



Multnomah County Oregon

Board of Commissioners & Agenda

connecting citizens with information and services

REVISED

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

Maria Rojo de Steffey, Commission Dist. 1

501 SE Hawthorne Boulevard, Suite 600
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MARCH 9, 2006 BOARD MEETING FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	9:30 a.m. Opportunity for Public Comment on Non-Agenda Matters
Pg 3	9:38 a.m. Proclaiming March 12-18, 2006 as Lesbian, Gay, Bisexual, and Transgender Health Week in Multnomah County, Oregon
Pg 3	9:43 a.m. Resolution Submitting to the Voters County Home Rule Charter Amendments
Pg 3	9:55 a.m. Recommendations of the MCSO and Internal Service Review Task Force per Fiscal Year 2006 Budget Note
Pg 3	10:15 a.m. Department Administrative Costs per Fiscal Year 2006 Budget Note
Pg 4	10:35 a.m. Briefing on DCHS Related Fiscal Year 2006 Budget Notes
Pg 4	11:00 a.m. Executive Session

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Thursday, March 9, 2006 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

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.

DEPARTMENT OF LIBRARY SERVICES - 9:30 AM

R-1 Budget Modification LIB-06 Appropriating \$24,555 for a New 1.0 FTE Librarian Position for the Raising A Reader Project

DEPARTMENT OF COMMUNITY JUSTICE - 9:32 AM

R-2 Budget Modification DCJ-14 Appropriating \$109,875 from the Worksystems, Inc. U. S. Department of Labor Youth Offender Grant to Increase Job Readiness Skills in Youth Offenders

R-3 Budget Modification DCJ-24 Reclassifying 0.57 FTE Research Evaluation Analyst 1 to Research Evaluation Analyst 2 and 1.0 FTE Office Assistant 2 to Corrections Technician, as Determined by the Class/Comp Unit of Central Human Resources

R-4 Budget Modification DCJ-25 Appropriating \$27,009 from the Oregon Department of Corrections for Adult Housing and Treatment Services to High Risk Offenders

R-5 Budget Modification DCJ-26 Reclassifying a 0.47 FTE Office Assistant 2 to Office Assistant Senior, as Determined by the Class/Comp Unit of Central Human Resources

PUBLIC CONTRACT REVIEW BOARD - 9:35 AM

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

R-6 ORDER Approving a Request for Special Procurement to contract with Electric Lightwave, Inc. for the Purchase of Redundant Voice Communication Circuit Services for a Period of 5 Years

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

NON-DEPARTMENTAL - 9:38 AM

R-7 PROCLAMATION Proclaiming March 12 through 18, 2006 as Lesbian, Gay, Bisexual, and Transgender Health Week in Multnomah County, Oregon

R-8 RESOLUTION Submitting to the Voters Multnomah County Home Rule Charter Housekeeping Amendments

DEPARTMENT OF COMMUNITY SERVICES - 9:45 AM

R-9 RESOLUTION Authorizing an Application for a \$2,000,000 Loan from the Oregon Transportation Infrastructure Bank for the Burnside Bridge Lift Span Rehabilitation Project [Continued from February 23, 2006]

SHERIFF'S OFFICE - 9:50 AM

R-10 Government Revenue Contract (190 Agreement) 0607001 with the City of Portland for Sheriff's Office Jail Staff to Participate in the "Home Again" Program

DEPARTMENT OF COUNTY MANAGEMENT - 9:53 AM

R-11 Budget Modification DCM 11 Reclassifying Positions in Assessment & Taxation, Budget Office, Facilities & Property Management, and Tax Administration/SAP, and Adding 0.16 FTE in Assessment & Taxation

R-12 Presentation and Request for Acceptance of the Recommendations of the Multnomah County Sheriff's Office and Internal Service Review Task Force Convened Pursuant to Board Adopted Fiscal Year 2006 Budget Note. Presented by Dave Boyer. 30 MINUTES REQUESTED.

R-13 Briefing on Department Administrative Costs Pursuant to Board Adopted Fiscal Year 2006 Budget Note. Presented by Dave Boyer and Bob Thomas. 30 MINUTES REQUESTED.

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R-14 Briefing on Department of County Human Services Related Board Adopted Fiscal Year 2006 Budget Notes. Presented by Iris Bell and Rex Surface. 30 MINUTES REQUESTED.

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(OR IMMEDIATELY FOLLOWING BOARD MEETING)
Multnomah Building, First Floor Commissioners Conference Room 112
501 SE Hawthorne Boulevard, Portland

EXECUTIVE SESSION

E-1 The Multnomah County Board of Commissioners will meet in Executive Session Pursuant to ORS 192.660(2) (d) and (h). Only Representatives of the News Media and Designated Staff are allowed to attend. News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Session. No Final Decision will be made in the Session. Presented by Agnes Sowle, Travis Graves and Invited Others. 15-30 MINUTES REQUESTED.



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MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC

Public testimony will be taken at the public hearings listed in red (*italic*) below. Unless otherwise noted, all sessions will be held in the Multnomah Building, First Floor Commissioners Boardroom 100, 501 SE Hawthorne, Portland. Contact Board Clerk Deb Bogstad 503 988-3277 for further information.

Cable coverage of the **March through June 2006** budget work sessions, hearings and Thursday Board meetings will be produced through MetroEast Community Media. **All plays will be on cable channel 29.** Check the weekly Board meeting agenda or call 503 667-8848, extension 332 for further info or log onto <http://www.mctv.org> for the cable channel program guide/playback schedule. The sessions, hearings and Board meetings will also be available for viewing via media streaming at <http://www.co.multnomah.or.us/cc/pastmeetings.shtml>. Contact Board Clerk Deb Bogstad 503 988-3277 for further information.

Wed, Mar 1

8:30 a.m. to 12:00 p.m.

Budget Work Session on Program Offers

Thu, Mar 2

8:30 a.m. to 12:00 p.m.

Budget Work Session on Program Offers

Tue, Mar 14

9:00 a.m. to 12:00 p.m.

**Budget Work Session on Composite Ranking -
Round 1 Outcome Team Available per Priority Area**

Wed, Mar 15

9:00 a.m. to 12:00 p.m.

