternative before the beginning of the new fiscal year.

The majority of capital expenditures will continue to be for MCTV's new building (8020). Expenditures for Production and Maintenance Equipment (8060) will remain low while office furnishing costs will increase.

Rent, Utilities and Maintenance (6200) has decreased for FY 2004-05 because MCTV should be located in its new facility before the end of the fiscal year.

Other expenditures are consistent with previous years

## MULTNOMAH COMMUNITY TELEVISION

### FY 2004-05 BUDGET NARRATIVE

Multnomah Community Television, East Metro's truly local television, pursues its mission of building community through media by promoting broad participation in civic and cultural life through the effective use and understanding of community media. A non-profit organization, MCTV provides East Metro residents, community organizations, local governments, and schools free and low cost access to the medium of television, media literacy training and video production. MCTV and citizen-produced programming is distributed to over 65% of East Metro households and over 400,000 households in the region. MCTV produces city council meetings and work sessions and other government and community meetings as well as programming used as educational and informational tools at meetings, community forums and classroom settings.

#### WHAT WE DO

MCTV produces and facilitates programming with many diverse partners and on wide-ranging topics. MCTV partnered with over 200 community organizations and facilitate over 3100 hours of programming in FY 2002-03, including:

- Live and taped coverage of East Metro local governments, including planning commission meetings and budget and special hearings as well as the Rockwood Water PUD, and Metro.
- Programs focussing on public safety issues such as *Neighborhood Street Beat*, produced in cooperation with the Gresham Police Department.
- Working with educational partners in East Multnomah County to produce programs on academic and extracurricular activities in local schools, coverage of school board meetings and programs on school safety.
- Provided the only regular electronic media coverage of East Metro.
- Increasing citizen involvement through programs such as *Speak Out*, a live call-in for individuals to share information and raise issues of concern, and *Community Hotline*, a live call-in program where community organizations provide information and answer questions about their services.
- Facilitating and provide staff assistance to the volunteer-staffed *East Metro Community News*, the area's only electronic news program focussing on the East Metro issues and concerns.

- A staff position has been created to work with non-profit organizations to help them understand the potential uses of video and to meet those needs.
- *East Metro Community News*, East Metro's only electronic news source, premiered in January of 2002.

**MULTNOMAH COMMUNITY TELEVISION**  
**FY 2004-05 PEG BUDGET**  
**LINE ITEM EXPLANATION**

**INCOME:**

**4130            Multnomah Franchise Fees**

5% of gross revenue of Comcast for East Multnomah County system, of which MCTV receives 60%.

**4140            PCA Educational Services Support**

MCTV provides educational services to six East County school districts that overlap into Portland. Through an agreement with Portland Community Media, MCTV receives a payment for services provided for these areas.

**4090            Interest**

Income projected on current interest rates.

**4200            Other**

Tape duplication, refunds, special events, underwriting.

**4270            Activity/Fees for Service**

Moneys from activity fees and charging for MCTV services.

**4172            Capital Funds**

Moneys from franchise capital revenues dedicated to PEG access providers.

**4162            Investment Withdrawal**

Withdrawals from MCTV's investment fund.

**EXPENSES:**

**7020            Full-time Salaries.**

Salaries for full-time employees.

**7030            Part-time Salaries**

Salaries for part-time employees.

**7050            Taxes & Benefits**

Includes pension plan contribution, insurances, FICA, Tri-Met and state unemployment tax.

**6131                    Local Travel and Mileage**

Employee reimbursement for business-related mileage and parking.

**6140                    Maintenance Supplies**

Supplies used to repair and maintain equipment that last less than one year.

**6160                    Office Supplies**

Items that are less than \$100 and that last less than one year.

**6161                    Operating Supplies**

Production-related items that are less than \$100 and last less than one year.

**6170                    Personnel Recruitment**

Advertising for position openings.

**6171                    Phones**

Includes regular and cellular service.

**6172                    Postage:**

All outgoing postage, express services, parcel shipping and other shipping.

**6173                    Printing**

Printing done outside including newsletter, invitations, handbook, forms.

**6174                    Marketing and Promotion**

Advertising (except job openings), promotional items, marketing surveys and services.

**6190                    Repairs and Maintenance**

Routine and emergency maintenance.

**6200                    Rent, Utilities and Maintenance**

Payments made to Mt. Hood Community College for building (includes utilities and College services.)

**6211                    Travel**

Transportation to regional and national conferences and seminars.

**6230                    Vehicle Maintenance**

Maintenance and repairs for two vehicles.

**6231                    Videotape**

Blank videotape (Digital, VHS, SVHS, 3/4", 3/4" SP).

MCTV BUDGETS, 2001-2005

		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	PROPOSED
		2000-01	2001-02	2002-03	2003-04	2003-04	BUDGET
						1/20/2004	2004-05
	<b>INCOME:</b>						
4130	Franchise Fees, Multnomah	\$ 436,857	\$ 474,575	\$ 505,887	\$ 498,608	\$ 264,738	\$ 553,489
4140	PCA Educational Services Support		58,290	40,193	35,000	8,750	0
4090	Interest		1,732	498	1,000	315	400
4270	Activity Fees/Fees for Service	16,576	29,704	11,313	30,000	11,856	30,000
4200	Other	21,668	10,612	11,249	10,000	6,359	10,000
4172	Capital Funds	389,698	343,388	438,497	396,784	198,392	435,436
4800	Investment Fund Withdrawal	0		29,088	29,088		
4162	Investment Fund Withdrawal	0	300,000	179,773	258,951	9,000	287,000
4182	Proceeds from LOC	0		572,000	572,000		
	<b>TOTAL OPERATING INCOME</b>	<b>\$ 864,799</b>	<b>\$ 1,218,300</b>	<b>\$ 1,788,498</b>	<b>\$ 1,831,431</b>	<b>\$ 499,410</b>	<b>\$ 1,316,325</b>
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	PROPOSED
		2000-01	2001-02	2002-03	2003-04	2003-04	BUDGET
						1/20/2004	2004-05
	<b>EXPENSES:</b>						
	<b>Personnel</b>						
7020	Full-Time Salaries	\$ 408,747	\$ 442,390	\$ 448,685	\$ 458,826	\$ 253,517	\$ 463,231
7030	Part-Time Salaries	47,823	48,750	54,162	53,828	34,377	54,435
7050	Taxes & Fringe Benefits	131,215	146,920	154,129	128,163	84,278	168,442
	<b>Total Personal Services</b>	<b>\$ 587,785</b>	<b>\$ 638,060</b>	<b>\$ 656,976</b>	<b>\$ 640,817</b>	<b>\$ 372,171</b>	<b>\$ 686,108</b>
	<b>Operations</b>						
6020	Accounting	\$ 15,559	\$ 12,917	\$ 12,765	\$ 13,000	\$ 14,395	\$ 14,750
6041	Consulting	4,265	2,185	9,135	13,000	8,990	10,000
6051	Dues & Subscriptions	9,588	10,419	8,953	10,500	3,213	11,000
6060	Educational Program Acquisit	160	86	0	200	0	200
6061	Education & Training	9,217	10,381	8,629	9,500	10,531	9,500
6062	Business Meals/Related	2,155	2,185	1,535	2,250	1,456	2,250
6063	Ed. Tuition Reimbursement	0	0	360	200	0	200
6064	Events	0	0	0	0	0	1,000
6070	Food	5,749	6,882	6,241	7,000	2,719	8,000
6080	Graphics	74	16	0	0	0	500
6100	Insurance	27,655	35,624	35,456	35,000	31,101	37,500
6110	Janitorial	6,420	6,420	5,885	7,000	4,095	7,500
6130	Legal	716	13,787	4,475	5,000	612	4,000
6131	Local Travel & Mileage	1,974	2,314	2,007	2,500	1,325	2,750
6140	Maintenance Supplies	3,673	5,369	1,338	4,000	813	4,000
6160	Office Supplies	3,761	2,927	3,284	3,750	2,857	3,750
6161	Operation Supplies	4,979	3,607	5,850	4,500	4,755	4,500
6170	Personnel Recruitment	781	1,252	189	1,000	109	2,000
6171	Phones	8,236	8,205	7,305	8,250	3,040	8,250
6172	Postage	5,259	6,055	6,609	7,250	1,740	7,500
6173	Printing	12,237	8,200	7,758	9,500	5,792	9,000
6174	Marketing/Promotion	5,485	4,570	4,270	5,000	1,676	7,500
6190	Repairs & Maintenance	2,521	2,441	3,366	2,500	1,970	2,500
6200	Rent, Utilities, Maintenance	40,128	41,292	42,240	43,380	24,689	32,630
6211	Travel	4,393	2,354	1,934	3,500	1,120	3,500
6230	Vehicle Maintenance	7	1,056	126	750	0	500
	<b>Total Materials &amp; Services</b>	<b>\$ 174,990</b>	<b>\$ 190,544</b>	<b>\$ 179,710</b>	<b>\$ 198,530</b>	<b>\$ 126,997</b>	<b>\$ 194,780</b>



**Attachment 2**

**PORTLAND COMMUNITY MEDIA**

**FISCAL YEAR 2004-05**

# PORTLAND COMMUNITY MEDIA



Community Access Network  
Serving the metro area

21  
Public Access  
Serving East Multnomah County

22  
Public Access  
Serving Portland

23  
Public Access  
Serving Multnomah County

29  
Public Affairs Network  
Serving the Metro Area

30  
CityNet 30  
Serving the City of Portland

## BOARD

Kohel Haver, *President*  
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Jim Lockhart  
Irene Taylor Brodsky

EXECUTIVE DIRECTOR  
Carl Kucharski

*The mission of  
Portland Community Media is to  
promote broad  
participation in civic and cultural  
life by encouraging effective use  
and understanding of  
community media*

January 20, 2004

Sue Dicile, Chair  
Mt Hood Cable Regulatory Commission  
1120 SW Fifth Ave., Suite 1305  
Portland, OR 97204

Dear Sue,

Enclosed is the narrative and spreadsheet for operating and capital budgets for Portland Community Media for FY 2004-2005.

The budget was drafted with the following assumptions:

1. City of Portland operational funding, \$741,827.00, is a 2.5% *reduction from prior year*
2. PCM's investment fund revenues will continue to support the development/fundraising department, outreach and marketing and partially compensate for city funding reductions
3. PCM will continue to implement neighborhood-based services through the Neighborhood Communications Network project
4. Fundraising by the Board of Directors will support special projects such as "Adventures in Television" and the televising of other community events
5. PCM will generate new revenue through production services and grantwriting

Capital funds will be used to improve and expand the Media Education activities, the integration of new digital technologies and the Neighborhood Communications Network.

PCM appreciates the ongoing support of the MHCRC and looks forward to working with the Commission in the future as community media evolves in our community.

If you have any questions please feel free to contact me.

Sincerely,

Carl Kucharski  
Executive Director

Cc: David Olson, Julie Omelchuck, Sebastian Rodriguez

# Portland Community Media

## FY 2004 - 2005 BUDGET NARRATIVE

*The mission of Portland Community Media (PCM) is to promote broad participation in civic and cultural life by encouraging effective use and understanding of community media.*

### INTRODUCTION

For twenty-three years Portland Community Media (formerly Portland Cable Access) has provided services for public, educational, and government (PEG Access) programmers.

PCM provides the tools, training, and transmission for the creation of local, noncommercial, community-based media through services that include:

- \* hands-on training in video production and post-production techniques;
- \* specialized video training projects in cooperation with individual schools and the Portland Public School District;
- \* access to and use of portable video equipment and editing facilities, two multi-camera television studios for live or videotaped programs, a multi-camera remote production van for live and videotaped programming within the cable franchise service area, and a professionally equipped audio production trailer;
- \* access to and use of computers for internet access and web page design;
- \* playback of programming on four cable channels, channels 11, 22, 23, and CityNet 30, 15 hours a day, seven days a week;
- \* carriage of programming on two additional cable channels, channels 21 and 29, from Multnomah Community Television, the state legislature, and the Oregon Public Affairs Network;
- \* access to and use of sites on the Institutional Network for the transmission of programming from throughout the county;
- \* program promotion and scheduling on cable channels reaching 112,000 cable households in the City of Portland and up to 369,000 households throughout Multnomah, Washington, Columbia, and Clackamas counties in Oregon and Clark County Washington;
- \* access to and use of satellite downlink capabilities for program acquisition;
- \* videoconferencing services;
- \* dubbing and duplication of videotaped programs;
- \* use of meeting and rehearsal space;
- \* creation and distribution of videotext messages through a multi-channel electronic bulletin board system;
- \* coverage of city council meetings and the meetings of other designated city and local government agencies; and,
- \* transmission of special satellite delivered national programming of interest to the community such as Classic Arts Showcase, Democracy NOW!, international programs in numerous native languages, and NASA.

### **CITY CONTRACT SERVICE HIGHLIGHTS**

From July 1997 through June 2003 PCM has:

- trained more than **2,850 people** in some form of video and media production;
- produced more than **4,000 hours** of programming specifically for the City of Portland which was transmitted on CityNet 30;
- produced more than **8,400 hours** of additional local community programming;
- provided equipment and facilities for and facilitated the community's production of **32,700 hours** of local, original programming;
- received more than **60,000 hours** of volunteer services;
- won **12 national and regional awards** for programming excellence.

### **CITY CONTRACT FUNDING**

The city collects a franchise fee from the cable company for rental of the city's rights-of-way and public property. Those franchise fees are regarded as part of the city's General Fund which, in turn, funds PCM's contract. It is possible to calculate the amount of franchise fee funding which is allocated to the PCM operating contract from each cable subscriber. For example, using the FY 2003-2004 city contract operational funding of \$748,278.00 and the most recent number of cable television subscribers, approximately 112,000, the amount of cable franchise fee funding is the equivalent of **\$0.56 per month per cable subscriber**. If all the 369,000 cable subscribers in the five county metropolitan area who receive some service benefits from PCM are factored in, the funding would be the equivalent of **\$0.17 per month per subscriber**.

It is possible to calculate the amount of city funding which supports every hour of original programming produced through PCM. Using the figures from contract year 2002-2003 (\$767,492.00 in city funding and 8,416 hours of programming) the city's financial support for each hour of local, community programming was **\$91.19**. The Oregonian has reported that programming costs of professional network programming was \$2 million for a one hour drama and \$1 million for a half hour situation comedy.

### **CHARACTERISTICS AND RESOURCES OF PORTLAND**

The Portland community has unique characteristics and resources. Among them are several which coincide with PCM's future vision and organizational objectives including:

- an emphasis on neighborhoods, neighborhood councils, and neighborhood associations as vehicles for community planning and civic life;
- the use of nonprofit and community organizations as bridges for civic involvement and the delivery of community services;
- community-based organizations which are activists in cultural and civic issues;
- a culture and history of community involvement in government planning and government activities beginning at the neighborhood level;
- the expectation of open, participatory governments and institutions;
- an extensive cable television based Institutional Network system of more than 270 sites including schools, government buildings, and community centers capable of transmitting PEG Access programming on a closed-circuit basis or to all cable subscribers in the metropolitan area;

- a dedicated source of capital funds for PEG Access equipment and facilities and a capital grant program which can provide schools and organizations with added capital resources for PEG Access programming and related community communications;
- numerous community media organizations providing services in media education, radio, computers, youth training, and internet access.

### **PCM FUTURE ORGANIZATIONAL OBJECTIVES**

Recently, PCM initiated a Community Needs Assessment. Four major themes and activity areas emerged from the assessment for consideration in PCM's organizational activities:

- Marketing
- Community Outreach
- Funding
- Planning for the Future (operationally and technologically)

There are four major organizational objectives proposed for FY 2004-2005 based upon PCM's current services and resources, the outcomes of the needs assessments, other available cable franchise resources, and a decreasing level of city funding:

- 1) To provide government access production and program services on CityNet 30;
- 2) To provide public access services within the first-come, first-served philosophy on at least one access channel throughout the city;
- 3) To expand and revise PCM's service's to focus on:
  - A) Neighborhoods, Neighborhood Councils, and Neighborhood Organizations and Associations
  - B) Nonprofit and Community Organizations
  - C) Youth Media Training; and,
- 4) To continue support of PCM's development and fundraising activities to raise additional revenue and resources.

Examples of projects and services that could be established within PCM's organizational objectives include:

1. creation of one or more Hotline studios at PCM and remote sites which enable individuals and organizations to participate in community media without going through elaborate training (Hotline studios are compact, easy-to-use studios with two fixed cameras, the use of which is normally controlled by the person on camera through a simple video and audio switching device);
2. establishment of workshops on community media opportunities and services for nonprofits in partnership with other community media organizations;
3. creation of one or more multimedia centers at PCM and other community sites which would included access to video, digital communications, computer and internet use stations, multimedia classes and job training;
4. designing comprehensive youth internships in partnership with KBOO, Portland Public Schools, community technology centers, and other community media centers;

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5. targeted outreach to the seven neighborhood councils to develop production sites and resources at neighborhood facilities such as community centers;
6. dedicated programming opportunities for nonprofits and community organizations to highlight their services and activities.

### **PROPOSED BUDGET ASSUMPTIONS**

The FY 2004-2005 budget was drafted with the following assumptions:

1. City of Portland operational funding, \$741.827.00, is a *2.5% reduction from prior year*
2. PCM's investment fund revenues will continue to support the development/fundraising department, outreach and marketing and partially compensate for city funding reductions
3. PCM will continue to implement neighborhood-based services through the Neighborhood Communications Network project
4. Fundraising by the Board of Directors will support special projects such as "Adventures in Television" and the televising of other community events
5. PCM will generate new revenue through production services and grantwriting
6. Capital funds will be used to improve and expand the Media Education activities, the integration of new digital technologies and the Neighborhood Communications Network.

### **The Neighborhood Communications Network:**

The NCN will be a series of multimedia learning and creation sites in community centers, health facilities, government buildings, and K-12 schools throughout the city that will be used to create and transmit multimedia communications such as video, computer images, video-streaming, videoconferencing and teleconferencing. The communications will be transmitted through the existing Institutional Network (I-Net) constructed by AT&T Broadband as a cable franchise requirement. The media productions may be seen on one of the cable access channels, a variety of web sites, the city's web site, or exclusively at sites within the closed circuit of the I-Net.

PCM will work closely with the Office of Neighborhood Involvement and the seven neighborhood councils to; 1) assess needs, 2) identify initial network sites, 3) conduct outreach to network site personnel, neighborhood associations, and nonprofit organizations, 4) provide training and education in the use of the communications equipment, and 5) coordinate the use of the network.

### **Potential Services:**

- Health personnel at the North Portland Health Clinic conduct live, call-in programs to discuss health issues directly with the public;
- Teachers provide live, interactive Homework Hotline programs from their own schools answering student questions;
- Neighborhood associations cover community meetings and other events at sites such as Woodstock Community Center and neighborhood schools;
- ONI engages the public in dialogue on topics such as the Public Involvement Standards using television and computer technologies;

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- Young people create and distribute multimedia productions as after-school activities;
- The World Forestry Center, OMSI, and the Oregon Zoo provide interactive, educational programs to local schools or for international distribution;
- Technical Assistance for Community Services (TACS) provides employee training programs to local nonprofit organizations on a closed circuit basis within the I-Net or directly to the desk top at participating organizations.

# **Portland Community Media**

## **CAPITAL BUDGET**

### **FY 2004 – 2005**

The city funding for access capital is \$536,893.00. The current proposed capital budget continues PCM's focus on:

- upgrading and improving production equipment,
- improving and expanding the Media Education program
- increasing digital production and nonlinear editing capabilities,
- establishing production sites and equipment for programming from remote neighborhood locations, and
- improving outreach and programming opportunities through nonprofits, schools, and youth as operational priorities.

PCM will also conduct a number of professional studies to determine the feasibility of expansion of PCM at its current facility on Martin Luther King Jr Boulevard or the feasibility of relocation.

#### **CAPITAL BUDGET DETAIL**

##### **Public Access**

Studio Cameras	\$80,000
Edit Room Vectorscopes/Waveform Monitors	18,000
8 inch Monitors	12,000
Non Linear Apple Laptop Computers	40,000
Firewire Drives	2,000
DV Cam Video Decks	12,000
Subtotal	\$164,000

##### **Media Education**

Non Linear Apple Laptop Computers	40,000
PC Desktop Computers	6,000
PC Laptops	6,000
Subtotal	52,000

##### **Neighborhood Projects**

Production and Transmission Equipment	57,893
Subtotal	57,893

##### **Production**

Digital Field Cameras	16,000
Non Linear Editor (Avid Adrenaline)	60,000
DVD/CD Professional Duplicator	2,500
Subtotal	78,500



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**Building and Parking Lot**

Retaining Wall in Parking Lot	35,000
Parking Lot Fence	2,000
HVAC Replacement Unit	60,000
Mobile Media Education Classroom Building	35,000
Expansion Feasibility & Engineering Studies	20,000
Reserve	5,000
Subtotal	157,000

**Administration**

Computers and Office Machines	15,000
Revised ACCPAC Accounting System	2,000
Subtotal	17,500

**Contingency**

10,000
10,000

**TOTAL**

**\$536,893**

**PORTLAND COMMUNITY MEDIA  
OPERATING & CAPITAL BUDGETS 1999-2005**

Present Account #		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-2003	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005
<b>REVENUE:</b>							
4000	Contract City Portland	730,924	957,948	970,064	767,492	748,278	741,827
4005	Franchise Mult. West	18,962	20,876	26,025	26,905	26,164	30,617
4100	Special Projects	88,878	25,835	24,300	8,410	25,000	25,000
4200	Community Service	5,580	9,252	12,560	6,530		15,000
4300	Training Income	6,687	6,998	14,900	16,095	21,000	22,000
4355	Grant Revenues						30,000
4400	Board Community Fund Raising						20,000
4410	Misc Income	550	3,473	1,345	5,947	1,000	
4412	Damages paid for equipment	1,253	615	620	15		
4414	Adventures In TV						30,000
4580	Tape / Disk Sales	13,358	19,574	24,835	18,539	20,500	23,000
4581	Dubbing	2,021	177	1,253	2,989	5,920	2,000
4582	Tee shirt sales	320					
4700	Contract Interest - Delauney	9,087					
4710	Checking Acct. Interest	7,719	13,765	9,778	3,642	7,000	5,000
4715	Investment Fund Income				2,478		
4800	Interest Investments	34,571	3,359	7,084	2,545		
4805	Interest USB Bonds/Notes			39,306	29,932		
4810	Dividends Investment	9,901	49,161	582	484		
4811	Earnings Domini Investments		20,357	59,776	1,909		
4820	Interest - Internal		5,390				
4830	Gain of Sale	2,300	3,701		(33,409)		
4831	Unrealized Gain / Loss	33,718			19,435		
4908	PEG Capital grant-Sound track	8,581					
4909	Capital Grant income	333,084	419,960	377,479	566,635	496,968	536,893
4998	Investment Funds Used					85,482	119,835
	<b>TOTAL REVENUE</b>	<b>1,307,494</b>	<b>1,560,441</b>	<b>1,569,908</b>	<b>1,446,572</b>	<b>1,437,312</b>	<b>1,601,172</b>

Present Account #		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005
<b>EXPENSES:</b>							
<b>STAFF RELATED</b>							
5000	Payroll Wages	493,621	459,523	477,833	481,034	522,348	579,782
5100	Payroll Taxes	49,652	51,526	46,607	46,916	54,323	60,877
5110	Pension Contributions	33,565	37,657	25,808	12,686	11,500	18,620
5111	Medical & Dental Insurance	46,939	62,720	54,279	60,126	64,638	68,250
5112	Life & Disability Insurance	9,944	6,301	4,921	5,742	6,346	6,500
5200	Employee Recruitment	397	1,296	16,230	311	2,000	1,000
5300	Training & Education - Staff	76	5,396	2,207	9,259	10,000	10,000
5350	Training & Education - Board	1,688	4,925	3,915	1,550		-
5400	Travel - local	53	920	17,962	124	500	500
5401	Travel - out of town	2,026	5,767		4,066	4,000	3,000
5500	Payroll Service	3,162	3,211	3,756	2,954	2,400	3,000
5501	Crew Food	296	965	297	663	700	1,000
5999	Payroll transfers-production		67,052				
	<b>Subtotal</b>	<b>641,419</b>	<b>707,259</b>	<b>653,815</b>	<b>625,432</b>	<b>678,755</b>	<b>752,529</b>

Present Account #		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005
<b>GENERAL OVERHEAD</b>							
6001	MCTV Education Dist.		50,462	45,674	40,193	40,781	39,850
6010	Accounting Audit	9,075	12,676	109,606	10,999	9,000	10,000
6011	Audit Inventory			3,124			500

Present Account		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-2003	BUDGET 2003-2004	BUDGET 2004-2005
6020	Legal	2,401	14,561	19,415	928	5,000	5,000
6080	Computer Consulting	3,643	7,975	4,912	13,396	5,000	3,000
6090	Professional Services-admin	1,629	1,774	67,110	5,693	3,000	4,000
6125	Adventures In TV						30,000
6150	Annual Report		282				500
6151	Needs Assessment	3,932	2,212		14,297		5,000
6152	Board Planning			6,502	4,000		
6178	News letter-community connect	1,812	2,059			2,000	2,400
6179	News letter-tecno times	65	240				
6200	Office Supplies	4,550	8,427	7,752	4,605	5,000	7,000
6290	Charity Contribution	583		2,580			
6300	Printing - Outside	2,031	7,664	4,902	355	2,000	2,000
6301	Printing - Inside	3,381	4,066	2,226	3,562	3,100	3,000
6400	Postage & Shipping	3,714	3,615	5,060	1,920	3,000	4,000
6410	Miscellaneous Expenses	1,930	3,893	113,375	2,716		2,000
6500	Vehicle Fuel	2,755	3,302	997	2,571	3,300	4,000
6505	Vehicle Parking	891	1,018	1,001	633	750	1,000
6580	Video Tapes	19,251	37,271	39,875	26,096	32,000	35,000
6581	Dubbing	1,163	921	399			
6582	Tee shirts for re-sale	940					
6672	TV Guide/Advertise/20th Anniv	1,519	2,602	3,191			
6700	Advertising & Promo	4,682			175	10,000	15,000
6701	Pagers & Cell Phones	1,566	7,385	9,512	5,861	5,000	4,000
6702	Internet Access	7,646	1,921	3,553	2,245	5,000	4,000
6703	Telephone Local	248	6,291	8,155	10,396	7,000	8,000
6708	Interest Miscellaneous			86	9		100
6709	Interest - credit cards	324	560	157			
6710	Computer Software	532	2,617	1,118	1,440	700	3,000
6715	Bank Charges		1,782	2,441	2,099	1,800	1,800
6720	Dues & Subscriptions	621	1,457	1,015	3,899	4,000	4,000
6729	Fees			482	3,731		2,000
6730	Fees/Video/Entry Fees	615	1,726	68	250	1,000	1,000
6800	Hospitality	4,038	6,206	8,315	3,895	2,000	5,000
	Subtotal	85,537	194,965	472,603	165,966	150,431	206,150

Present Account		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005
#	EQUIPMENT RELATED						
7000	Repair - parts	7,717	10,297	3,885	3,294	6,000	5,000
7005	Repair- Headend Expense			1,693	1,268		1,000
7010	Repair - small tools	2,085	3,245	4,403	2,334	500	500
7015	Repair - sub-contractor	31,087	20,243	44,340	20,638	30,000	28,000
7016	Repair City Council Chambers			260	1,999		2,000
7020	Replacement bulbs	2,347	2,184	3,213	1,096	3,000	3,000
7030	Replacement batteries	711	694	615	1,362	1,500	1,500
	Subtotal	43,947	36,663	58,409	31,990	41,000	41,000

Present Account		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005
#	BUILDING RELATED						
7500	Janitor Service	5,106	2,993	6,622	4,817	2,000	1,500
7510	Janitorial Supplies	3,384	4,002	4,213	2,563	3,000	2,500
7620	Electricity	13,090	14,158	16,396	21,526	17,000	14,000
7635	Garbage Removal	842	1,041	774	912	1,500	1,500
7640	Other Utilities	1,744	1,791	2,133	2,310	2,500	3,000
7645	Natural Gas	742	580	1,210	821	2,000	1,500
7650	Vehicle Maintenance	1,175	3,145	1,015	692	2,000	3,000
7660	Landscape Maintenance	2,154	1,575	2,508	2,295	800	800
7670	Building Maintenance	3,304	12,857	5,585	5,042	3,000	4,000
7680	Security Service	765	677	2,221	1,238	700	800

Present Account		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-2003	BUDGET 2003-2004	BUDGET 2004-2005
	Subtotal	32,306	42,819	42,677	42,216	34,500	32,600

Present Account		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005
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#	DIRECT VIDEO PRODUCTION						
8030	Script Writer	13,550	5,400				
8040	On air talent	8,288	915	1,750			
8050	Videographer	16,838		2,100			
8060	Photographic Services	11					
8070	Graphic Design	1,915					
8071	Closed Caption	1,210					
8072	Audio Sweeten / Outsourced stu	5,453	410				
8111	Cable Signal Distrib-Teleconf sit	5,359	3,950				
8121	Equipment Rental	3,260					
8201	Props	2,240	992	246	76		
8666	Software Association/Oregon			19,942			
	Subtotal	58,124	11,667	24,038	76	-	-

Present Account		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005
#	OWNERSHIP COSTS						
9000	Insurance - liability	15,586	20,141	22,793	26,984	26,600	27,000
9100	Bad debts		25	158			
9820	Interest expense-self financed		5,390		4,941		
	Contingency					9,058	5,000
	Subtotal	15,586	25,556	22,951	31,925	35,658	32,000
	<b>TOTAL</b>	<b>876,919</b>	<b>1,018,929</b>	<b>1,274,493</b>	<b>897,604</b>	<b>940,344</b>	<b>1,064,279</b>

Present Account		ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 2002-03	BUDGET 2003-2004	PROPOSED BUDGET 2004-2005
#	CAPITAL EXPENSE:						
1630	Production equipment	333,089	419,960	326,874	555,998	496,968	536,893
1640	Playback equipment	-	-				
	<b>TOTAL CAPITAL EXPENSE</b>	<b>333,089</b>	<b>419,960</b>	<b>326,874</b>	<b>555,998</b>	<b>496,968</b>	<b>536,893</b>
	<b>TOTAL EXPENSES</b>	<b>1,210,008</b>	<b>1,438,889</b>	<b>1,601,367</b>	<b>1,453,602</b>	<b>1,437,312</b>	<b>1,601,172</b>

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** R-2

**Est. Start Time:** 9:40 AM

**Date Submitted:** 05/11/04

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<b>Requested Date:</b>	Thursday, May 20, 2004	<b>Time Requested:</b>	5 minutes
<b>Department:</b>	Non-Departmental	<b>Division:</b>	Chair's Office
<b>Contact/s:</b>	Agnes Sowle		
<b>Phone:</b>	(503) 988-5219, (503) 988-3138	<b>I/O Address:</b>	503/500
<b>Presenters:</b>	Agnes Sowle		

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**Agenda Title:** RESOLUTION Calling an Election and Approving Ballot Title and Explanatory Statement on Columbia River People's Utility District Annexation

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

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- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Adopt Resolution Approving Ballot Titles and Explanatory Statement for Columbia River People's Utility District (CRPUD) Annexation.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** CRPUD has been providing electric service to residents within Columbia County since 1984. In 2000 the CRPUD entered into an agreement with Portland General Electric (PGE) to purchase the PGE facilities within the communities of St Helens, Scappoose and Columbia City as well as the facilities in the northern end of Multnomah County. CRPUD has been providing electric service to these Multnomah County customers who reside inside the allocated service territory of the CRPUD but are outside the political boundaries of the CRPUD. Because these Multnomah County customers are outside CRPUD's political boundaries, they are not represented or allowed to vote on CRPUD matters as are other customers. The CRPUD Board passed a resolution on February 17, 2004 recommending annexation of the County territory if voters approve the annexation.

The proposed resolution calls the election for September 21, 2004, and adopts the ballot title and explanatory statement for CRPUD annexation of the Multnomah County territory.