**Budget Work Session on Composite Ranking -
Round 1 Outcome Team Available per Priority Area**

Wed, Mar 15

1:30 p.m. to 3:00 p.m.

**Budget Work Session on Composite Ranking -
Round 1 Outcome Team Available per Priority Area**

Thu, Apr 27

9:30 a.m. to 12:00 p.m.

***Public Hearing and Consideration of Approval of
the 2006-2007 Dunthorpe Riverdale Sanitary
Service District No. 1 Proposed Budget for
Submittal to Tax Supervising and Conservation
Commission***

***Public Hearing and Consideration of Approval the
2006-2007 Mid County Street Lighting Service
District No. 14 Proposed Budget for Submittal to
Tax Supervising and Conservation Commission***

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Thu, May 4

9:30 a.m. to 12:00 p.m.

***Chair's 2006-2007 Executive Budget Message
Public Hearing and Consideration of Resolution
Approving Executive Budget for Submission to
Tax Supervising and Conservation Commission***

Tue, May 9

9:00 a.m. to 12:00 p.m.

**Financial Overview
Central Citizen Budget Advisory Committee
Work Session on Public Safety Department
Budget Presentations:
Sheriff & Citizen Budget Advisory Committee
District Attorney & Citizen Budget Advisory Committee
Community Justice & Citizen Budget Advisory Committee**

Tue, May 9

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

***Public Hearing on the 2006-2007 Multnomah County
Budget - North Portland Library Conference Room,
512 N Killingsworth, Portland***

Wed, May 10

9:00 a.m. to 12:00 p.m.

**Work Session on Health and Human Services
Department Budget Presentations:
Health & Citizen Budget Advisory Committee
County Human Services & Citizen Budget Advisory
Committee
School and Community Partnerships & Citizen Budget
Advisory Committee
Commission on Children, Families and Community**

MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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Wed, May 10

1:00 p.m. to 3:30 p.m.

Work Session on General Government

Department Budget Presentations

Non-Departmental & Citizen Budget Advisory Committee

Library & Citizen Budget Advisory Committee

County Management & Citizen Budget Advisory Committee

Community Services & Citizen Budget Advisory Committee

Mon, May 22

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

Public Hearing on the 2006-2007 Multnomah County Budget - Multnomah County East Building, Sharron Kelley Conference Room, 600 NE 8th, Gresham

Tue, May 23

9:00 a.m. to 12:00 p.m.

Budget Work Session

Tue, May 23

1:00 p.m. to 3:00 p.m.

Budget Work Session if needed

Tue, May 30

9:00 a.m. to 12:00 p.m.

Budget Work Session on Board Program Selection Round 1

Wed, May 31

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

Public Hearing on the 2006-2007 Multnomah County Budget - Multnomah Building, Commissioners Boardroom 100, 501 SE Hawthorne, Portland

MULTNOMAH COUNTY 2006-2007 BUDGET WORK SESSIONS AND HEARINGS

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|--|--|
| Tue, Jun 6
9:00 a.m. to 12:00 p.m. | Budget Work Session on Board Program Selection Round 2 |
| Tue, Jun 13
9:00 a.m. to 12:00 p.m. | Budget Work Session on Board Program Selection Round 3 |
| Wed, Jun 14
9:00 a.m. to 12:00 p.m. | Budget Work Session if needed |
| Wed, Jun 14
3:30 p.m. to 4:30 p.m. | <i>Tax Supervising and Conservation Commission Public Hearing on the Multnomah County 2006-2007 Budget</i> |
| Thu, Jun 15
9:30 a.m. to 12:00 p.m. | <i>Public Hearing and Resolution Adopting the 2006-2007 Budget for Dunthorpe Riverdale Sanitary Service District No. 1 and Making Appropriations
Public Hearing and Resolution Adopting the 2006-2007 Budget for Mid County Street Lighting Service District No. 14 and Making Appropriations</i> |
| Thu, Jun 22
9:30 a.m. to 12:00 p.m. | <i>Public Hearing and Resolution Adopting the 2006-2007 Budget for Multnomah County Pursuant to ORS 294</i> |



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-1 DATE 03.09.06
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-1
Est. Start Time: 9:30 AM
Date Submitted: 02/21/06

BUDGET MODIFICATION: LIB - 06

Agenda Title: Budget Modification LIB-06 Appropriating \$24,555 for a New 1.0 FTE Librarian Position for the Raising A Reader Project

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

Date Requested:	<u>March 9, 2006</u>	Time Requested:	<u>5 minutes</u>
Department:	<u>Library</u>	Division:	<u>Outreach Services</u>
Contact(s):	<u>Becky Cobb</u>		
Phone:	<u>503-988-5499</u>	Ext.:	<u>85499</u>
		I/O Address:	<u>317/LibAdm</u>
Presenter(s):	<u>Nell Colburn, Librarian, Early Childhood Resources</u>		

General Information

1. What action are you requesting from the Board?

Request appropriation of \$24,555 within the Library Fund to cover expenses for a new 1.0 FTE librarian position beginning March for the Raising A Reader Project.

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

This budget modification allows the creation of a 1.0 FTE librarian to work with the other 1.0 FTE librarian for the Raising A Reader project. Funded by The Library Foundation, this early literacy program promotes reading aloud in the home. It is implemented through library partnerships with childcare centers, the Health Department, and other agencies serving children 0-5. Children take home new books weekly and their parents, teachers, and caregivers receive information on early literacy skill development. Volunteer story time readers model good read aloud techniques and build excitement for books by providing monthly story times at partnering childcare centers.

This new position will be covered by existing program funds from The Library Foundation in the current fiscal year. With the award of additional funds from the Children's Investment Fund (CHIF)

for the next three fiscal years, Raising A Reader will begin to serve twice as many children, from 8,500 to 17,000. To be able to reach these ambitious goals set by CHIF, we need to bring this new staff on board by April 2006.

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

Personnel costs for the new position will be covered within existing program resources for current fiscal year. The position is expected to be funded with CHIF through The Library Foundation for the next three fiscal years of FY 06-07, FY 07-08 and FY 08-09.