3. Explain the fiscal impact (current year and ongoing). N/A  
NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

If a budget modification, explain: N/A

- ❖ What revenue is being changed and why?
- ❖ What budgets are increased/decreased?
- ❖ What do the changes accomplish?
- ❖ Do any personnel actions result from this budget modification? Explain.
- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: N/A

- ❖ Why was the expenditure not included in the annual budget process?
- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

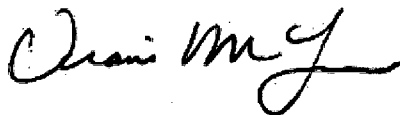
If grant application/notice of intent, explain: N/A

- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. Explain any legal and/or policy issues. Submits the question of annexation to CRPUD as required by ORS 261.171.
5. Explain any citizen and/or other government participation that has or will take place. None.

**Required Signatures:**

Department/Agency Director:



Date: 5/11/2004

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Calling an Election and Approving Ballot Title and Explanatory Statement on Columbia River People's Utility District Annexation

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

- a. On February 17, 2004, by Resolution 04-01 attached as Exhibit 1, the Board of Directors of the Columbia River People's Utility District (CRPUD) initiated annexation of territory in Multnomah County currently served by the CRPUD.
- b. ORS 261.171 requires the County, upon receipt of a resolution that complies with ORS 261.141, to submit the question of CRPUD's annexation to electors within the affected territory at a special election. A special election must be held at the earliest practical date and may be held on the same date as a primary or general election. CRPUD Resolution No. 04-01 complies with ORS 261.141 and September 21, 2004, is the earliest practical date for this election.
- c. The ballot title and explanatory statement for CRPUD annexation have been prepared.

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

1. The question of annexation to the Columbia River Public Utility District shall be submitted to voters within the affected territory described in the attached Exhibit 1 at the September 21, 2004, election.
2. The Director of Multnomah County Division of Elections shall publish the notices required by law and place the question on the September 21, 2004 ballot.
3. The ballot title and explanatory statement attached as Exhibit 2 are approved and certified to the Elections Director.
4. The Board Clerk shall submit this Resolution, ballot title and explanatory statement to the Elections Director for further action as required by law.

ADOPTED this 20<sup>th</sup> day of May 2004.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Agnes Sowle, County Attorney

**BEFORE THE BOARD OF DIRECTORS  
OF THE COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT**

**In the Matter of the Annexation of Territory within  
the CRPUD's Allocated Service Territory**

**RESOLUTION  
NO. 04-01**

The above entitled matter came on regularly before the Board of Directors at its Regular Meeting of February 17, 2004; and

It appearing to the Board that pursuant to the Asset Purchase Agreement between CRPUD and PGE dated April 3, 2000, the District is serving fringe customers in Multnomah County who are inside the service territory of the District but outside the current political boundaries of the District; and

It further appearing to the Board that while these customers do receive electric service from CRPUD, they are not entitled to vote on CRPUD matters nor are they represented in CRPUD business affairs as other customers presently within the political boundaries of CRPUD are; and

It further appearing to the Board that it is in the best interests of the District and the people involved to be annexed into CRPUD territory; now therefore,

**IT IS HEREBY RESOLVED** that the territory described on Exhibit "A" attached hereto and by this reference incorporated herein shall be annexed into the Columbia River People's Utility District after an election therein is duly held and the voters so approve; and

**IT IS FURTHER RESOLVED** that the Multnomah County Board of Commissioners are hereby requested pursuant to ORS 261.171 to submit the question of annexation and put to a vote of the people within the affected territory as described in Exhibit "A" whether said territory should be annexed into the CRPUD at an election to be held at the earliest practical date; and

**IT IS FURTHER RESOLVED** that the ballot question to be utilized by the Multnomah County Clerk in conducting said election shall be as indicated on Exhibit "B".

ADOPTED this 17<sup>th</sup> day of February, 2004.

Approved as to Form:

ATER WYNNE, LLP  
Attorneys At Law

BY Kirk Gibson  
Kirk Gibson, Of Attorneys for District

**BOARD OF DIRECTORS  
COLUMBIA RIVER PEOPLE'S  
UTILITY DISTRICT**

BY Barrel Richardson  
PRESIDENT  
BY Graham K. ...  
DIRECTOR  
BY ... Sumner  
DIRECTOR  
BY David M. ...  
DIRECTOR  
BY ... Carlwell  
DIRECTOR



**EXHIBIT "A"**

**Multnomah County**

Beginning at a point on the Northwest corner of Section 27, Township 3 North, Range 2 West, W.M.; thence South following the section line one mile to the Southwest corner of said Section 27; thence East following section lines, 2 miles to the Northwest corner of Section 36, Township 3 North, Range 2 West, W.M.; thence South  $\frac{1}{4}$  mile to the West quarter corner of said Section 36; thence East following the quarter section line, to the center of Section 36; thence South following the quarter section line to the South quarter corner of said Section 36; thence East following the section lines, to the low water line of the left (West) bank of the Multnomah Channel; thence Northerly down said low water line of the left (West) bank of the Multnomah Channel to its intersection with the Easterly extension of the North line of Section 25, Township 3 North, Range 2 West, W.M.; thence West 3 miles to the point of beginning.

**EXHIBIT "B"**

**COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT ANNEXATION**

**"Shall the territory on the fringes of the Columbia River People's Utility District (CRPUD) presently within the CRPUD's allocated service territory as described on Exhibit "A" be annexed into and come within the CRPUD political boundaries so that those affected customers can vote on CRPUD matters and be represented in CRPUD business affairs?"**

**Yes, I Vote For Annexation**

**No, I Vote Against Annexation**

**BALLOT TITLE**

**MEASURE NO. \_\_\_\_\_**

**CAPTION:**

**COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT ANNEXATION**

**QUESTION:**

Should service territory on southern boundary of Columbia River People's Utility District located within Multnomah County be annexed to District?

**SUMMARY:**

Columbia River People's Utility District (CRPUD) has been providing electric service to residents within Columbia County since 1984. In 2000 the CRPUD entered into an agreement with Portland General Electric (PGE) to purchase the PGE facilities within St Helens, Scappoose and Columbia City as well as the northern end of Multnomah County. CRPUD has been providing electric service to these Multnomah County customers who reside inside its allocated service territory but are outside its political boundaries. Because these Multnomah County customers are outside CRPUD's political boundaries, they are not represented or allowed to vote on CRPUD matters as are other customers. The CRPUD Board passed a Resolution on February 17, 2004 recommending annexation of the Multnomah County territory if customers within Multnomah County approve the annexation.

This measure would annex the Multnomah County territory currently served by CRPUD and allow Multnomah County customers to be represented and vote in CRPUD matters.

## EXPLANATORY STATEMENT

MEASURE NO. \_\_\_\_\_

### **Columbia River People's Utility District Annexation**

Columbia River People's Utility District (CRPUD) has been providing electric service to residents within Columbia County since 1984. In 2000 the CRPUD entered into an agreement with Portland General Electric (PGE) to purchase the PGE facilities within the communities of St Helens, Scappoose and Columbia City as well as the facilities in the northern end of Multnomah County. CRPUD has been providing electric service to these Multnomah County customers who reside inside the allocated service territory of the CRPUD but are outside the political boundaries of the CRPUD. Because these Multnomah County customers are outside CRPUD's political boundaries, they are not represented or allowed to vote on CRPUD matters as are other customers. The CRPUD Board passed a Resolution on February 17, 2004 recommending annexation of the territory described below if customers within Multnomah County approve the annexation.

This measure would annex the territory described below to CRPUD and allow Multnomah County customers to be represented and vote in CRPUD matters.

### Multnomah County – Legal Description

Beginning at a point on the Northwest corner of Section 27, Township 3 North, Range 2 West, W.M.; thence South following the section line one mile to the Southwest corner of said Section 27; thence East following section lines, 2 miles to the Northwest corner of Section 36, Township 3 North, Range 2 West, W.M.; thence South ½ mile to the West quarter corner of said Section 36; thence East following the quarter section line, to the center of Section 36; thence South following the quarter section line to the South quarter corner of said Section 36; thence East following the section lines, to the low water line of the left (West) bank of the Multnomah Channel; thence Northerly down said low water line of the left (West) bank of the Multnomah Channel to its intersection with the Easterly extension of the North line of Section 25, Township 3 North, Range 2 West, W.M.; thence West 3 miles to the point of beginning.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 04-066**

Calling an Election and Approving Ballot Title and Explanatory Statement on Columbia River People's Utility District Annexation

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

- a. On February 17, 2004, by Resolution 04-01 attached as Exhibit 1, the Board of Directors of the Columbia River People's Utility District (CRPUD) initiated annexation of territory in Multnomah County currently served by the CRPUD.
- b. ORS 261.171 requires the County, upon receipt of a resolution that complies with ORS 261.141, to submit the question of CRPUD's annexation to electors within the affected territory at a special election. A special election must be held at the earliest practical date and may be held on the same date as a primary or general election. CRPUD Resolution No. 04-01 complies with ORS 261.141 and September 21, 2004, is the earliest practical date for this election.
- c. The ballot title and explanatory statement for CRPUD annexation have been prepared.

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

1. The question of annexation to the Columbia River Public Utility District shall be submitted to voters within the affected territory described in the attached Exhibit 1 at the September 21, 2004, election.
2. The Director of Multnomah County Division of Elections shall publish the notices required by law and place the question on the September 21, 2004 ballot.
3. The ballot title and explanatory statement attached as Exhibit 2 are approved and certified to the Elections Director.
4. The Board Clerk shall submit this Resolution, ballot title and explanatory statement to the Elections Director for further action as required by law.

ADOPTED this 20th day of May 2004.

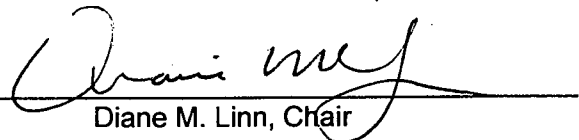


REVIEWED:

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

**BEFORE THE BOARD OF DIRECTORS  
OF THE COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT**

**In the Matter of the Annexation of Territory within  
the CRPUD's Allocated Service Territory**

**RESOLUTION  
NO. 04-01**

The above entitled matter came on regularly before the Board of Directors at its Regular Meeting of February 17, 2004; and

It appearing to the Board that pursuant to the Asset Purchase Agreement between CRPUD and PGE dated April 3, 2000, the District is serving fringe customers in Multnomah County who are inside the service territory of the District but outside the current political boundaries of the District; and

It further appearing to the Board that while these customers do receive electric service from CRPUD, they are not entitled to vote on CRPUD matters nor are they represented in CRPUD business affairs as other customers presently within the political boundaries of CRPUD are; and

It further appearing to the Board that it is in the best interests of the District and the people involved to be annexed into CRPUD territory; now therefore,

**IT IS HEREBY RESOLVED** that the territory described on Exhibit "A" attached hereto and by this reference incorporated herein shall be annexed into the Columbia River People's Utility District after an election therein is duly held and the voters so approve; and

**IT IS FURTHER RESOLVED** that the Multnomah County Board of Commissioners are hereby requested pursuant to ORS 261.171 to submit the question of annexation and put to a vote of the people within the affected territory as described in Exhibit "A" whether said territory should be annexed into the CRPUD at an election to be held at the earliest practical date; and

**IT IS FURTHER RESOLVED** that the ballot question to be utilized by the Multnomah County Clerk in conducting said election shall be as indicated on Exhibit "B".

ADOPTED this 17<sup>th</sup> day of February, 2004.

**BOARD OF DIRECTORS  
COLUMBIA RIVER PEOPLE'S  
UTILITY DISTRICT**

Approved as to Form:

ATER WYNNE, LLP  
Attorneys At Law

BY Kirk Q. Gibson  
Kirk Gibson, Of Attorneys for District

BY Daniel P. Buckerson  
PRESIDENT  
BY Richard H. [Signature]  
DIRECTOR  
BY [Signature]  
DIRECTOR  
BY [Signature]  
DIRECTOR  
BY [Signature]  
DIRECTOR

**EXHIBIT "A"**

**Multnomah County**

Beginning at a point on the Northwest corner of Section 27, Township 3 North, Range 2 West, W.M.; thence South following the section line one mile to the Southwest corner of said Section 27; thence East following section lines, 2 miles to the Northwest corner of Section 36, Township 3 North, Range 2 West, W.M.; thence South  $\frac{1}{4}$  mile to the West quarter corner of said Section 36; thence East following the quarter section line, to the center of Section 36; thence South following the quarter section line to the South quarter corner of said Section 36; thence East following the section lines, to the low water line of the left (West) bank of the Multnomah Channel; thence Northerly down said low water line of the left (West) bank of the Multnomah Channel to its intersection with the Easterly extension of the North line of Section 25, Township 3 North, Range 2 West, W.M.; thence West 3 miles to the point of beginning.

**EXHIBIT "B"**

**COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT ANNEXATION**

**"Shall the territory on the fringes of the Columbia River People's Utility District (CRPUD) presently within the CRPUD's allocated service territory as described on Exhibit "A" be annexed into and come within the CRPUD political boundaries so that those affected customers can vote on CRPUD matters and be represented in CRPUD business affairs?"**

**Yes, I Vote For Annexation**

**No, I Vote Against Annexation**



## **BALLOT TITLE**

**MEASURE NO. 26-54**

### **CAPTION:**

**COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT ANNEXATION**

### **QUESTION:**

Should service territory on southern boundary of Columbia River People's Utility District located within Multnomah County be annexed to District?

### **SUMMARY:**

Columbia River People's Utility District (CRPUD) has been providing electric service to residents within Columbia County since 1984. In 2000 the CRPUD entered into an agreement with Portland General Electric (PGE) to purchase the PGE facilities within St Helens, Scappoose and Columbia City as well as the northern end of Multnomah County. CRPUD has been providing electric service to these Multnomah County customers who reside inside its allocated service territory but are outside its political boundaries. Because these Multnomah County customers are outside CRPUD's political boundaries, they are not represented or allowed to vote on CRPUD matters as are other customers. The CRPUD Board passed a Resolution on February 17, 2004 recommending annexation of the Multnomah County territory if customers within Multnomah County approve the annexation.

This measure would annex the Multnomah County territory currently served by CRPUD and allow Multnomah County customers to be represented and vote in CRPUD matters.

## **EXPLANATORY STATEMENT**

**MEASURE NO. 26-54**

### **Columbia River People's Utility District Annexation**

Columbia River People's Utility District (CRPUD) has been providing electric service to residents within Columbia County since 1984. In 2000 the CRPUD entered into an agreement with Portland General Electric (PGE) to purchase the PGE facilities within the communities of St Helens, Scappoose and Columbia City as well as the facilities in the northern end of Multnomah County. CRPUD has been providing electric service to these Multnomah County customers who reside inside the allocated service territory of the CRPUD but are outside the political boundaries of the CRPUD. Because these Multnomah County customers are outside CRPUD's political boundaries, they are not represented or allowed to vote on CRPUD matters as are other customers. The CRPUD Board passed a Resolution on February 17, 2004 recommending annexation of the territory described below if customers within Multnomah County approve the annexation.

This measure would annex the territory described below to CRPUD and allow Multnomah County customers to be represented and vote in CRPUD matters.

### **Multnomah County – Legal Description**

Beginning at a point on the Northwest corner of Section 27, Township 3 North, Range 2 West, W.M.; thence South following the section line one mile to the Southwest corner of said Section 27; thence East following section lines, 2 miles to the Northwest corner of Section 36, Township 3 North, Range 2 West, W.M.; thence South ½ mile to the West quarter corner of said Section 36; thence East following the quarter section line, to the center of Section 36; thence South following the quarter section line to the South quarter corner of said Section 36; thence East following the section lines, to the low water line of the left (West) bank of the Multnomah Channel; thence Northerly down said low water line of the left (West) bank of the Multnomah Channel to its intersection with the Easterly extension of the North line of Section 25, Township 3 North, Range 2 West, W.M.; thence West 3 miles to the point of beginning.

## AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** R-3

**Est. Start Time:** 9:45 AM

**Date Submitted:** 04/26/04

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**Requested Date:** May 20, 2004

**Time Requested:** 10 minutes

**Department:** DBCS

**Division:** Finance, Budget & Taxes

**Contact/s:** Harry Morton

**Phone:** 503-988-3290

**Ext.:** 83290

**I/O Address:** 503/531/Treasury

**Presenters:** Harry Morton

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**Agenda Title:** Resolution Authorizing Issuance and Sale of Short-Term Promissory Notes (Tax and Revenue Anticipation Notes), Series 2004 in the Amount of \$20,000,000.

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

- 
- 1. What action are you requesting from the Board? What is the department/agency recommendation?** To approve a resolution authorizing issuance and sale of \$20,000,000.00 short-term promissory notes. Finance, Budget & Taxes recommends approval.
  - 2. Please provide sufficient background information for the Board and the public to understand this issue.** Under ORS 288.165, the County is authorized to issue TRANs in an amount not to exceed 80% of the amount of revenues the County expects to receive in Fiscal Year 2004-2005. This note will represent approximately 11% of the County's property tax collections, adjusted for delinquencies, prior year payments and discounts. The proceeds of the notes will provide needed cash flow to the General Fund prior to the collection of property taxes for the period July 1, 2004 to November 30, 2004. Preston, Gates and Ellis LLP is Bond Counsel, Regional Financial Advisors is Financial Advisor, and bids will be taken for Paying Agent/Registrar. Each has been selected in accordance with County procurement processes. The County will issue a Request for Proposal to select an underwriter.
  - 3. Explain the fiscal impact (current year and ongoing).** The Fiscal Year 2004-2005 County Budget includes \$500,000 to pay the estimated interest on the TRAN's. This TRAN issue meets all the requirements contained in the Financial and Budget Policy.

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain: N/A**

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**

- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain: N/A**

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

**If grant application/notice of intent, explain: N/A**

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

- 4. Explain any legal and/or policy issues involved. Bond Counsel and the County Attorney have reviewed or will review all the necessary documents.**
- 5. Explain any citizen and/or other government participation that has or will take place. None.**

**Required Signatures:**

**Department/Agency Director:**



**Date: 04/22/04**

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Authorizing Issuance And Sale Of Short-Term Promissory Notes, (Tax And Revenue Anticipation Notes), Series 2004 In The Amount Of \$20,000,000

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

- a. Prior to the receipt of sufficient monies from tax collections and from other budgeted and unpledged revenues which the County estimates will be received from other sources during the fiscal year 2004-05, there is a need for the County to contract indebtedness, not to exceed in the aggregate its estimated maximum cumulative cash flow deficit as defined in regulations of the United States Treasury, by the issuance of tax and revenue anticipation notes (the "Notes") to meet the County's current expenses for fiscal year 2004-05.
- b. Oregon Revised Statutes Section 288.165 permits the issuance of tax and revenue anticipation notes in an amount which does not exceed 80% of the amount budgeted by the County to be received during the 2004-05 fiscal year.
- c. Prior to the sale and delivery of the Notes, provision therefor shall have been made in the County's duly adopted budget which shall have been filed in the manner as provided by law. The County shall levy and collect ad valorem taxes as provided in the budget.

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

1. Issuance of Notes. The Board of County Commissioners of the County authorizes the issuance and negotiated sale of not to exceed \$20,000,000 of its Tax and Revenue Anticipation Notes, Series 2004. The Notes are issued pursuant to Oregon Revised Statutes Section 288.165. The Notes shall be issued in denominations of \$5,000 each, or integral multiples thereof, as negotiable notes of the County and shall bear interest at a true effective rate not to exceed four percent (4.00%). The County authorizes the Chief Financial Officer or the Treasury Manager (each an "Authorized Representative") to determine the principal amount, interest rate, denominations and to determine the underwriter for the purchase of the Notes and to evaluate the terms of a proposal received from the underwriter for the purchase of the Notes. The Notes shall not be issued prior to the beginning of, and shall mature not later than, the end of the fiscal year in which such taxes or other revenues are expected to be received. The Notes issued in anticipation of taxes or other revenues shall not be issued in an amount greater than eighty percent (80%) of the amount budgeted to be received in fiscal year 2004-05.
2. Title and Execution of Notes. The Notes shall be titled "Multnomah County, Oregon Tax and Revenue Anticipation Notes, Series 2004" and shall be executed on behalf of the County with the manual or facsimile signature of the Chair of the Board of County

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 04-067**

Authorizing Issuance and Sale of Short-Term Promissory Notes, (Tax and Revenue Anticipation Notes), Series 2004 in the Amount of \$20,000,000

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

- a. Prior to the receipt of sufficient monies from tax collections and from other budgeted and unpledged revenues which the County estimates will be received from other sources during the fiscal year 2004-05, there is a need for the County to contract indebtedness, not to exceed in the aggregate its estimated maximum cumulative cash flow deficit as defined in regulations of the United States Treasury, by the issuance of tax and revenue anticipation notes (the "Notes") to meet the County's current expenses for fiscal year 2004-05.
- b. Oregon Revised Statutes Section 288.165 permits the issuance of tax and revenue anticipation notes in an amount which does not exceed 80% of the amount budgeted by the County to be received during the 2004-05 fiscal year.
- c. Prior to the sale and delivery of the Notes, provision therefor shall have been made in the County's duly adopted budget which shall have been filed in the manner as provided by law. The County shall levy and collect ad valorem taxes as provided in the budget.

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

1. Issuance of Notes. The Board of County Commissioners of the County authorizes the issuance and negotiated sale of not to exceed \$20,000,000 of its Tax and Revenue Anticipation Notes, Series 2004. The Notes are issued pursuant to Oregon Revised Statutes Section 288.165. The Notes shall be issued in denominations of \$5,000 each, or integral multiples thereof, as negotiable notes of the County and shall bear interest at a true effective rate not to exceed four percent (4.00%). The County authorizes the Chief Financial Officer or the Treasury Manager (each an "Authorized Representative") to determine the principal amount, interest rate, denominations and to determine the underwriter for the purchase of the Notes and to evaluate the terms of a proposal received from the underwriter for the purchase of the Notes. The Notes shall not be issued prior to the beginning of, and shall mature not later than, the end of the fiscal year in which such taxes or other revenues are expected to be received. The Notes issued in anticipation of taxes or other revenues shall not be issued in an amount greater than eighty percent (80%) of the amount budgeted to be received in fiscal year 2004-05.
2. Title and Execution of Notes. The Notes shall be titled "Multnomah County, Oregon Tax and Revenue Anticipation Notes, Series 2004" and shall be executed on behalf of the County with the manual or facsimile signature of the Chair of the Board of County

Commissioners and shall be attested by the Authorized Representative. The Notes may be initially issued in book-entry form as a single, typewritten note and issued in the registered name of the nominee of The Depository Trust Company, New York, New York in book-entry form. The Notes may be issued without certificates being made available to the note holders except in the event that the book-entry form is discontinued in which event the Notes will be issued with certificates to be executed delivered and transferred as herein provided.

3. Appointment of Paying Agent and Note Registrar. The Authorized Representative is authorized to designate a Paying Agent and Note Registrar for the Notes.
4. Book-Entry System. The ownership of the Notes shall be recorded through entries on the books of banks and broker-dealer participants and correspondents that are related to entries on The Depository Trust Company book-entry system. The Notes shall be initially issued in the form of a separate, fully registered typewritten note (the "Global Certificate"). The Global Certificate shall be registered in the name of Cede & Co. as nominee (the "Nominee") of The Depository Trust Company (the "Depository") as the "Registered Owner," and such Global Certificate shall be lodged with the Depository or the Paying Agent and Note Registrar until maturity of the Note issue. The Paying Agent shall remit payment for the maturing principal and interest on the Notes to the Registered Owner for distribution by the Nominee for the benefit of the noteholders (the "Beneficial Owner" or "Record Owner") by recorded entry on the books of the Depository participants and correspondents. While the Notes are in book-entry-only form, the Notes will be available in denominations of \$5,000 or any integral multiple thereof.

The Authorized Representative has filed with the Depository a Blanket Issuer Letter of Representations, dated March 9, 1995, to induce the Depository to accept the Notes as eligible for deposit at the Depository. The County is authorized to provide the Depository with the Preliminary Official Statement, together with the completed Depository's underwriting questionnaire.

The execution and delivery of the Blanket Letter of Representations and the providing to the Depository of the Preliminary Official Statement and the underwriting questionnaire shall not in any way impose upon the County any obligation whatsoever with respect to persons having interests in the Notes other than the Registered Owners of the Notes as shown on the registration books maintained by the Paying Agent and Note Registrar. The Paying Agent and Note Registrar, in writing, shall accept the book-entry system and shall agree to take all action necessary to at all times comply with the Depository's operational arrangements for the book-entry system. The Authorized Representative may take all other action to qualify the Notes for the Depository's book-entry system.

In the event (a) the Depository determines not to continue to act as securities depository for the Notes, or (b) the County determines that the Depository shall no longer so act, then the County will discontinue the book-entry system with the Depository. If the County fails to identify another qualified securities depository to replace the Depository, the Notes shall no longer be a book-entry-only issue but shall be registered in the registration books

maintained by the Paying Agent and Note Registrar in the name of the Registered Owner as appearing on the registration books of the Paying Agent and Note Registrar and thereafter in the name or names of the owners of the Notes transferring or exchanging Notes in accordance with the provisions herein.

With respect to Notes registered in the registration books maintained by the Paying Agent and Note Registrar in the name of the Nominee of the Depository, the County, and the Paying Agent and Note Registrar shall have no responsibility or obligation to any participant or correspondent of the Depository or to any Beneficial Owner on behalf of which such participants or correspondents act as agent for the Registered Owner with respect to:

- i. the accuracy of the records of the Depository, the Nominee or any participant or correspondent with respect to any ownership interest in the Notes,
- ii. the delivery to any participant or correspondent or any other person, other than a Registered Owner as shown in the registration books maintained by the Paying Agent and Note Registrar, of any notice with respect to the Notes, including any notice of redemption,
- iii. the payment to any participant, correspondent or any other person other than the Registered Owner of the Notes as shown in the registration books maintained by the Paying Agent and Note Registrar, of any amount with respect to principal or interest on the Notes. Notwithstanding the book-entry system, the County may treat and consider the Registered Owner in whose name each Note is registered in the registration books maintained by the Paying Agent and Note Registrar as the Registered Owner and absolute owner of such Note for the purpose of payment of principal and interest with respect to such Note, or for the purpose of registering transfers with respect to such Note, or for all other purposes whatsoever. The County shall pay or cause to be paid all principal of and interest on the Notes only to or upon the order of the Registered Owner, as shown in the registration books maintained by the Paying Agent and Note Registrar, or their representative attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the County's obligation with respect to payment thereof to the extent of the sum or sums so paid.

Upon delivery by the Depository to the County and to the Registered Owner of a Note of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee then the word "Nominee" in this Resolution shall refer to such new nominee of the Depository, and upon receipt of such notice, the County shall promptly deliver a copy thereof to the Paying Agent and Note Registrar.

5. Payment of Notes. If the book-entry system has been discontinued, then the principal of and interest on the Notes shall be payable upon presentation of the Notes at maturity at the corporate trust office of the Paying Agent.



6. Special Account. The County shall establish a Special Account for the Notes. The County covenants for the benefit of the owners of the Notes to deposit ad valorem property taxes and any other legally available revenues by June 1, 2005, or such other date as approved by the Authorized Representative, into the Special Account until the Special Account holds an amount sufficient to pay principal of and interest on the Notes at maturity. Investment earnings, after full funding of principal and interest in the Special Account on or prior to June 1, 2005, may be transferred to the County's general fund. Monies in the Special Account shall not be invested in instruments which mature after the maturity date of the Notes. Monies in the Special Account shall be used solely to pay principal of and interest on the Notes. Additional Notes cannot be issued which will have any claim upon the monies in the Special Account. The Special Account must be fully funded prior to establishing and financing any other special account which is fundable from the 2004-05 ad valorem tax levy.
7. Security. The County's ad valorem property taxes, subject to the limits of Article XI, Sections 11 and 11b of the Oregon Constitution, and the full faith and credit of the County, including all unobligated revenues in the County's general fund, are hereby irrevocably pledged to the punctual payment of principal of and interest on the Notes.
8. Optional Redemption. The Notes are not subject to optional redemption prior to their stated maturity date of June 30, 2005.
9. Form of Notes. The Notes shall be issued substantially in the form as approved by the County and Note Counsel to the County.
10. Negotiated Sale of Notes and Appointment of Underwriter. The Authorized Representative is authorized to negotiate, approve and deliver, on behalf of the County, a proposal from the underwriter providing for the purchase of the Notes with an underwriter to be selected by the Authorized Representative.
11. Appointment of Note Counsel. The Board appoints the firm of Preston Gates & Ellis LLP of Portland, Oregon as Note Counsel.
12. Appointment of Financial Advisor. The Board appoints Regional Financial Advisors, Inc. as Financial Advisor to the County for the issuance of the Notes.
13. Covenant as to Arbitrage. The County covenants for the benefit of the owners of the Notes to comply with all provisions of the Internal Revenue Code of 1986, as amended (the "Code") which are required for the interest on the Notes to be excluded from gross income for federal income tax purposes, unless the County obtains an opinion of nationally recognized bond counsel that such compliance is not required for the interest payable on the Notes to be excluded. The County makes the following specific covenants with respect to the Code:
  - i. The County shall not take any action or omit any action, if it would cause the Notes to become "arbitrage bonds" under Section 148 of the Code and shall pay any rebates to the United States which are required by Section 148(f) of the Code.

- ii. The County shall not use the proceeds of the Notes in a manner which would cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code.

The covenants contained herein and any covenants in the closing documents for the Notes shall constitute contracts with the owners of the Notes, and shall be enforceable by such owners.

14. Notice of Material Events to Municipal Securities Rulemaking Board. Pursuant to SEC Rule 15c2-12(d)(3), the County agrees to provide or cause to be provided, in a timely manner, to the Municipal Securities Rulemaking Board (the "MSRB"), notice of the occurrence of any of the following events with respect to the Notes, if material:

- i. principal and interest payment delinquencies;
- ii. non-payment related defaults;
- iii. unscheduled draws on debt service reserves reflecting financial difficulties;
- iv. unscheduled draws on credit enhancements reflecting financial difficulties;
- v. substitution of credit or liquidity providers, or their failure to perform;
- vi. adverse tax opinions or events affecting the tax-exempt status of the Notes;
- vii. modifications to rights of holders of the Notes;
- viii. bond calls;
- ix. defeasances;
- x. release, substitution, or sale of property securing repayment of the Notes; and
- xi. rating changes.

The County may from time to time choose to provide notice of the occurrence of certain other events, in addition to those listed above, if, in the judgment of the County, such other event is material with respect to the Notes, but the County does not undertake any commitment to provide such notice of any event except those events listed above.

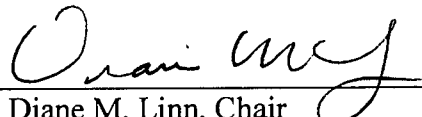
15. Preliminary and Final Official Statement. The County shall, if required, cause the preparation of the preliminary official statement for the Notes which shall be available for distribution to prospective investors. In addition, if required, an official statement shall be prepared and ready for delivery to the purchasers of the Notes no later than the seventh (7th) business day after the sale of the Notes. When advised that the final official statement does not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements contained in the official statement not

misleading in the light of the circumstances under which they are made, the Authorized Representative is authorized to certify the accuracy of the official statement on behalf of the County.

16. Resolution to Constitute Contract. In consideration of the purchase and acceptance of any or all of the Notes by those who shall own the same from time to time (the "Noteowners"), the provisions of this Resolution shall be part of the contract of the County with the Noteowners and shall be deemed to be and shall constitute a contract between the County and the Noteowners. The covenants, pledges, representations and warranties contained in this Resolution or in the closing documents executed in connection with the Notes, including without limitation the County's covenants and pledges contained in Section 7 hereof, and the other covenants and agreements herein set forth to be performed by or on behalf of the County shall be contracts for the equal benefit, protection and security of the Noteowners, all of which shall be of equal rank without preference, priority or distinction of any of such Notes over any other thereof, except as expressly provided in or pursuant to this Resolution.
17. Closing of the Sale and Delivery of the Notes. The Authorized Representative is authorized to execute and deliver such additional documents, including a Tax Certificate, and any and all other things or acts necessary for the sale and delivery of the Notes as herein authorized. Such acts of the Authorized Representative are for and on behalf of the County and are authorized by the Board of County Commissioners of the County.