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

NA

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

The Library Foundation solicits private citizen support for Library programs and collections that benefit all residents of Multnomah County.

ATTACHMENT A

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

- What revenue is being changed and why?
There is no change in revenue.
- What budgets are increased/decreased?
Outreach Services-Early Childhood Resources personnel budget increases by \$24,555 and their supply budget decreases by the same amount. There is no change to the total budget.
- What do the changes accomplish?
Gifts from the Library Foundation enhance library programs, particularly in Youth Outreach Services. This allows for expanded outreach to those who might not otherwise be served.
- Do any personnel actions result from this budget modification? Explain.
With the appropriation, a new 1.0 FTE librarian position will be hired in March.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
This appropriation doesn't affect indirect costs.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
There is no change in revenue for current fiscal year. The position is expected to be funded with CHIF through The Library Foundation for the next three fiscal years of FY 06-07, FY 07-08 and FY 08-09.
- If a grant, what period does the grant cover?
NA
- If a grant, when the grant expires, what are funding plans?
NA

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

ATTACHMENT B

BUDGET MODIFICATION: LIB - 06

Required Signatures

**Department/
Agency Director:**



Date: 02/16/06

Molly Raphael

Budget Analyst:



Date: 02/21/06

Julie Neburka

Department HR:



Date: 02/13/06

Leila Wrathall

Countywide HR:

Date: _____

Budget Modification or Amendment ID: **06-LIB-BM-06**

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 05-06

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
1	80-40	1510			804170		60000	302,015	317,313	15,298		Permanent
2	80-40	1510			804170		60130	92,326	96,542	4,216		Salary Related Expense
3	80-40	1510			804170		60140	73,980	79,021	5,041		Insurance Benefits
4	80-40	1510			804170		60240	238,812	214,257	(24,555)		Supplies
5	80-40	1510			804170		60350	5,438	5,438	0		Central Indirect @ 0.65%
6	80-40	1510			804170		60355	2,845	2,845	0	0	Department indirect @ 0.34%
7									0			
8									0			
9									0			
10									0			
11									0			
12									0			
13									0			
14									0			
15									0			
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22									0			
23									0			
24									0			
25									0			
26									0			
27									0			
28									0			
29									0			
										0	0	Total - Page 1
										0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

						ANNUALIZED			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	7222	61730	Librarian	New	1.00	45,372	12,505	6,695	64,572
									0
									0
									0
									0
									0
									0
									0
									0
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TOTAL ANNUALIZED CHANGES					1.00	45,372	12,505	6,695	64,572

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

						CURRENT YEAR			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	7222	61730	Librarian	New	1.00	15,298	4,216	5,041	24,555
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					1.00	15,298	4,216	5,041	24,555



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-2 DATE 03.09.06
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-2
Est. Start Time: 9:32 AM
Date Submitted: 01/26/06

BUDGET MODIFICATION: DCJ - 14

Budget Modification DCJ-14 Appropriating \$109,875 from the Worksystems, Inc. U. S. Department of Labor Youth Offender Grant to Increase Job Readiness Skills in Youth Offenders

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

Date Requested:	<u>March 9, 2006</u>	Time Requested:	<u>3 min</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Juvenile Services Division</u>
Contact(s):	<u>Shaun Coldwell</u>		
Phone:	<u>503-988-3961</u>	Ext.	<u>83961</u>
		I/O Address:	<u>503/250</u>
Presenter(s):	<u>Dave Koch/Thach Nguyen</u>		

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to appropriate \$109,875 from the Worksystems, Inc. U.S. Department of Labor Youth Offender grant.

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

Worksystems, Inc [WSI] is the operational entity for Oregon's Workforce Region 2, Multnomah and Washington counties and the City of Portland. WSI applied for and received a one million dollar U. S. Department of Labor Youth Offender grant for a High Growth Career Pathways program to help youth offenders enter high growth/high demand industries. This program is a collaboration among WSI, Multnomah and Washington counties to select 200 youth offenders to receive services including education, soft skills training, work-based learning, and advanced occupational training. The targeted youth population is selected for 16 and 17-year-old youth offenders because, in Oregon, 18 to 21-year-old offenders (and many 17-year-old offenders) are prosecuted as adults.

As appropriate, youth referred by juvenile probation officers or agencies working in partnership with the juvenile justice system will be assessed in several areas: appropriateness, motivation, stability (housing, drug use, etc.), basic academic skills, work readiness, career interests, and support services needs. As appropriate, youth will be enrolled in public high school or community alternative schools to attain their GED's or diplomas. Case management, basic job readiness instruction and interim job placement services will be provided as needed. Youth who obtain a GED or diploma will be assessed to participate (and receive a stipend) in Advanced Pre-Employment Training sponsored by the program's industry partners. Job placement following advanced occupational training will be facilitated by WSI's One-Stop Centers.

The Department of Community Justice portion of the grant, \$109,875 in fiscal year 2006, will pay for a Juvenile Counselor Lead (JCC/Lead), who will coordinate activities in DCJ which are associated with this grant. \$46,875 of DCJ's grant share is ear-marked for supportive services for the youth offender clients, to include coverage of automobile insurance, child care, clothing and/or uniforms, and bus passes. The position and supportive services are located in the DCJ Juvenile Accountability Programs' Program Offer # 50045.

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

DCJ's share of the first year of the grant award adds \$109,875 revenue and expense in fiscal year 2006 and an additional \$36,625 to support the fourth quarter of the grant in fiscal year 2007. WSI intends to apply for a second year of the grant to cover the remainder of fiscal year 2007 and the first quarter of fiscal year 2008.

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

N/A

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

N/A

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- What revenue is being changed and why?
The Federal/State revenue for FY06 increases by \$109,875.
Insurance revenue increases by \$9,097.
- What budgets are increased/decreased?
Juvenile Services Division personnel budget increases by \$63,000.
Juvenile Services Division materials/services supplies budget increases by \$46,875.
- What do the changes accomplish?
A full-time Juvenile Counselor Lead position is added for 9 months of fiscal year 2006. Client Supplies are increased by \$46,875.
- Do any personnel actions result from this budget modification? Explain.
Yes, total FTE is increased by 0.75 Juvenile Counselor/Lead.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
The grant does not permit coverage of the county indirect, central finance, human resources and departmental overhead costs. These costs would have been computed to equal \$715 county indirect, \$3,014 central finance, \$1,292 human resources, and \$5,044 departmental overhead costs.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
The revenue will continue through September 30, 2006 and if reapplication of the grant is successful, for another 12 months thereafter.
- If a grant, what period does the grant cover?
October 1, 2005 through September 30, 2006.
- If a grant, when the grant expires, what are funding plans?
WSI plans to apply for continuation of the grant award to cover the second grant year. If that application is denied, the JCC/Lead position and client supplies services will end September 30, 2006.

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

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 14

Required Signatures

Department/
Agency Director:

Sharon Cochran for Joanne Fuller

Date: 01/26/06

Budget Analyst:

CE

Date: 01/26/06

Department HR:

James J. Opoka

Date: 01/26/06

Countywide HR:

David B. Burrell

Date: 01/26/06

Budget Modification ID: **DCJ-14**

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 2006

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
1								0				Youth Offenders WSI Grant:
2	50-50	32182	50			CJ040.YOG.2005	60000	0	38,654	38,654		Incr Perm, + 0.75 FTE JCC
3	50-50	32182	50			CJ040.YOG.2005	60120	0	2,629	2,629		Incr Prem, JCC Lead Pay
4	50-50	32182	50			CJ040.YOG.2005	60130	0	12,620	12,620		Incr Sal-Rel, + 0.75 FTE JCC/Lea
5	50-50	32182	50			CJ040.YOG.2005	60140	0	9,097	9,097		Incr Ins, + 0.75 FTE JCC/Lead
6	50-50	32182	50			CJ040.YOG.2005	60155	0	46,875	46,875		Incr client-based Supplies
7									0		109,875	Total CJ040.YOG.2005 exp
8	50-50	32182	50			CJ040.YOG.2005	50195	0	(109,875)	(109,875)	(109,875)	Total CJ040.YOG.2005 rev
9	72-10	3500	20		705210		50316		(9,097)	(9,097)	(9,097)	Insurance Revenue
10	72-10	3500	20		705210		60330		9,097	9,097	9,097	Offsetting Insurance expense
11									0			
12									0			
13									0			
14									0			
15									0			
16									0			
17									0			
18									0			
19									0			
20									0			
21									0			
22									0			
23									0			
24									0			
25									0			
26									0			
27									0			
28									0			
29									0			
									0	0		Total - Page 1
									0	0		GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

						ANNUALIZED			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
50-50	6272	64297	JCC Lead	712553	1.00	51,539	15,755	11,919	79,213
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					1.00	51,539	15,755	11,919	79,213

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

						CURRENT YEAR			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
50-50	6272	64297	JCC Lead	712553	0.75	38,654	11,816	8,939	59,409
			Sal-Rel & Ins on Lead \$2,629 base				804	158	962
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					0.75	38,654	12,620	9,097	60,371



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # 2-3 DATE 03-09-06
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-3
Est. Start Time: 9:33 AM
Date Submitted: 01/26/06

BUDGET MODIFICATION: DCJ - 24

Budget Modification DCJ-24 Reclassifying 0.57 FTE Research Evaluation Analyst 1 to Research Evaluation Analyst 2 and 1.0 FTE Office Assistant 2 to Corrections Technician, as Determined by the Class/Comp Unit of Central
Title: Human Resources

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

Date Requested: <u>March 9, 2006</u>	Time Requested: <u>3 minutes</u>
Department: <u>Dept. of Community Justice</u>	Division: <u>Juvenile Services</u>
Contact(s): <u>Shaun Coldwell</u>	
Phone: <u>503-988-3961</u> Ext. <u>83961</u> I/O Address: <u>503/250</u>	
Presenter(s): <u>James Opoka</u>	

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify a Research Evaluation Analyst 1 and an Office Assistant 2, both reclassifications having been reviewed by the HR Class Comp and deemed necessary for changes in classifications.

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

Reclassification of an 0.57 FTE Research Evaluation Analyst 1 to a Research Evaluation Analyst 2 was approved for recommendation to the Board of County Commissioners by HR Class Comp on December 30, 2005, to become effective December 7, 2005. The position, which will be annualized to 1.0 FTE in the fiscal year 2007 budget, is located in the DCJ Quality Systems Management & Evaluation Services Unit, Program Offer # 50004.

Reclassification of a 1.0 FTE Office Assistant 2 to a Corrections Technician was approved for

recommendation to the Board of County Commissioners by HR Class Comp on January 6, 2006, to become effective April 20, 2005. The position is located in the Enhanced Bench Probation program, Program Offer # 50018.

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

The RE Analyst 2 increased the cost of the former RE Analyst 1 position by \$1,065. This increase is offset by reductions in the Overtime personnel line item budget, for a net zero impact in the personnel expense and FTE.

The Corrections Technician increased the cost of the former OA 2 position by \$2,174. This increase in expense, combined with indirects and HR Operational cost, totals \$2,314. It is offset by an estimated increase in the collection of Enhanced Bench fees, resulting in no increase in FTE and in \$2,174 increased fees collection revenue. This latter increase in fees will be continuing in the fiscal year 2007 departmental budget.

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

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other non-merit factor.

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

N/A

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- What revenue is being changed and why?
Departmental Indirect increases by \$94.
County Indirect increases by \$6.
HR Operations increase by \$40.
Insurance revenue increases by \$97.
Enhanced Bench fees increase by \$2,314.
- What budgets are increased/decreased?
The Department's Enhanced Bench Probation budget increases by \$2,314. Insurance increases by \$97 and HR Operations by \$40.
- What do the changes accomplish?
Two personnel positions are reclassified, a Research Analyst 1 to a Research Analyst 2 in the Quality Systems Management & Evaluation Services unit and an Office Assistant 2 to a Corrections Technician in the Enhanced Bench Probation program.
- Do any personnel actions result from this budget modification? Explain.
Yes. An RE Analyst 1 is reclassified to an RE Analyst 2. An Office Assistant 2 is reclassified to a Corrections Technician.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
The county indirect, central human resources and departmental overhead costs are covered by the increased fee revenue. There is no impact on central finance.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
No, the increase in Enhanced Bench fees is expected to continue in the 2007 fiscal year.
- If a grant, what period does the grant cover?
N/A
- If a grant, when the grant expires, what are funding plans?
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.