ADOPTED this 20th day of May, 2004.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

By:   
Diane M. Linn, Chair

REVIEWED: 

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By:   
Agnes Sowle, County Attorney

## AGENDA PLACEMENT REQUEST

BUD MOD #:

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** R-4

**Est. Start Time:** 9:50 AM

**Date Submitted:** 04/26/04

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**Requested Date:** May 20, 2004

**Time Requested:** 10 minutes

**Department:** DBCS

**Division:** Finance, Budget & Taxes

**Contact/s:** Harry Morton

**Phone:** 503-988-3290

**Ext.:** 83290

**I/O Address:** 503/531/Treasury

**Presenters:** Harry Morton

---

**Agenda Title:** Resolution Adopting Multnomah County's Investment Policy

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

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1. **What action are you requesting from the Board? What is the department/agency recommendation?** To approve the Multnomah County Investment Policy. Finance, Budget & Taxes recommends approval.
2. **Please provide sufficient background information for the Board and the public to understand this issue.** ORS 294.135 requires that municipalities adopt a written investment policy. FB7T has modified the Investment Policy previously adopted by Resolution 02-116.
3. **Explain the fiscal impact (current year and ongoing).** The modified Investment Policy will have no financial impact on the General Fund.

**NOTE:** If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

**If a budget modification, explain:** N/A

- ❖ What revenue is being changed and why?
- ❖ What budgets are increased/decreased?

- ❖ What do the changes accomplish?
- ❖ Do any personnel actions result from this budget modification? Explain.

- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain: N/A**

- ❖ Why was the expenditure not included in the annual budget process?
- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

**If grant application/notice of intent, explain: N/A**

- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. **Explain any legal and/or policy issues involved.** The modified investment policy meets all legal requirements.
5. **Explain any citizen and/or other government participation that has or will take place.** The Multnomah County Investment Advisory Board has reviewed and approved the modified policy. The Oregon Short Term Fund Board has reviewed the modified policy and has not recommended any changes.

**Required Signatures:**

**Department/Agency Director:**



**Date: 04/23/04**



**Finance, Budget and Tax Office**  
**MULTNOMAH COUNTY OREGON**

**Treasury Section**  
**501 SE Hawthorne, Suite 531**  
**Portland, Oregon 97214**  
**(503) 988-3290 phone**  
**(503) 988-5725 fax**

To: Board Staff  
From: Harry Morton, Treasury Manager  
Date: April 22, 2004  
Subj: Changes to Multnomah County Investment Policy

The following are the changes to the Investment Policy adopted August 22, 2002 by Resolution 02-116.

Section 1. Dates and portfolio balances changed to current.

Section 6. Spacing deleted.

Section 8. (a) (xi) Words "and savings" added.

Section 10. (a). Authority previously included in Addendum A. now clarified in this section.

Addendum A. One brokerage firm deleted and two brokerage name changes.  
Names of direct issuers deleted.  
Albina Bank maximum balance increased due to merger.

Addendum B. Board member titles, addresses, phones and terms updated.

Addendum C. Retired employee signature authority deleted.

RANDALL EDWARDS  
STATE TREASURER



FINANCE DIVISION  
DARREN Q. BOND, CCM  
DIRECTOR  
350 WINTER STREET NE, SUITE 100  
SALEM, OREGON 97301-3896  
(503) 378-4633  
FAX (503) 373-1179  
www.ost.state.or.us

## OREGON STATE TREASURY

### MULTNOMAH COUNTY

March 12, 2004

MAR 15 2004

Harry S. Morton, Treasury Manager  
Multnomah County  
501 SE Hawthorne Blvd. 4<sup>th</sup> Floor  
Portland, OR 97214

### TREASURY

Dear Harry,

In reference to your investment policy submitted to the Oregon Short-Term Fund Board for review and comment, comments by Ellen Hanby, Investment Officer, Oregon Short-Term Fund, included the following:

Multnomah County has made some minor revisions to their policy. Harry Morton and I had a brief discussion about the 20% limitation on Muni Bonds in their policy. He explained that "there may be a time when that level of muni's could be prudent and appropriate" including buying the County's own pension obligation bonds if sufficiently high levels in interest rates were reached in the market. That is more of a contingency than anything else".

Multnomah County continues to provide an excellent policy for establishing the framework within which investment activities take place.

There were no other comments offered by the Board. If we can be of further assistance to you, please call 1-800-452-0345.

Sincerely,

A handwritten signature in cursive script that reads "Debbe Moore".

Debbe Moore  
Recording Secretary  
Oregon Short-Term Fund Board

dm

cc: OSTF Board  
Ellen Hanby, OSTF Investment Officer

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

**RESOLUTION NO. \_\_\_\_\_**

Adopting Multnomah County Investment Policy for Fiscal Year 2003-2004

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

- a. ORS 294.135 requires the county to adopt a written investment policy.
- b. The County's Investment Advisory Board reviewed and approved the Multnomah County Investment Policy for Fiscal Year 2003-2004.
- c. The State Treasurer's Office reviewed the Multnomah County Investment Policy for Fiscal Year 2003-2004 and recommended no improvements or any changes.

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

1. The Board adopts the attached Multnomah County Investment Policy for Fiscal Year 2003-2004.
2. The Chief Financial Officer and the Treasury Manager are authorized to administer the Investment Policy for Fiscal Year 2003-2004.
3. This resolution repeals Resolution No. 02-116 and replaces the previous Investment Policy adopted by Resolution No. 02-116.

ADOPTED this 20<sup>th</sup> day of May 2004.

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

\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Agnes Sowle, County Attorney



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

**RESOLUTION NO. 04-068**

Adopting Multnomah County Investment Policy for Fiscal Year 2003-2004

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

- a. ORS 294.135 requires the county to adopt a written investment policy.
- b. The County's Investment Advisory Board reviewed and approved the Multnomah County Investment Policy for Fiscal Year 2003-2004.
- c. The State Treasurer's Office reviewed the Multnomah County Investment Policy for Fiscal Year 2003-2004 and recommended no improvements or any changes.

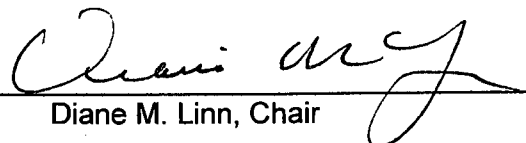
**The Multnomah County Board of Commissioners Resolves:**

1. The Board adopts the attached Multnomah County Investment Policy for Fiscal Year 2003-2004.
2. The Chief Financial Officer and the Treasury Manager are authorized to administer the Investment Policy for Fiscal Year 2003-2004.
3. This resolution repeals Resolution No. 02-116 and replaces the previous Investment Policy adopted by Resolution No. 02-116.

ADOPTED this 20th day of May 2004.



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

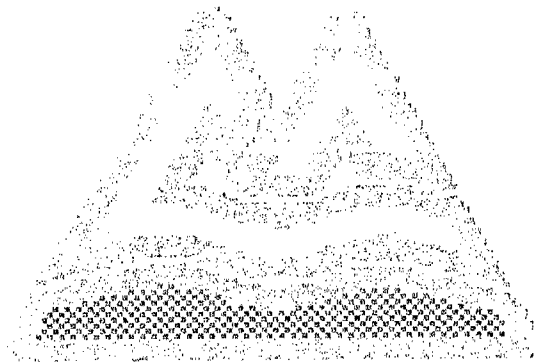
  
\_\_\_\_\_  
Diane M. Linn, Chair

**REVIEWED:**

**AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON**

By   
\_\_\_\_\_  
Agnes Sowle, County Attorney

# MULTNOMAH COUNTY OREGON



## Investment Policy

**Fiscal Year 2003-2004**

# Multnomah County Oregon Investment Policy

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## 1. Scope

- a. This investment policy applies to investing the financial assets of all funds included in Multnomah County's Investment Pool as defined in Section 13 of this policy. During Fiscal Year 2002-2003, the County's approximate average daily balance of funds invested was \$201,000,000, with a high of \$635,000,000 in November and a low of \$94,000,000 in October.
- b. Funds will be invested in compliance with ORS 294, other applicable statutes, this policy, and other written procedures.

## 2. Investment Objectives

- a. The primary objective of Multnomah County's investment activities is the preservation of capital and the protection of investment principal.
- b. The County's investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements that are reasonably anticipated. This preference for liquidity will be considered basic to investment decisions.
- c. The County will diversify its investments to avoid unreasonable risks regarding specific security types or individual financial institutions.
- d. The County will conform to Federal and State law and other legal requirements.
- e. The County will attain a market rate of return throughout budgeting cycles.

## 3. Delegation of Authority

The Treasury Manager is designated as the Investment Officer of the County and is responsible for the daily cash management, and investment decisions and activities.

#### **4. Prudence**

- a. The standard of prudence used by the Treasury Manager and Treasury staff in the context of managing the overall portfolio shall be the prudent investor rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- b. The Treasury Manager and Treasury staff, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported to the Chief Financial Officer immediately and that appropriate action is taken to control any adverse developments.
- c. The Treasury Manager shall strive for best execution of trades and shall solicit competitive bids or offers for all instruments traded, whenever practicable.

#### **5. Investment Diversification**

- a. The County will diversify its investments across security type and institution. No more than 20 percent (20%) at market value of the County's total investment portfolio will be invested in a single security type as defined in Paragraph 8, or in instruments of a single issuer, or as limited by ORS 294.035, whichever is less. Exceptions to this twenty percent limit are:
  - i) The County may invest one hundred percent (100%) of its portfolio in U.S. Treasury securities.
  - ii) The County may invest seventy-five percent (75%) of its portfolio in securities of U.S. Government Agencies and Instrumentalities.
  - iii) The funds invested in the Local Government Investment Pool may exceed twenty percent (20%) to the extent allowed under ORS 294.810.
  - iv) The County may invest in repurchase agreements to the extent that the collateral received does not cause the County to exceed any limits set elsewhere in this policy, including, but not only, Section 5(a)(ii).

- v) The County may invest in commercial paper and other corporate debt up to twenty-five percent (25%) of the total investment portfolio at market value, but may exceed that limit, up to thirty percent (30%), for a period not to exceed 10 successive business days.
- b. If due to unanticipated cash needs or investment maturities, the investment in any security type or any financial issuer exceeds the guidelines in this policy, the Treasury Manager is responsible for bringing the investment portfolio back within guidelines as soon as practicable. The Treasury Manager will also advise the Chief Financial Officer and Advisory Board members of the occurrence.

## 6. Investment Maturity

The County will maintain the following investment portfolio types and maturity dates:

### a. Short-term Investment Portfolio (maturities up to 3 years):

- i) Using the projected cash flow schedule the County will attempt to match its investments with anticipated cash flow requirements. The County will not invest in securities with maturity dates longer than 3 years from date of purchase.
- ii) The diversification of security maturity dates for the short-term investment portfolio will be measured at market value against average monthly portfolio balances as follows:
 

(a)	Less than 30 days	10% Minimum
(b)	Less than 90 days	25% "
(c)	Less than 270 days	50% "
(d)	Less than 1 year	70% "
(e)	Less than 3 years	100% "
- iii) If the goals for diversification of security maturity dates are exceeded by 5% or more for 10 successive business days, the Treasury Manager is responsible for promptly notifying the Chief Financial Officer and Advisory Board members.

### b. Long-term Investments (Maturities over three years and up to a maximum of five years):

- i) Bond Sinking Fund or Certificate of Participation reserve monies may be invested in securities exceeding three years if the maturities of such investments are made to coincide

as nearly as practicable with the expected use of the funds, and the legal documents authorizing the financing allow for long-term investments.

- ii) Self-Insurance Fund monies in the amount not to exceed \$8,000,000 (face value) may be invested in securities that exceed three years up to the maximum of five years. Securities purchased under this section are to be U.S. Treasury securities or securities of U.S. Government Agencies and Instrumentalities.

## **7. Investment of Bond Proceeds**

The Treasury Manager will work with the Chief Financial Officer, the financial advisor, and the bond counsel to determine how best to invest bond proceeds. Bond proceeds will be segregated within the County's investment portfolio, and invested in a manner consistent with Internal Revenue Service limitations on tax-exempt issuers, as well as the trust indenture, if any, and the expectations of drawdown of proceeds.

Similarly to bond proceeds, funds received as the result of a defeasance of previously issued County debt shall be invested in a manner consistent with Oregon Revised Statutes, I.R.S. regulations, and with the terms of the indenture documents of the debt issue.

## **8. Investment Limitations**

- a. The following investment securities are allowed to be purchased under this policy. Additional investments are allowed by ORS 294.035, but are not allowed by the County investment policy to be purchased.

- i) U. S. Treasury Issues:

U.S. Treasury Bills, Notes, Bonds, Strips, and Cubes.

- ii) U.S. Government Agency and Instrumentality Securities:

U.S. Government Agency securities for local government investment under ORS 294.035 and 294.040, and pursuant to ORS 294.046 (current revision).

- iii) Municipal Bonds:

Legally issued interest-bearing bonds pursuant to ORS 294.035 and 294.040 (current revision).

iv) Time Certificates of Deposits (CD or TCD):

- a) In purchasing time certificates of deposit, the County will not invest an amount that is more than 1 percent of the total deposits of any single institution, and FDIC insurance must apply to the deposits. As required by ORS Chapter 295, the Treasury Manager will be responsible for insuring that a Certificate of Participation, Collateral Pool has been issued by the institution to cover County deposits.
- b) On an exception basis, an on-going investment of \$200,000 in a one-year TCD issued by Albina Community Bank is authorized. Such investment represents the core balance in the Inmate Welfare Trust Fund administered by the Multnomah County Sheriff's Office.
- c) TCD's purchased from any Oregon Community Bank as authorized by subsequent action by the Board of County Commissioners.

v) Repurchase Agreements (Repos):

All repurchase agreements will be collateralized at margin ratios prescribed by written policy of the Oregon Short Term Fund Board. A signed master repurchase agreement will first be obtained from financial institutions. The collateral securing the repo will be delivered to the County's custodian. The County will not enter into term repos with maturities exceeding 90 days.

vi) Reverse Repurchase Agreements (Reverse Repos):

Before entering into a reverse repurchase agreement, the County will obtain a signed master repurchase agreement from the brokerage firm. The firm's current net worth must be over \$50 million. Reverse repos cannot exceed two percent (2%) of the issuing firm's liabilities. Proceeds from reverse repos will be invested in securities with maturities that match the maturities of the reverse repo. The County will not enter into term reverse repos with maturities exceeding 60 days, and all reverse repos must be approved by the Chief Financial Officer.

vii) Banker's Acceptance (BAs):

All bankers' acceptances will be purchased from a qualified financial institution as defined by ORS 294.035(8).

viii) Local Government Investment Pool (LGIP):

With the exception of pass-through funds, the maximum amount to be placed with the LGIP shall be pursuant to ORS 294.810.

ix) Commercial Paper (CP) and Other Corporate Debt:

All commercial paper and other corporate debt will be purchased in accordance with ORS 294.035(9).

x) Interest-Bearing Accounts:

All such deposits shall be FDIC-insured to \$100,000.

xi) Cash Deposits in Demand and Savings Accounts:

All cash deposits will be collateralized in accordance with ORS 295.

**9. Delivery of Securities**

Investment securities eligible for delivery purchased pursuant to this investment policy will be delivered versus payment by either book entry or physical delivery to a third-party custodian.

**10. Authorized Financial Institutions and Securities Dealers**

- a. Addendum A is the list of banks and securities dealers authorized to provide investment services. The County will limit all investment activities to the institutions in Addendum A. The Treasury Manager is authorized to transact trades directly with issuers of corporate debt and commercial paper as long as the provisions of ORS 294.035 and this investment policy are followed.
- b. The Treasury Manager is authorized to sign a Trading Authorization agreement or master repurchase agreement with any institution included on this list.
- c. Additions to the list of authorized financial institutions may be made at the discretion of the Treasury Manager with written notification to the County Chair, the Investment Advisory Board and the Chief Financial Officer.
- d. Before the County purchases securities over \$100,000 from any financial institution, the County must have on file the firm's most recent audited financial report. The Treasury Manager is



responsible for keeping current files indicating the necessary licenses and professional credentials of broker/dealers with whom the County transacts business. The Treasury Manager will review the files annually.