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 24

Required Signatures

**Department/
Agency Director:**

Thomas Cochran for Joanne Fuller

Date: 01/26/06

Budget Analyst:

CEC

Date: 01/26/06

Department HR:

James J. Opoka

Date: 01/26/06

Countywide HR:

David S. Turner

Date: 01/26/06

Budget Modification ID: **DCJ-24****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 2006

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
1								0				Two reclasses: RE Ayst 1
2								0				to 2, OA 2 to CT
3	50-05	1000	50		500300		60000	169,086	169,866	780		Incr Perm, RE Ayst 1 to 2
4	50-05	1000	50		500300		60110	2,259	1,479	(780)		Decr Overtime base
7								0			0	Total REU Cctr 500300 GF
8	50-10	41141	50			CJ016.ENHANCEDBENCH	60000	88,936	90,527	1,591		Incr Perm, OA 2 to CT
9	50-10	41141	50			CJ016.ENHANCEDBENCH	60130	27,188	27,674	486		Incr Salary-Related
10	50-10	41141	50			CJ016.ENHANCEDBENCH	60140	25,724	25,821	97		Incr Insurance
11	50-10	41141	50			CJ016.ENHANCEDBENCH	60350	932	938	6		0.27% Central Indirect
12	50-10	41141	50			CJ016.ENHANCEDBENCH	60355	6,582	6,676	94		4.29% Dept Indirect
13	50-10	41141	50			CJ016.ENHANCEDBENCH	60365	3,121	3,161	40		1.82% HR Ops
14								0			2,314	Total Enhanced Bench fees
15	50-00	1000	50		509600		50370	(94)	(94)	(94)	(94)	Incr Department Indirect
16	50-00	1000	50		509600		60170	94	94	94	94	Incr Prof Svcs/Busn Svcs
17	19	1000	20		9500001000		50310	(6)	(6)	(6)	(6)	Incr Indirect Reimb Rev GF
18	19	1000	20		9500001000		60470	6	6	6	6	Incr Offsetting Ind Exp GF
19	72-80	3506	20		712006		50310	(40)	(40)	(40)	(40)	Incr HR Ops Reimb Rev GF
20	72-80	3506	20		712006		60240	40	40	40	40	Incr Offsetting IHR Ops exp
21	71-20	3500	20		705210		50316	(97)	(97)	(97)	(97)	Incr Insurance Revenue
22	71-20	3500	20		705210		60330	97	97	97	97	Incr Offsetting Ins expense
23	50-10	41141	50			CJ016.ENHANCEDBENCH	50220	156,558	154,244	(2,314)	(2,314)	Incr Enhanced Bench fees
24								0				
25								0				
26								0				
27								0				
28								0				
29								0				
										0	0	Total - Page 1
										0	0	GRAND TOTAL

Budget Modification ID: **DCJ-24****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 2006

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
30								0				
31								0				



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-4 DATE 03.09.06
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-4
Est. Start Time: 9:34 AM
Date Submitted: 02/09/06

BUDGET MODIFICATION: DCJ - 25

Budget Modification DCJ-25 Appropriating \$27,009 from the Oregon
Agenda Department of Corrections for Adult Housing and Treatment Services to High
Title: Risk Offenders

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

Date Requested: <u>March 9, 2006</u>	Time Requested: <u>3 minutes</u>
Department: <u>Dept. of Community Justice</u>	Division: <u>Adult Services</u>
Contact(s): <u>Shaun Coldwell</u>	
Phone: <u>503-988-3961</u> Ext. <u>83961</u>	I/O Address: <u>503/250</u>
Presenter(s): <u>Kathleen Treb</u>	

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to appropriate \$27,009 from the Oregon Department of Corrections (DOC) to fund housing and A&D treatment to high-risk offenders released early from incarceration.

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

The State of Oregon has allocated \$1 million to the State's 36 counties to facilitate early release of high-risk offenders from incarceration and provide a transition back into the county communities. If this approach is successful, the State will save money, because the dollars provided for the alternative to incarceration are less than the cost of prison bed-days for continued incarceration. The Counties will benefit by more successful transition of offenders back into the community while providing them alternatives to further criminal activity, thereby enhancing community safety.

The Multnomah County Alternative Incarceration Program will work with inmates on a 90-day

transitional leave from DOC's Powder River, Coffee Creek, and Summit correctional facilities. The program will respond to identified inmate needs with an appropriate continuum of treatment services. Available services include cognitive behavioral change groups, alcohol and drug aftercare, housing, education, and employment services, and mentoring. Other transitional supports include clothing, bus tickets, ID documents, etc. Risk will be managed through the specialized caseload of a Probation/Parole Officer, who will supervise this special population based on inmates' demonstrated engagement in the change process. The program will be enriched by its partnership with SE Works and Volunteers of America, funded by the Department of Labor (DOL) through the Prisoner Re-Entry Initiative.

This DOC grant will be used specifically to fund housing resources for this population, provide A&D aftercare, and assist with support services. The portion of General Fund which now funds contracted transitional housing and alcohol and drug treatment services is reprogrammed to fund the Probation/Parole Officer, who will case-manage the early-release offenders. The Alternative Incarceration Program will continue through the forthcoming fiscal year 2007 and may be funded in the next biennium if evaluation proves that recidivism is reduced by the enhanced services.

Current-year Program Offers affected by this budget modification consist of the following: Program Offer # 50035 Adult High Risk Supervision Unit; Program Offer # 50007 Adult Substance Abuse Services - Outpatient; and Program Offer # 50028 Adult Offender Housing.

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

For fiscal year 2006, the Department's State revenue will increase by \$27,009. For fiscal year 2007, the State revenue for the Alternative Incarceration program will equal \$130,491, for a total revenue increase of \$157,500 for the biennium.