**11. Cash Flow Planning**

The Treasury Manager is responsible for preparing an annual projected cash flow schedule of all funds that are included in the County's Investment Pool. The projected cash flow schedule will be based on the previous two years actual cash flows. The Chief Financial Officer will review the schedule periodically. The Treasury Manager is responsible for comparing the cash flow projections to actual cash flows each month and will revise the schedule, if necessary, based on the actual cash flows.

**12. Accounting Method**

- a. At the time of purchase, investments will be booked at cost. Any gains or losses from investments sold or called will be credited or charged to investment income at the time of sale or call. Premiums or discounts on securities will be amortized or accreted over the life of the securities, and be credited or charged to interest income.
- b. The County shall comply with all required legal provisions and generally accepted accounting principles (GAAP). These principles are contained in the pronouncements of authoritative bodies, including, but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB), and the Government Accounting Standards Board (GASB).

**13. County Investment Pool and Interest Earnings Allocation**

- a. The County will pool most of its funds in the County's Investment Pool for investment purposes. The funds not pooled will be restricted to: contract retainage and lien deposits; deferred compensation deposits and investments; Library Retirement Plan investments; funds held for Certificates of Participation and Revenue Bond reserves, or construction payments; petty cash funds; and imprest funds. These funds will earn interest income, if any, from the financial institution or organization holding the funds in a trust or fiduciary capacity.

b. Method and process of investment interest allocation:

- i) According to State law and County policy, interest earnings will be allocated to the following funds:
  - (1) Road Fund and Willamette River Bridge Fund;
  - (2) Bicycle Path Fund;
  - (3) County School Fund;
  - (4) Tax Title Land Sales Fund;
  - (5) Emergency Communication Fund;
  - (6) Property Tax Trust Funds and Accounts;
  - (7) Funds accounting for serial levy and bond funds;
  - (8) Inmate Welfare Fund; and
  - (9) Justice Services Special Operations Fund.
- ii) All Proprietary Type Funds will receive interest earnings allocation.
- iii) Funds held in Trust Accounts or Trust Funds, which are to be used for a specific purpose will receive interest earnings allocation. These include:
  - (1) Regional Organized Crime and Narcotics (ROCN);
  - (2) Public Guardian; and
  - (3) Drug Forfeiture.
- iv) Interest will be allocated to Funds created by the Board of County Commissioners that specifically state the funds will earn interest. These include:
  - (1) Capital Acquisition Fund, and
  - (2) Capital Improvement Fund.
- v) Interest will not be allocated to the Federal/State Program Fund because the majority of the expenditures are on a reimbursement basis from the grantor agency, and the General Fund provides the cash flow.
- vi) The General Fund will receive the balance of interest earnings. All other Funds that are supported in whole or part by the General Fund will not be allocated interest earnings.
- vii) In the event a new fund or account is created, the Chief Financial Officer is authorized to make the determination if the fund or account should receive interest. This determination is to be based on the criteria used for the funds in existence at the time this policy is adopted.

c. The amount of interest allocation will be based on:

- i) The average daily cash balance of the fund. The property tax trust funds average daily cash balance will be reduced by the average daily uncollected funds (float);
- ii) The average monthly yield of the County's investment portfolio;
- iii) The yield is calculated on a 365-day basis;
- iv) An administrative fee of 1% of the earnings will be deducted from the interest earnings allocation prior to distribution;
- v) If the average daily cash balance in a fund is negative and the fund has interest income received, the fund will be debited interest income for the period or periods that the cash balance is negative;
- vi) Each month the General Ledger section is responsible for computing and recording the amount of interest income that is to be allocated to various Funds.

#### **14. The Investment Advisory Board**

- a. The County Chair will appoint the Investment Advisory Board members to three-year terms. The Investment Advisory Board will be composed of five citizen members. These individuals will be nominated on the basis of their understanding and knowledge of financial markets.
- b. The Investment Advisory Board will meet quarterly to review the County's investment performance and existing investment plan. All such meetings of the Investment Advisory Board will be open and publicized as required by the "Open Meetings Law."
- c. After each meeting of the Investment Advisory Board, the Treasury Manager will prepare and distribute a written report summarizing the meeting to the Chair of the Board, the Investment Advisory Board and the Chief Financial Officer.

#### **15. Reporting Requirements**

The Treasury Manager will provide the Chair of the Board, the Investment Advisory Board, and the Chief Financial Officer copies of the monthly investment portfolio report. At each quarterly Advisory Board meeting the Treasury Manager will provide the Board and the Chief Financial Officer a monthly detailed listing

of all transactions, with an explanation for the decision to sell or purchase. The investment portfolio will be marked-to-market monthly for financial reporting purposes.

**16. Indemnity Clause**

The County shall indemnify County officials and Advisory Board members from personal liability for losses that might occur pursuant to administering this investment policy.

**17. Internal Controls**

The Treasury Manager and Treasury staff shall follow the internal controls outlined in the Financial and Budget Policy, Finance Division policies and procedures, and any policies adopted after this policy is adopted.

**18. Performance Evaluation and Goals**

The performance of the County's portfolio shall be measured against the performance of the Local Government Investment Pool yield and of 90-day Treasury Bill yields. It is the goal of the County to maintain a yield that is not more than  $\frac{1}{2}$  percent (50 basis points) lower than that of the Local Government Investment Pool, and is not less than  $\frac{1}{4}$  percent (25 basis points) higher than the 90-day Treasury Bill yield. The County will attempt to compare its yield to Washington County and Clackamas County portfolios.

**19. Investment Policy Adoption**

- a. The County's investment policy will be reviewed by the Chief Financial Officer and Investment Advisory Board for appropriate modifications on an annual basis and submitted to the Oregon Short Term Fund Board. Any comments made by the Oregon Short Term Fund Board will be formally responded to, and any suggestions not implemented will be explained to the Board of County Commissioners.
- b. This policy and any amendments to this policy are to be approved annually by the Board of County Commissioners.

**ADOPTED THIS 20th DAY OF MAY, 2004**

**By BOARD OF COUNTY COMMISSIONERS,  
MULTNOMAH COUNTY, OREGON.**

## **Addendum A**

### **Financial Institutions**

#### **Brokerage Firms:**

1. Bank of America Securities
2. Bear, Stearns & Co, Inc.
3. RBC Dain Rauscher, Inc.
4. Merrill Lynch Capital Markets, Inc.
5. McDonald Investments
6. Morgan Keegan & Company, Inc.
7. UBS Financial Services, Inc.
8. Seattle Northwest Securities Corp.
9. Smith Barney\*
10. Piper Jaffray & Co.

*\*Trading approval for Smith Barney is suspended while an affiliated person serves on the Investment Advisory Board.*

#### **Banks:**

1. Bank of America NA
2. Key Bank NA
3. Union Bank of California
4. US Bank NA
5. Wells Fargo Bank NA
6. Albina Community Bank (\$400,00 maximum)
7. Oregon Community Development Banks (\$95,000 maximum per bank)

#### **Other:**

Oregon Local Government Investment Pool (LGIP)

**Addendum B**

**Investment Advisory Board**

**Marc Gonzales**, Finance Director  
Clackamas County  
9101 SE Sunnybrook Blvd.  
Clackamas, OR 97015  
(503) 353-4345  
(503) 353-4378 (Fax)

Term Expires: 6/30/05  
Third Term

**Jennifer Cooperman**  
Portland, OR

Term Expires: 6/30/05  
Second Term

**Thomas Landye**, Senior Partner  
Landye Bennett Blumstein LLP  
1300 SW Fifth Avenue, Suite 3500  
Portland, OR 97201  
(503) 224-4100  
(503) 224-4133 (Fax)

Term Expires: 6/30/06  
Fourth Term

**George Scherzer**, Senior Vice President  
Smith Barney  
805 SW Broadway, Suite 2300  
Portland, OR 97205-3363  
(503) 221-7640, 221-7627  
(503) 276-7400 (Fax)

Term Expires: 6/30/05  
Sixth Term

**Howard Shapiro**  
American Bank Building  
621 SW Morrison, Suite 600  
Portland, OR 97205  
(503) 222-6613  
(503) 274-7611 (Fax)

Term Expires: 6/30/06  
Fourth Term

**Staff:**

David Boyer, Chief Financial Officer  
Harry Morton, Treasury Manager  
Calvin Smith, Treasury Specialist

(503) 988-3903  
(503) 988-3290  
(503) 988-3440

**Addendum C**

**Staff Investment Authorizations**

**Single Signature**

**David A. Boyer**, Chief Financial Officer (Full Authorization)

**Harry S. Morton**, Treasury Manager (Full Authorization)

**Dual Signature (Requires Second Signature)**

**Calvin J. Smith**, Treasury Specialist 2 (Dual Authorization)

**Fumiko Ross**, Treasury Specialist 1 (Dual Authorization)

# AGENDA PLACEMENT REQUEST

BUD MOD #: 04\_DCJ\_BCC\_11

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-5 DATE 05-20-04  
DEBORAH L. BOGSTAD, BOARD CLERK

## Board Clerk Use Only:

Meeting Date: May 20, 2004

Agenda Item #: R-5

Est. Start Time: 9:55 AM

Date Submitted: 05/03/04

**Requested Date:** May 20, 2004

**Time Requested:** 3 min

**Department:** Community Justice

**Division:** Juvenile Services Division

**Contact/s:** Shaun Coldwell

**Phone:** 503 988-3961

**Ext.:** 83961

**I/O Address:** 503/250

**Presenters:** Dave Koch

**Agenda Title:** Budget Modification 04\_DCJ\_BCC\_11 Adding \$15,755 in Court Appointed Special Advocates Volunteer Program Revenue to the Department of Community Justice Federal/State Budget

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?**

The Department of Community Justice (DCJ) requests approval of a budget modification to increase the FY04 Federal/State budget by \$15,755 from the Oregon State Commission on Children and Families.

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

The Department of Community Justice contracts with CASA For Children, Inc. to provide services to Court Appointed Special Advocates Volunteer Program (CASA). In cases involving an abused or neglected child that results in a judicial proceeding in juvenile court, the court shall appoint a CASA advocate. The Advocate is deemed a



party in the proceedings, may file pleadings, request hearings and may subpoena, examine and cross-examine witnesses. The target population involves children between the ages of 0-18 years who are in abused or neglected judicial proceedings within the juvenile court system.

Court Appointed Advocates investigate all relevant information about the case; advocate for the child and ensures that all relevant facts are brought before the court; they facilitate and negotiate to ensure that the court, State Office for Services to Children and Families, and the child's attorney, fulfill their obligations to the child in a timely fashion; and monitor all court orders to ensure compliance and to bring to the court's attention any change in circumstances that may require a modification of the court's order.

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

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?** The Federal/State Revenue for FY04 is being increased by \$15,755 per information received by County Budget office that reflects an increase in current year revenue.
  - ❖ **What budgets are increased/decreased?** The Federal/State budget for FY04 Juvenile Services Division is being increased by \$15,755.
  - ❖ **What do the changes accomplish?** Increase the revenue pass-through to the Court Appointed Special Advocate Volunteer Program.
  - ❖ **Do any personnel actions result from this budget modification?** N/A Explain.
  - ❖ **Is the revenue one-time-only in nature?** No
  - ❖ **If a grant, what period does the grant cover?** N/A
  - ❖ **When the grant expires, what are funding plans?** N/A
- NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**

- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. Explain any legal and/or policy issues.
5. Explain any citizen and/or other government participation that has or will take place.

**Required Signatures:**

**Department/Agency Director:**



**Date: 05/03/04**

**Budget Analyst**

**By:**



**Date: 05/03/04**

**Dept/Countywide HR**

**By:**

**Date:**

Budget Modification: 04\_DCJ\_BCC\_11

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	50-50	23130			CJ012.CASA	50180	(73,941)	(89,696)	(15,755)		Incr Revenue for CASA FY04 allocation
2	50-50	23130			CJ012.CASA	60160	73,427	88,116	14,689		Incr CASA Pass-through
3								0			
4	50-50	23130			CJ012.CASA	60350	514	812	298		Incr Central Indirect 2.03% x 14,689
5	50-50	23130			CJ012.CASA	60355	0	768	768		Incr Dept Indirect 5.23% x 14,689
6								0			
7	50-00	1000		509600		60170		768	768		Incr Prof Svc by Dept Indirect
8	50-00	1000		509600		50370		(768)	(768)		Dept Indirect Revenue
9								0			
10	19	1000		9500001000		50310		(298)	(298)		Central Indirect Reimb Rev in GF
11	19	1000		9500001000		60470		298	298		CGF Contingency Expenditure
12								0			
13								0			
14								0			
15								0			
16								0			
17								0			
18								0			
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26								0			
27								0			
28								0			
29								0			
								0		0	Total - Page 1
								0		0	GRAND TOTAL

# AGENDA PLACEMENT REQUEST

BUD MOD #: 04\_DCJ\_BCC\_12

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-6 DATE 05-20-04  
DEBORAH L. BOGSTAD, BOARD CLERK

## Board Clerk Use Only:

Meeting Date: May 20, 2004

Agenda Item #: R-6

Est. Start Time: 9:58 AM

Date Submitted: 05/03/04

**Requested Date:** May 20, 2004

**Time Requested:** 3 Mins

**Department:** Community Justice

**Division:** Juvenile Services Division

**Contact/s:** Shaun Coldwell

**Phone:** 503 988-3961

**Ext.:** 83961

**I/O Address:** 503/250

**Presenters:** Benjamin Chambers

**Agenda Title:** Budget Modification 04\_DCJ\_BCC\_12 Adding \$54,147 in Carryover Funds from Fiscal Year 2003 for the Robert Wood Johnson Foundation Embrace Grant to the Department of Community Justice Federal/State Budget

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?**

The Department of Community Justice (DCJ) requests approval of a budget modification to increase the FY04 Federal/State budget by \$54,147 of carryover funds from the Robert Wood Johnson Foundation Embrace Grant to support the continuation of the program initiated in FY02.

2. **Please provide sufficient background information for the Board and the public to understand this issue.**

In FY02 the Department of Community Justice received a grant from the Robert Wood Johnson Foundation for the Multnomah Embrace (Reclaiming Futures Initiative) project. The project implemented a communications plan aimed at changing community attitudes

toward youth in the juvenile justice system who have substance abuse problems. The grant covers a five-year period and DCJ receives \$250,000 per year. This budget modification increases contracted services for a family advocacy coordinator for drug and alcohol treatment services for youth and families involved in the juvenile justice system.

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

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?** The Federal/State Revenue for FY04 is being increased by \$54,147.
- ❖
- ❖ **What budgets are increased/decreased?** The Federal/State budget for FY04 Juvenile Services Division is being increased by \$54,147. The Embrace Grant covers central and department indirect costs.
- ❖
- ❖ **What do the changes accomplish?** The Embrace Grant carryover of \$54,147 will contract services for a family advocacy coordinator for drug and alcohol treatment services for youth and families involved in the juvenile justice system.
- ❖
- ❖ **Do any personnel actions result from this budget modification?** N/A Explain.
- ❖ **Is the revenue one-time-only in nature?** Yes
- ❖
- ❖ **If a grant, what period does the grant cover?** March, 2002 through March, 2007
- ❖ **When the grant expires, what are funding plans?** The program will be discontinued.

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**

- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. Explain any legal and/or policy issues.
5. Explain any citizen and/or other government participation that has or will take place.