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

N/A

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

The Alternative Incarceration Program is a cooperative effort between the State of Oregon Department of Corrections and the 36 counties in the State.

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- What revenue is being changed and why?
Federal/State Department of Corrections revenue increases by \$27,009.
Departmental Indirect increases by \$1,111.
County Indirect increases by \$157.
HR Operations increase by \$517.
Insurance revenue increases by \$3,904.
- What budgets are increased/decreased?
The Department's High Risk Drug Unit increases by \$25,741. The Adult Substance Abuse program increases by \$669. The Adult Offender Housing program increases by \$599. Departmental Indirect increases by \$1,111. County Indirect increases by \$157 and HR Operations increase by \$517.
Insurance increases by \$3,904.
- What do the changes accomplish?
The State revenue funds transitional housing and alcohol and drug services to a selected group of high risk offenders for the remaining three months of the fiscal year. A Probation/Parole Officer is added for the remaining four months of fiscal year 2006.
- Do any personnel actions result from this budget modification? Explain.
Yes. A Probation/Parole Officer personnel position is added for the remaining four months of the fiscal year.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
The county indirect, central human resources and departmental overhead costs are covered by the increased State DOC revenue. There is no impact on central finance overhead costs.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
No, the revenue will continue through the remainder of the biennium.
- If a grant, what period does the grant cover?
March 1, 2006 through June 30, 2007.
- If a grant, when the grant expires, what are funding plans?
If the Alternative Incarceration Program's evaluation results demonstrate a successful impact upon recidivism, the Department anticipates continued funding by the State for this program.

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

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 25

Required Signatures

**Department/
Agency Director:**

Sharon Crowe for Joanne Fuller

Date: 02/07/06

Budget Analyst:

CEC

Date: 02/09/06

Department HR:

James J. Opoka

Date: 02/08/06

Countywide HR:

David B. Turner

Date: 02/08/06

Budget Modification ID: **DCJ-25****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 2006

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description	
				Internal Order	Cost Center	WBS Element							
1	50-10	1000	50		502800		60000	5,184	21,218	16,034		Incr Perm, + 0.33 FTE PPO	
2	50-10	1000	50		502800		60130	1,709	6,995	5,286		Incr Sal-Related, +0.33 FTE	
3	50-10	1000	50		502800		60140	0	3,904	3,904		Incr Ins, + 0.33 FTE PPO	
4	50-10	1000	50		502800		60365	0	517	517		Incr HR Ops	
7								0			25,741	Total ASD HR Drug GF	
8	50-10	1000	50		503700		60170	85,205	72,449	(12,756)		Decr Prof Svcs A&D Tx	
9	50-10	1000	50		503700		60360	6,433	5,613	(820)		Decr Fin Ops	
10								0			(13,576)	Total ASD Sub Ab OP Tx GF	
11	50-10	1000	50		505920		60170	927,469	916,039	(11,430)		Decr Prof Svcs Adult Hsg	
12	50-10	1000	50		505920		60360	26,098	25,363	(735)		Decr Fin Ops	
13								0			(12,165)	Total ASD Adult Off Hsg GF	
14	50-10	1505	50		503702		60170	0	12,756	12,756		Incr Prof Svcs A&D Tx	
15	50-10	1505	50		503702		60350	0	83	83		Incr Central Indirect	
16	50-10	1505	50		503702		60355	0	586	586		Incr Dept Indirect	
17	50-10	1505	50		503702		60360	0	820	820		Incr Fin Ops	
18								0			14,245	Total ASD Sub Ab AIP F/S	
19	50-10	1505	50		505922		60170	0	11,430	11,430		Incr Prof Svcs Adult Hsg	
20	50-10	1505	50		505922		60350	0	74	74		Incr Central Indirect	
21	50-10	1505	50		505922		60355	0	525	525		Incr Dept Indirect	
22	50-10	1505	50		505922		60360	0	735	735		Incr Fin Ops	
23								0			12,764	Total ASD Ad Off Hsg AIP F/S	
24	72-10	3500	20		705210		50316		(3,904)	(3,904)	(3,904)	Insurance Revenue	
25	72-10	3500	20		705210		60330		3,904	3,904	3,904	Offsetting Insurance Expense	
26	19	1000	20		9500001000		50310		(157)	(157)	(157)	Central Ind Revenue to GF	
27	19	1000	20		9500001000		60470		157	157	157	CGF Contingency Expense	
28	50-00	1000	50		509600		50370		(1,111)	(1,111)	(1,111)	Incr Dept Indirect Revenue	
29	50-00	1000	50		509600		60170		1,111	1,111	1,111	Incr Prof Svcs/Busn Svcs	
											27,009	Total - Page 1	
											0	0	GRAND TOTAL

Budget Modification ID: DCJ-25

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 2006

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
30	72-80	3506	20		712006		50310		(517)	(517)	(517)	HR Ops Revenue
31	72-80	3506	20		712006		60240		517	517	517	Offsetting HR Ops Expense
32	50-10	23000	50			CJ010.GRANTAID.AIP	50180	0	(27,009)	(27,009)	(27,009)	Incr State GRANTAID Revenue
33									0			
34									0			
35									0			
36									0			
37									0			
38									0			
39									0			
40									0			
41									0			
42									0			
43									0			
44									0			
45									0			
46									0			
47									0			
48									0			
49									0			
50									0			
51									0			
52									0			
53									0			
54									0			
55									0			
56									0			
57									0			
58									0			
									(27,009)	(27,009)	(27,009)	Total - Page 2
									0	0	0	GRAND TOTAL

Budget Modification ID: DCJ-25

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 2006

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
59									0			
60									0			

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

						ANNUALIZED			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
50-10	6276	63333	Probation/Parole Officer	712596	1.00	48,103	15,859	11,712	75,674
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					1.00	48,103	15,859	11,712	75,674

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

						CURRENT YEAR			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
50-10	6276	63333	Probation/Parole Officer	712596	0.33	16,034	5,286	3,904	25,224
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					0.33	16,034	5,286	3,904	25,224



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-5 DATE 03-09-06
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-5
Est. Start Time: 9:35 AM
Date Submitted: 02/09/06

BUDGET MODIFICATION: DCJ - 26

Agenda Title: **Budget Modification DCJ-26 Reclassifying a 0.47 FTE Office Assistant 2 to Office Assistant Senior, as Determined by the Class/Comp Unit of Central Human Resources**

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

Date Requested: <u>March 9, 2006</u>	Time Requested: <u>3 minutes</u>
Department: <u>Dept. of Community Justice</u>	Division: <u>Employee, Comm & Cl Sv</u>
Contact(s): <u>Shaun Coldwell</u>	
Phone: <u>503-988-3961</u> Ext. <u>83961</u>	I/O Address: <u>503/250</u>
Presenter(s): <u>James Opoka</u>	

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify an Office Assistant 2 to an Office Assistant Senior, having been reviewed by the HR Class Comp and deemed necessary for change in classifications.