**Required Signatures:**

**Department/Agency Director:**



**Date: 05/03/04**

**Budget Analyst**

**By:**



**Date: 05/03/04**

**Dept/Countywide HR**

**By:**

**Date:**

Budget Modification: 04\_DCJ\_BCC\_12

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center						
1	50-50	68491			CJ024.EMBRACE	60170	13,100	63,582	50,482	Incr Prof Svc (Arras) family advocacy coordinator
2	50-50	68491			CJ024.EMBRACE	60350	3,803	4,828	1,025	Incr Central Indirect 2.03% x 50,482
3	50-50	68491			CJ024.EMBRACE	60355	9,799	12,439	2,640	Incr Dept Indirect 5.23% x 50,482
4							0			
5	50-50	68491			CJ024.EMBRACE	50210	(250,000)	(304,147)	(54,147)	Incr Revenue Embrace Grant
6							0			
7	50-00	1000		509600	60170		2,640	2,640		Incr Prof Svc by Dept Indirect
8	50-00	1000		509600	50370		(2,640)	(2,640)		Dept Indirect Revenue
9							0			
10	19	1000		9500001000	60470		1,025	1,025		CGF Contingency Expenditure
11	19	1000		9500001000	50310		(1,025)	(1,025)		Central Indirect Reimb Rev in GF
12							0			
13							0			
14							0			
15							0			
16							0			
17							0			
18							0			
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26							0			
27							0			
28							0			
29							0			
							0		0	Total - Page 1
							0		0	GRAND TOTAL

## AGENDA PLACEMENT REQUEST

BUD MOD #: 04\_DCJ\_BCC\_14

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-7 DATE 05.20.04  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only:

Meeting Date: May 20, 2004  
Agenda Item #: R-7  
Est. Start Time: 10:02 AM  
Date Submitted: 05/03/04

Requested Date: May 20, 2004

Time Requested: 3 mins

Department: Community Justice

Division: Adult Services Division

Contact/s: Shaun Coldwell

Phone: 503 988-3961

Ext.: 83961

I/O Address: 503/250

Presenters: Jim Petersen

**Agenda Title:** Budget Modification 04\_DCJ\_BCC\_14 Increasing Revenue for the Going Home Grant in the Amount of \$25,000 for Fiscal Year 2004

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Department of Community Justice (DCJ) requests approval of a budget modification to increase the FY04 adopted budget for the Going Home Grant revenue and Professional Services in the amount of \$25,000.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** The Department received the Going Home Initiative for Oregon Grant designed to assist offenders in successfully reintegrating into the community upon release from a correctional facility. The Department will receive an additional \$47,500 to enhance mental health and alcohol and drug treatment services for offenders participating in the Going Home Re-entry program to include aggression replacement intervention and to teach gang members anger control. The program combines cognitive change with the teaching of behavioral skills and practice and is designed to teach participants to understand and replace aggression and antisocial



behavior with positive alternatives. The offenders for this program are gang-affiliated inmates transitioning to Multnomah County.

- The Department will contract for services in FY04 in the amount of \$25,000.
- The Department will contract for services in FY05 in the amount of \$22,500.
- **Explain the fiscal impact (current year and ongoing).** The current year amount of \$25,000 will be used to contract for Professional Services to provide alcohol and drug continuing care and anger management for offenders participating in the Going Home Re-entry program. The Going Home Grant does not pay indirect costs, therefore the department will cover administrative costs.

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?** The Federal/State Revenue for FY04 is being increased by \$25,000.
- ❖ **What budgets are increased/decreased?** The Federal/State budget for FY04 Adult Services Division is being increased by \$25,000. The Going Home Grant does not cover central and department indirect costs.
- ❖ **What do the changes accomplish?** The Going Home Grant amendment combines cognitive change with the teaching of behavioral skills and practice and is designed to teach participants to understand and replace aggression and antisocial behavior with positive alternatives.
- ❖ **Do any personnel actions result from this budget modification? Explain.**  
N/A
- ❖ **Is the revenue one-time-only in nature?** Yes
- ❖ **If a grant, what period does the grant cover?** April 1, 2004 through June 30, 2005.
- ❖ **When the grant expires, what are funding plans?** The program will be discontinued.

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**

- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. Explain any legal and/or policy issues. N/A
5. Explain any citizen and/or other government participation that has or will take place. N/A

**Required Signatures:**

**Department/Agency Director:**



**Date: 05/03/04**

**Budget Analyst**

**By:**



**Date: 05/03/04**

**Dept/Countywide HR**

**By:**

**Date:**

Budget Modification: 04\_DCJ\_BCC\_14

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Line No.	Fund Center	Fund Code	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center						
1	50-10	21045			CJ028.GOINGHOME	50190	(62,057)	(87,057)	(25,000)	Incr Going Home Grant Revenue
2	50-10	21045			CJ028.GOINGHOME	60170	36,500	61,500	25,000	Incr Professional Svc Changeoint Contract for A&D Continuing Care & Anger Mgmt
3							0			
4							0			
5							0			
6							0			
7							0			
8							0			
9							0			
10							0			
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							0	0	0	GRAND TOTAL

## AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** R-8

**Est. Start Time:** 10:05 AM

**Date Submitted:** 05/10/04

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**Requested Date:** May 20, 2004

**Time Requested:** 10 Minutes

**Department:** County Human Services

**Division:** Mental Health and Addiction Services

**Contact/s:** John Pearson

**Phone:** 503 988-3691

**Ext.:** 22612

**I/O Address:** 166/7

**Presenters:** John Pearson / Kathleen Treb

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**Agenda Title:** NOTICE OF INTENT to Submit a Grant Application to the US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration

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

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**1. What action are you requesting from the Board? What is the department/agency recommendation?**

The Multnomah County Department of County Human Services (DCHS) is requesting approval to submit a grant application to the US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA).

Selection of the community partners for this grant application (ChangePoint and Central City Concern) could not be completed until the Department of County Human Services finalized the results of the Request for Programmatic Qualifications April 29, 2004. Additional time was needed to meet with the community providers to solidify the program model.

The Department of County Human Services recommends that this request be approved.

**2. Please provide sufficient background information for the Board and the public to understand this issue.**

This application is a Targeted Capacity Expansion grant to expand and enhance the treatment capacity of subcontracted alcohol and drug treatment providers and other community based partners. The services will address the treatment needs of persons with methamphetamine dependence. Methamphetamine is a severely addictive stimulant that produces chronic detrimental effects including significantly reduced mental capabilities. Children of methamphetamine dependent mothers have significant health and behavior problems.

The program model proposed will be community wide and include:

1. Intensive outpatient methamphetamine treatment utilizing an evidence-based model developed by the Matrix Institute. These gender (male and female) and population (Latino) specific services will be provided by ChangePoint, Inc.;
2. Technical assistance and training of staff at Central City Concern's Letty Owings Center in motivational interviewing techniques and related clinical areas specific to women and their children with methamphetamine dependence. Evaluation of the effectiveness of motivational interviewing and consideration of additional evidence based models addressing methamphetamine dependence in a residential setting over the life of the grant;
3. Development of continuing care services at ChangePoint, Inc. for the women and children leaving residential treatment including parent training, childcare, and other support services;
4. Develop linkages with and training of existing child welfare, addictions, and related health and mental health systems to provide early intervention and referral to treatment of persons with methamphetamine dependence; and
5. Training and technical assistance to addictions treatment providers to enhance and expand the ability of subcontracted community based providers to effectively treat methamphetamine dependence after the end of the three-year grant period.

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

The project budget will be approximately \$500,000 per year for three years. The budget will cover staff costs, subcontracted staff and client treatment costs, training, partnership development, and client assistance funds.

**NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?** Substance Abuse and Mental Health Services Administration
- ❖ **Specify grant requirements and goals.** The purpose of Targeted Capacity Expansion Grants is to expand and/or enhance a community's ability to provide a comprehensive, integrated, and community-based response to a well documented substance abuse treatment capacity problem. Countywide, methamphetamine dependence / addiction is a significant form of substance abuse that impacts all health, mental health, criminal justice, and addictions treatment systems. The goal of this grant application is to develop a replicable community response to this specific drug that nationwide has a very limited body of knowledge about effective treatment and community based services. And, to develop the local infrastructure and treatment systems to continue the services a component of our comprehensive addictions treatment plan.
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?** This is a one time only three-year grant.
- ❖ **What are the estimated filing timelines?** Proposals are due May 25, 2004
- ❖ **If a grant, what period does the grant cover?** Three years from notice of award.
- ❖ **When the grant expires, what are funding plans?** SAMHSA is asking for a sustainability plan. We intend to address this by making it clear that grant funding is increasing outpatient capacity only and will enhance, but not increase residential treatment capacity. At the end of three years the County will have valuable data about the model of treatment and its' effectiveness. DCHS will take this information into consideration when making future allocations.
- ❖ **How will the county indirect and departmental overhead costs be covered?** Indirect costs will be built into the project budget. No matching funds are required.

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

There are no legal and/or policy issues.

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

The grant application is being developed cooperatively with the Department of Community justice. The Department of County Human Services will be submitting the grant application. ChangePoint, Inc. and Central City Concern were selected to be partners in this grant application based on their responses to the recent Request for Programmatic Qualifications.

**Required Signatures:**

**Department/Agency Director:** \_\_\_\_\_



**Date: 05/10/04**

**Budget Analyst**

**By:** \_\_\_\_\_



**Date: 05/10/04**

**Dept/Countywide HR**

**By:** \_\_\_\_\_

**Date:**

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** May 20, 2004

**Agenda Item #:** R-9

**Est. Start Time:** 10:10 AM

**Date Submitted:** 05/11/04

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**Requested Date:** May 20, 2004

**Time Requested:** 45 mins

**Department:** Health Department

**Division:**

**Contact/s:** Wendy Lear

**Phone:** 503.988.3056

**Ext.:** x27574

**I/O Address:** 106/14

**Presenters:** Carol Ford, Health Department Deputy Director; Vanetta Abdellatif, Integrated Clinical Services Director, Dave Houghton Community Health Services Director, and Consuelo Saragoza Community Health Programs Director.

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**Agenda Title:** Health Department Clara Vista La Clinica and Rockwood service delivery proposals

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

- 
1. **What action are you requesting from the Board? What is the department/agency recommendation?**  
Briefing only
  2. **Please provide sufficient background information for the Board and the public to understand this issue.**  
In response to questions from the May 11, 2004 Budget Briefing to the Commissioners, this presentation will include the following:
    - Service delivery proposals and resources available at Rockwood
    - Service delivery proposals and resources available at LaClinica
    - Questions and Answers
  3. **Explain the fiscal impact (current year and ongoing).**  
n/a

**NOTE:** If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.



If a budget modification, explain:

- ❖ What revenue is being changed and why?
- ❖ What budgets are increased/decreased?
- ❖ What do the changes accomplish?
- ❖ Do any personnel actions result from this budget modification? Explain.
- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ Why was the expenditure not included in the annual budget process?
- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?
- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

If grant application/notice of intent, explain:

- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
- ❖ What are the estimated filing timelines?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?
- ❖ How will the county indirect and departmental overhead costs be covered?

4. Explain any legal and/or policy issues involved.
5. Explain any citizen and/or other government participation that has or will take place.

**Required Signatures:**



Department/Agency Director: \_\_\_\_\_ Date: 5/11/2004

Budget Analyst

By: \_\_\_\_\_

Date:

Dept/Countywide HR

By: \_\_\_\_\_

Date:



**Health Department**

**MULTNOMAH COUNTY OREGON**

**Multnomah County Health Department Presentation to the  
Board of County Commissioners**

Regular Agenda Thursday, May 20, 2004 10:10 am 45 minutes

Item R-9: Board Discussion on Health Department Clara Vista La Clinica and  
Rockwood Service Delivery Proposals

Presented by Carol Ford, Health Department Deputy Director; Vanetta Abdellatif, Integrated Clinical Services Director, Dave Houghton Community Health Services Director, and Consuelo Saragoza Community Health Programs Director

1. Service History
2. Overview Current Services
3. Operational / Budget Plans

**Attachments:**

**Page 2: Site Summary**

**Page 3: Primary Care and Neighborhood Health Access Clinic Demographics**

## Site Summary

### La Clinica Primary Care Clinic

	Current FY 04	Proposed FY05
Annual cost in FY05 dollars	\$1.1 million	\$600k
Primary Care services provided by 0.5 FTE Nurse Practitioner and 0.6 FTE Physician, plus a team of 8.65 FTE (Nurse, Health Tech., Medical Assistant, front office staff)	5 days per week	2 days per week
Estimated number of medical visits	5,266	2,100

### Rockwood Neighborhood Health Access Site

	Current FY 04	Proposed FY05
Annual cost in FY05 dollars	\$531k	\$363k
Medical services provided by 0.8 FTE Nurse Practitioner, with support from 0.9 FTE Nurse and 1.0 FTE OA2	5 days per week	2 days per week
Estimated number of medical visits	1,896	759

**Primary Care and Neighborhood Health Access Clinic Demographics**  
**Based on FY2004 Visits**

Site	Annual # of Visits	Annual Number of Clients	Gender		Age	Race	Visits Requiring Interpretation
			Female	Male			
Clinic Average		33,000 (unduplicated)	62%	38%	23% < 5; 55% < 25; 20% > 45	40% Hispanic; 36% Caucasian 9% Afr. Amer 6% Asian; 5% Amer Indian	51%
Mid-County	21,222	8,665	60%	40%	22% < 5; 56% < 25; 22% > 45	28% Hispanic 52% Caucasian 5% Afr. Amer 8% Asian	58%
NE Clinic	18,333	5,425	67%	33%	22% < 5; 55% < 25 18% > 45%	46% Hispanic 26% Afr. Amer 18% Caucasian 3% Asian	44%
SE Clinic	18,191	6,077	61%	39%	20% < 5; 55% < 25; 22% > 45	18% Asian 28% Hispanic 42% Caucasian	50%
East County	18,181	6,039	65%	35%	32% < 5; 55% < 25; 9% > 45	61% Hispanic 26% Caucasian 2% Afr. Amer	58%
Rockwood	1,896	1,049	82%	18%	13% < 5; 75% < 25; 12% > 45	76% Hispanic 12% White	72%
N. Portland	13,231	3,328	66%	34%	20% < 5 49% < = 45; 23% > 45	38% Hispanic 15% Afr. Amer 34% Caucasian	35%
West Side Clinic	11,820	2,869	49%	51%	7% < 5; 21% < 25; 44% > 45	58% Caucasian 19% Hispanic 12% Afr. Amer 3% Asian 2% Amer Indian	23%
La Clinica	5,266	1,619	66%	34%	36% > 5; 70% < 25; 2% > 45	97% Hispanic	92%

# TRABAJANDO JUNTOS PARA EL BIENESTAR DE LA COMUNIDAD

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## WORKING TOGETHER TOWARD COMMUNITY WELLNESS

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### PERCEPTIONS OF HEALTHCARE AMONG THE CULLY NEIGHBORHOOD'S LATINO COMMUNITY



A PROJECT OF THE MULTNOMAH COUNTY HEALTH DEPARTMENT,  
OFFICE OF SCHOOL & COMMUNITY PARTNERSHIPS, AND  
OFFICE OF MENTAL HEALTH & ADDICTIONS  
August 2003

## I. OVERVIEW

The Baltazar F. Ortiz is a multi-service building located within the Cully Neighborhood in Northeast Portland. The programs co-located at this site are part of Multnomah County's continuing effort to meet the medical and mental health needs of the community and revitalize a formerly impoverished, high-risk neighborhood. La Clínica de Buena Salud is a health center operated by the *Health Department*, and Bienestar de la Familia is a social service program<sup>1</sup> operated by the *Office of School and Community Partnerships* and the *Office of Mental Health and Addictions*. With a shared vision to better serve the Latino/Latina community in the Cully Neighborhood, staff from these three county entities came together to plan and implement a quality improvement project.

The purpose of the project is to learn more about the health care needs of Latino/Latina residents of the Cully Neighborhood and their perceptions of La Clínica de Buena Salud in order to develop recommendations about how to better serve the community. This was done by carrying out surveys and a discussion group with current clients of La Clínica and with community members who live in the neighborhood but do not access health services at La Clínica. The project draws on participatory action research theory in that the goal is to build on community strengths by inviting local residents to identify issues of concern and share their perspectives and expertise.

### **La Clínica de Buena Salud**

La Clínica is one of seven primary health care centers operated by Multnomah County Health Department. La Clínica receives funding from the Federal Bureau of Primary Health Care to provide services to homeless children and families. Services include primary care, well-child exams, family planning and immunizations. Most services are available by appointment and through limited walk-ins. La Clínica has an on-site Oregon Health Plan/Medicaid eligibility screener, as well as limited urgent dental services that are provided through NW Medical Team's mobile dental van. The center is wheelchair accessible, and most staff members are bilingual in English and Spanish. Services are available to children ages 0-19 and their families. To be eligible for services, the family must be homeless or at risk for homelessness, unemployed or underemployed and have little or no health insurance or access to health services.