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

Reclassification of an 0.47 FTE Office Assistant 2 to an Office Assistant Senior was approved for recommendation to the Board of County Commissioners by HR Class Comp on January 31, 2006, to become effective January 12, 2006. The position, which will be annualized to 1.0 FTE in fiscal year 2007, is located in the DCJ Employee, Community & Clinical Services Management Program Offer # 50002.

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

The Office Assistant Senior reclassification increased the cost of the former Office Assistant 2 position by \$750. This increase is offset by reductions in the Supplies line item budget, for a net

zero impact in personnel expense and FTE.

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

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other non-merit factor.

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

N/A

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- What revenue is being changed and why?
HR Operations increase by \$16.
FIN Operations decrease by \$47.
Insurance revenue increases by \$34.
- What budgets are increased/decreased?
Insurance increases by \$34 and HR Operations by \$16. FIN Operations decreases by \$47.
- What do the changes accomplish?
An Office Assistant 2 is reclassified to an Office Assistant Senior for the remainder of the year. Supplies are reduced to fund the difference in personnel costs.
- Do any personnel actions result from this budget modification? Explain.
Yes. An Office Assistant 2 is reclassified to an Office Assistant Senior for the remainder of the year. This reclassification will be annualized in fiscal year 2007.
- How will the county indirect, central finance and human resources and departmental overhead costs be covered?
Human Resources is increased and FIN Operations decreased in this modification. There is no impact on county indirect or departmental overhead costs.
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
N/A
- If a grant, what period does the grant cover?
N/A
- If a grant, when the grant expires, what are funding plans?
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.

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 26

Required Signatures

**Department/
Agency Director:**

Sharon Crowe for Joanne Fuller

Date: 02/07/06

Budget Analyst:

CEC

Date: 02/09/06

Department HR:

James J. Opoka

Date: 02/08/06

Countywide HR:

David B. Burrell

Date: 02/08/06

Budget Modification ID: **DCJ_26****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 2006

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
1								0				Reclass ECC OA 2 to OA Sr
2	50-05	1000	50		500200		60000	634,489	635,037	548		Incr Permanent
3	50-05	1000	50		500200		60130	197,003	197,171	168		Increase Salary-Related
4	50-05	1000	50		500200		60140	144,923	144,957	34		Increase Insurance
5	50-05	1000	50		500200		60365	23,933	23,949	16		Increase HR Ops
6								0		766		Total ECC Mgmt GF
7	50-05	1000	50		509050		60240	2,500	1,781	(719)		Decr Supplies
8	50-05	1000	50		509050		60360	3,384	3,337	(47)		Decr Fin Ops
9								0		(766)		Total DCJ-Train GF
10	72-10	3500	20		705210		50316		(34)	(34)	(34)	Insurance Revenue
11	72-10	3500	20		705210		60330		34	34	34	Insurance Offsetting Exp.
12	72-80	3506	20		712006		50310		(16)	(16)	(16)	HR Ops svc reimb
13	72-80	3506	20		712006		60240		16	16	16	HR Ops offsetting expense
14	72-10	3506	20		711100		50310		47	47	47	FIN Ops svc reimb
15	72-10	3506	20		711100		60240		(47)	(47)	(47)	FIN Ops offsetting expense
16								0				
17								0				
18								0				
19								0				
20								0				
21								0				
22								0				
23								0				
24								0				
25								0				
26								0				
27								0				
28								0				
29								0				
										0	0	Total - Page 1
										0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

						ANNUALIZED			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
50-05	6001	62761	Office Asst 2 recl to OA Sr	704594	(1.00)	30,658	9,372	10,665	50,695
50-05	6002	62761	Office Asst Sr recl from OA 2	704594	1.00	31,822	9,728	10,736	52,286
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					0.00	62,480	19,100	21,401	102,981

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

						CURRENT YEAR			
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
50-05	6001	62761	Office Asst 2 recl to OA Sr	704594	(0.47)	(14,409)	(4,405)	(5,013)	(23,827)
50-05	6002	62761	Office Asst Sr recl from OA 2	704594	1.00	14,957	4,573	5,047	24,577
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					0.53	548	168	34	750



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-6
Est. Start Time: 9:36 AM
Date Submitted: 02/13/06

BUDGET MODIFICATION: -

Agenda Title: **ORDER Approving a Request for Special Procurement to contract with Electric Lightwave, Inc. for the Purchase of Redundant Voice Communication Circuit Services for a Period of 5 Years**

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

Date Requested:	<u>March 9, 2006</u>	Time Requested:	<u>5 minutes</u>
Department:	<u>Department of County Management</u>	Division:	<u>CPCA</u>
Contact(s):	<u>Gail H Rubin, CPCA Manager</u>		
Phone:	<u>503-988-5111</u>	Ext.:	<u>22651</u>
		I/O Address:	<u>503/4</u>
Presenter(s):	<u>Becky Porter, Chief Information Officer; Rick Jacobson, Senior IT Manager</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Management, Telecommunications Section is requesting a special procurement to contract with Electric lightwave, Inc. (ELI) for the purchase of Redundant Voice Communication Circuit services.