The health issues of La Clínica's patients differ from the Health Department's larger target population<sup>2</sup>. The rates of diabetes, hypertension and certain cancers are lower; however, there are higher rates of teen pregnancy and smoking, and greater need for mental health services. Alcohol abuse and domestic violence are also challenges facing these clients. Most do not qualify for the Oregon Health Plan, and access to dental care is limited.

According to the 2000 Census, the population of the Cully Neighborhood is approximately 12,959<sup>3</sup>. About 27% of the community is under the age of 18, and 39% are renters. The

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<sup>1</sup> Bienestar de la Familia provides a range of services for the community, including family, individual and group counseling, presentations, parenting classes, limited case management, and triaging. Early childhood mental health assessments for children and families are also provided. Services are provided by bilingual / bicultural clinicians.

<sup>2</sup> Multnomah County Health Department, *Primary Health Care Grant Application*, 2000-2001.

<sup>3</sup> Portland census information, online at [www.portlandmaps.com](http://www.portlandmaps.com)

neighborhood is culturally diverse, with nearly 18% identifying as Hispanic. Approximately 97% of La Clínica's patients are Spanish-speaking.

## II. RESEARCH PROCESS

In the spirit of participatory action research, this project focuses on "learning about how people actually experience a specific issue or problem"<sup>4</sup>. This learning will then be used to inform programs that will make a practical difference on people's lives. Participatory action research does not view participants as passive receivers of treatment or care, but rather as critical investigators in dialogue with professional researchers. This methodology emphasizes research as a collaborative process of learning and creating knowledge, and recognizes that 'action' can happen throughout the research process, not just at the end.

**Step 1: Surveys.** The intent of the surveys was to gather information to inform the development of focus groups and to identify/recruit potential focus group participants. The surveys were translated into Spanish so that respondents would have the option to read and respond in English or Spanish.

Two workgroup members conducted semi-structured interviews and completed the surveys with community members. Together, they canvassed door to door at surrounding housing complexes and trailer parks to find individuals who did not use services at La Clínica. The general area covered was between 42<sup>nd</sup> Avenue to 72<sup>nd</sup> Avenue, and Killingsworth Street to Emerson Street. They also approached individuals who came to the Ortiz Center in order to gather data from individuals who use La Clínica. It took approximately 10 minutes to complete each survey and respond to questions from survey participants. A total of 68 surveys were completed.

**Step 2: Discussion Group.** The intent of the discussion group was to facilitate interactive learning between staff and clinic users. Our hope was that both staff and clinic users would feel like they contributed to and gained something from the research process. The discussion group was facilitated in Spanish by bicultural outreach workers with personal and professional experiences in the Latino community. Recruitment for the discussion group was carried out by two workgroup members who followed up with many of individuals who had previously completed surveys.

### Methods of Data Analysis

The workgroup collectively participated in the coding of the survey and discussion group responses. Responses were assigned numeric values and organized by recurrent themes. Quantitative and thematic analyses were used to determine response categories. The workgroup aimed to validate the findings by cross-referencing the survey and discussion group data with field observations.

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<sup>4</sup> Barnsley & Ellis, *Research for Change*, Vancouver, Canada: Women's Research Center, 1992, p. 9.

### **III. FINDINGS & RECOMMENDATIONS**

Sixty-eight community members completed the survey and 17 clinic users participated in the discussion group. The respondents were not randomly selected, and the survey and discussion group sample sizes were relatively small. For the most part, the discussion group participants echoed the survey findings.

Staff who carried out the surveys and facilitated the discussion group are outreach workers in the Latino community. They assist families to access medical and mental health services and are very visible in their community. Throughout the process, they demonstrated insight about how to carry out the survey in culturally appropriate and competent ways, and they played a significant role in communicating the value of the research and engaging others in the project.

The following describes the highlights of our learning as well as outlines key recommendations based on input by survey and discussion group participants. More complete findings are available in Appendix A and B.

#### ***Highlights of Learning:***

- La Clínica is viewed as a valuable resource in the community, especially appreciated for its easy location, the availability of low cost services, the provision of multiple services at one site, the availability of services in Spanish, convenient payment plans, and generally positive relationships between clients and staff.
- There is some misunderstanding or lack of knowledge about who is eligible for health insurance and services at La Clínica.
- Visits to the doctor are associated with acute care rather than with health promotion and prevention.
- Community members would like an opportunity to engage in on-going discussions about La Clínica specifically and health issues generally.
- Success of the surveys and discussion group depended on the involvement of staff with bicultural perspectives, bilingual skills and established relationships with Cully's Latino community.

#### ***Recommendations:***

##### **Appointments & Clinical Care**

- Consider how to create an appointment structure that meets needs of clients with acute needs, such as same day or walk-in appointments.
- Strengthen the quality of interpersonal relationships between staff and clients by:
  - Communicating clear information about appointment wait times, both in terms of scheduling appointments and sitting in the wait room on the day of an appointment,



- Providing opportunities for clients to meet clinic leadership, and
- Treating clients respectfully on the phone and in person.
- Investigate barriers in transferring files between the Northeast Health Center and La Clínica, and standardize criteria and procedures for this process.
- Provide education about the role of advice nurses, and how and when to access this resource.
- Attempt to give clients something at the end of each visit, even if a prescription is not written. Examples include brochures that reinforce home remedies (ex: how to care for colds) or samples of over-the-counter medications.
- Find out more about home remedies being used by clients and reinforce positive cultural traditions that promote health and wellness.

### Communications

- Develop a communication plan to share information about the clinic and eligibility for services. Take into account that word of mouth is important and that multiple strategies are needed to ensure accurate information is being passed along.
- Develop a culturally appropriate communication plan related to health promotion, building on cultural traditions and focusing on the value of prevention.
- Consider setting up a communication board in the waiting room or building hallway.

### Client Involvement

- Develop an on-going mechanism for client participation and involvement.
- Take into account clients' views of gaps in services in future service planning, including services for seniors, a pediatrician, dental care, and pharmacy services.
- Involve staff with existing relationships within the community, especially bicultural and / or bilingual staff.
- Share information about how client input is being used.

Above all, community members highlighted that they see La Clínica de Buena Salud as a valuable resource. Participants emphasized *esa ayuda es mutua* - that support needs to be mutual between the clinic and the community. They want and feel a responsibility to be involved. They see themselves as important allies who can promote the clinic and demonstrate how well it's working. It will be a critical next step for the Health Department to thoughtfully consider how to build on this sense of community responsibility with meaningful and realistic opportunities to get involved.

## APPENDIX A: Survey Findings

### *Perspectives of Clinic Users*

A total of 27 clinic users participated in this survey process. Major areas of inquiry included: what they liked about clinic services, what they would like to see change or improve about clinic services, how they learned about La Clínica and whether they would like to participate in a focus group to talk more about their experiences at La Clínica

When asked in an open-ended question what they like about the clinic's services, respondents volunteered the following responses:

- *"Como atienden a la gente"*. Some respondents indicated that they liked the way they were treated by staff and felt comfortable at the clinic.
- *"Hablan mi idioma"*. Some respondents stated that receiving services in their primary language of Spanish was important.
- *"Está cerca de mi casa"*. The location of the clinic and close proximity to respondents' homes were named by several of the respondents. The survey findings indicated that 78% of respondents live in the northeast region of Portland, and 71% of them walk or take the bus to get to clinic.
- *"Atienden pronto"*. Some respondents stated that they liked the responsiveness of the clinic.

Respondents also identified the availability of low cost services and the provision of multiple services at one location as positive features of the clinic.

Survey respondents repeatedly raised the importance of having a relationship with providers and staff. Some stated that they liked the relationships they have with staff at La Clínica, while others stated that they would like to see services delivered in a more personal way. Both responses stress the importance of relationship to ensuring access to care.

The survey also asked current clinic users about what they would like to see improved or changed at La Clínica. Recurrent responses included:

- *"Mas citas medicas"*. 44% of respondents indicated that they would like greater availability of appointments.
- *"Necesitan mas servicios dentales"*. 22% stated that they would like more dental services provided at the clinic.
- *"No me gusta esperar hasta el siguiente dia para la medicina"*. 22% of respondents identified the need for on-site pharmacy services. They described frustration in having to travel to the NE Health Center to fill prescriptions.

Clinic users often commented that they are unable to schedule an appointment quickly enough, and once they come in for an appointment, they must wait a long time to see a provider. Others indicated that eligibility for services often varied among members of the same family and expressed a desire for all members of their family to have access to services. Respondents also expressed a need for a pediatrician at La Clínica.

The survey asked current clinic users how they learned about the services at La Clínica. The majority of respondents learned about the clinic's services by word of mouth from either a friend or relative. This finding suggests that word of mouth is a powerful communication method and that information about the clinic's eligibility criteria, hours of operations, and services must be clearly advertised in the community.

As stated, the survey was used as a focus group recruitment tool, and 47% of respondents indicated a willingness to participate in a future focus group to talk more about their experiences at La Clínica.

### ***Perspectives of Non-Clinic Users***

A total of 41 people participated in this survey process, and 90% live in the northeast area of Portland. Survey questions asked why participants do not use services at La Clínica, where they accessed health care services, if they have children under the age of 18 years and if they would be interested in participating in a focus group to discuss their experiences with health care. Forty-seven percent indicated they would be willing to participate in a discussion group.

Significantly, 45% of non-clinic users without health insurance qualify for services at La Clínica suggesting a lack of knowledge in the community about who is eligible for services.

When asked why respondents did not use the services at La Clínica, varying themes emerged:

- *"Ne me he enfermado"*. Respondents stated that they have not gotten sick and thus do not need health care services.
- *"No lo necesito"*. Some respondents stated that they do not access services at La Clínica because they don't need it. In some cases, this meant that they held private insurance; while, for others, this meant they did not see a need for services.
- *"No sabia acerca de la clinica"*. Some respondents indicated that they did not know about the clinic.
- *"No soy eligible"*. Respondents stated that they are not eligible for services. For some, this meant that they do not have children or their children live in Mexico. For others, there may be a misconception about who is eligible to receive services.

These responses point to a variety of areas for further investigation, such as: How do community members perceive preventative care? How can the Health Department better educate community members about preventative care generally and its clinic services specifically?

When asked where respondents accessed health care services:

- 39% stated that they do not receive health care anywhere.
- 24% access services at the Northeast Health Center.
- 17% access services through Kaiser Permanente.
- 20% go to other health clinics.

Note: These responses may not necessarily reflect insurance status.

### ***Emerging Themes***

- Transfer of Files Between Clinics. Several survey respondents who live in the neighborhood reported that they travel to NE Health Center to access health care services. For example:
  - One respondent reported that she used to receive services at La Clínica, but her records were transferred to the NE Health Center. When she inquired about the transfer, she was told that she needs to use the NE Health Center.
  - One respondent stated that she would like to know how to transfer her records to La Clínica because it is so much closer to her home than the NE Health Center. She emphasized that she must travel by bus so the closer clinic would be more convenient.
  - One respondent stated that when she had no children, she could not use the clinic. However, now that she does have children, she finds that she still cannot use the clinic because staff have told her that her records are at the NE Health Center. She said that she found it to be "too much of a hassle" to find a way to transfer her files.

In some cases, clients who move out of the area may continue to go to the clinic in their former neighborhood in order to maintain a relationship with a provider or due to lack of knowledge of a clinic in their new neighborhood. However, these stories highlight that there may be logistical challenges that prevent an easy transition to a different clinic. Questions that arise: What is the criteria for transferring files, and is proximity to a patient's home taken into consideration? What are the specific barriers to transfer files, and how can these barriers be addressed?

- Lack of Knowledge about Health Insurance Eligibility. Common responses in the surveys highlighted that:
  - Members of the same families have differing access to health care coverage. For example, some children have coverage, but their parents do not.
  - Some community members who work full-time may be unclear about their rights to health care insurance. Some have never asked their employers about access to health care.
  - Among families with children who have developmental disabilities, not all are connected to services. There seems to be mixed understanding about who is eligible for what types of services.

Clinic users and non-users clearly demonstrated their desire to know more and asked important questions about health care access. This suggests a need for proactive efforts to conduct outreach and involve the community in educating each other about the services available at the clinic and through other community resources. This finding echoes

recommendations that emerged from *Salir Adelante*<sup>5</sup>, a needs and assets assessment carried out by the Latino Network. For example, the report highlighted the need for a public education campaign that informs community members about eligibility requirements for health care programs in the state of Oregon and availability of health care in public and private clinics, including oral health resources.

- Opportunities for Community Organizing. While carrying out the survey process, the researchers had the opportunity to hear about and observe a variety of environmental risks in homes. For example:
  - Community members described asthma problems with children, and mildew and ventilation problems in their apartments.
  - Community members shared stories about the challenges they experience and misinformation they are given about accessing health care through their employers.

These issues, related to tenants' rights, environmental justice, health care advocacy, and workers' rights, may lend themselves well to community organizing efforts and should be considered for further research.

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<sup>5</sup> Dahlstrom & McGlade, *Salir Adelante*, Portland, OR: Latino Network, 2001.

## **APPENDIX B: Discussion Group Findings**

A total of 17 clinic users participated in the discussion group. Major areas of inquiry included: perceptions of health and well-being, what they like about clinic services, what they would like to see improved, and recommendations about how the clinic can address community needs. The following questions and answers reflect the flipchart notes recorded during the discussion.

### **How do you know when you're healthy?**

- Reliance on expert to determine when you're well
- Preventive measures (i.e women's annual) repeated as important to know if something is wrong

### **What do you do if you are sick?**

- Reliance on doctors for care
- Treat with home remedies (question 3)
- In Mexico, had to pay for everything up front so we are used to going to the doctor only when we are sick; going to the doctor is associated with acute care instead of preventative

### **What are the key health issues in your community?**

- No services for Seniors
- Appointment structure does not meet needs of clients with acute needs: wait too long for care
- Limited dental services
- Limited pharmacy options: "Before the medicine comes here but we are at fault not to pick it up; because there is no one to leave the kids with. The kids need to have it, but when they have a temperature then we have to go far to pick up when we need it urgently."
- We are treating our families at home through remedies until La Clinica can see the client. In the meantime, the child gets better and the clinic tells us nothing is wrong with the child when they are there.

### **Why do you come to La Clinica?/ What do you like about La Clinica?**

- La Clinica is a highly valued resource in the community
- Staff are respectful
- Payment process is easy on us
- Staff are generally respectful, though there are examples of disrespect (making faces, rude on the telephone)

### **What could be better?**

- Pay more attention and demonstrate sensitivity about waiting
- Clinic asks them to be punctual, they would like this to be reciprocated
- Medications are more freely dispensed in Mexico and Latin America by physicians and clients feel validated if they walk away with something from the visit. (ie give non-medicinal information / education)

**How can services be more accessible?**

- More meetings and dialogue between community members and staff, including leadership
- Invite friends and family to learn about the clinic
- Find ways to demonstrate that the clinic is making changes
- Invite us, learn from us so we can spread the word about the clinic
- I called the clinic and the lady treated me badly over the phone
- We can demonstrate how it's working
- Have services available for everyone

**How did you learn about La Clinica?**

- Home visits by outreach staff
- Friends
- Family members
- Coming in on their own, visiting the clinic
- While applying for benefits
- Friends and word of mouth

**What's the best way to get information to you?**

- Letters
- Telephone
- Radio
- Newspaper
- Flyers
- Home visits
- Word of mouth: current patients
- Bulletin boards in community space

**How could you help us to improve services**

- Two-way relationship is important. Want to contribute
- Multiple ways to participate: volunteer, participate in meetings, share and build on skills, talents
- Support needs to be mutual: qu el apoy sea mutuo

**What brought you here?**

- Wanted to share ideas to improve the clinic
- Want more information about what the clinic offers
- Came to complain
- Came because they were invited
- Wanted to say the good and the bad
- Wanted to share ideas so that they will treat us better and provide more services
- To give opinions

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