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

Multnomah County utilizes multiple vendors to provide voice communication circuit services . The use of primary and redundant vendors ensures that minimal disruption will occur should there be a network, environmental or emergency failure with the primary communication circuits. At this time, Qwest is the primary provider and Electric Lightwave Inc (ELI) is the secondary. ELI has provided these services to Multnomah County since 1994 and owns the majority of the hardware and equipment currently installed.

In addition to providing redundancy in the event of a local or regional failure with our primary

provider, the redundant circuits are used to provide "standby redundancy," helping with the County's voice circuit traffic load during localized circuit failures within the network.

Telecommunications Section conducted market research in October/November 2005. Time-Warner, Verizon, AT&T, ELI and Integra were identified as potential providers of this service. Verizon and Time-Warner do not serve the demarcation locations identified in the specifications; AT&T did not respond to the request. Integra stated in its response that it is unable to competitively compete without installing new hardware and lines or renting hardware and lines owned by ELI. This installation or rental would increase their cost enough to be non-competitive with the current provider. ELI indicated they can continue to provide the services within the competitive range.

In December, 2005 Central Procurement and Contract Administration (CPCA) posted another request for market research information on the CPCA website, but no other vendor responded to this request.

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

Current cost of the redundant circuits is approximately \$6,000 per month and the funds for these services are in the Department's budget. The total contract amount is estimated to be approximately \$360,000.

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

This special procurement request is in accord with the requirements of Multnomah County Public Contract Review Board Rule 47-0285. Upon Board approval, a public notice of this procurement will be posted on the Central Procurement and Contract Administration (CPCA) website seven (7) days prior to award of contract.

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

NA

Required Signatures

**Department/
Agency Director:**



Date: 02/10/06

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:



Department of County Management
MULTNOMAH COUNTY OREGON

David Boyer, Director/CFO
501 SE Hawthorne, Suite 531
Portland, Oregon 97214
(503) 988-3903 phone
(503) 988-3292 fax

TO: Gail H. Rubin, CPCA Manager
FROM: Dave Boyer, Director *[Signature]*
DATE: February 2, 2006
SUBJECT: Special Procurement, PCRB Rule 47-0285, Section (3)

Per PCRB Rule 47-0285, Section (3) the Telecommunications Section is requesting a Special Procurement for the purchase of Redundant Voice Communication Circuit services from Electric Lightwave Inc. (ELI).

- (a) The purchase of these services is unlikely to encourage favoritism or to diminish competition for Public Contracts.**
 - a. Attempts were made to contact alternative providers of service and none were found. Market research was performed and a public notice posted on the CPCA website.**
 - (b) Purchasing these circuits through ELI will result in substantial cost savings to the County.**
 - a. Of the potential providers that were contacted they either could not provide service or the "build" costs would be excessive and make the cost of the project not competitive.**

Please reference attached document: Redundant Voice Communications Circuit, Special Procurement

1. INTRODUCTION:

DCM requests a Class Special Procurement for the purchase of Redundant Voice Communication Circuit services from Electric Lightwave Inc. (ELI) based on PCRB 47-0285 (3)(b) "use of a Special Procurement as described in the request will result in substantial cost savings to the County or to the public."

2. DESCRIPTION OF SERVICES:

Multnomah County utilizes multiple vendors to provide voice communication circuit services to a number of County owned and leased properties. The use of primary and redundant vendors ensures that minimal disruption will occur should there be a network, environmental or emergency failure with the primary communication circuits. Presently, Qwest is the primary provider and Electric Lightwave Inc (ELI) is the secondary. ELI has provided these services to Multnomah County since 1994 and owns the majority of the hardware and equipment currently installed.

In addition to providing redundancy in the event of a local or regional failure with our primary provider, the redundant circuits are used to provide "standby redundancy," helping with the County's voice circuit traffic load during localized circuit failures within the network. This type of internal failure has occurred twice in the past ninety days and each time, the redundant circuits were used to keep the County's voice communication network fully functional.

Currently, there are two demarcation locations (Multnomah County Courthouse and the Kelly Building) that originate the point-to-point T-1 lines in two hub/spoke configurations. There are a total of nineteen point-to-point T-1 circuits. The approximate current cost of the redundant circuits is \$5,500 per month and the funds for these services are in the Department's budget.

3. ALTERNATIVE PROCESS:

- A. Department conducted market research in October/November 2005 to include talking with Multnomah County telecom consultant Steve McCartney and telecommunications providers to determine potential providers. Time-Warner, Verizon, AT&T, Qwest, ELI and Integra were identified as potential providers of this service. Department also posted a request for market research information on the CPCA website; no other vendors were identified through this process.
- B. Of the potential providers, Verizon and Time-Warner do not serve the demarcation locations identified in the specifications, AT&T did not respond to Department's request for market research information, and Qwest was not approached due to their role as primary provider of voice communication circuits for Multnomah County. ELI and Integra responded to our request for market research information.
- C. Integra stated in its response that it is unable to competitively compete for both demarcation locations without installing new hardware and lines or renting hardware and lines owned by ELI to provide services to one of the demarcation locations. This installation or rental would increase their cost enough to be non-competitive with the current provider.

D. ELI submitted market research information that indicated they can continue to provide the services within the competitive range and submitted a bid sheet documenting their quote to provide these services for three or five years.

4. DETERMINATION:

Though redundant voice communications circuit services are available through another vendor, it is determined that the services are not available within the competitive range and may require a "build" project, costly installation and/or rental of equipment and hardware from the current provider.

Department requests a Class Special Procurement in accordance with PRCB 47-0285 (3)(b) utilizing the process outlined above to purchase these services from Electric Lightwave Inc with the understanding that after five years, Department will again use market research to determine if a competitive procurement can be conducted.

KWONG Catherine Y

From: GALUSHA Reg C
Sent: Friday, February 10, 2006 3:29 PM
To: KWONG Catherine Y
Subject: FW: SPECIAL PROCUREMENT FOR

1. Five years should be fine.
2. We're currently below \$5500 per month (see below) but with the approval we will start order circuits from this provider so may go above it. The amount is really hard to forecast this far in advance. It would probably be wise to up it a bit to \$6000 per month to give us a little room for growth. How difficult is it to increase later if we need to?

Thanks,

Reg Galusha
503-988-5490
Fax 503-988-3200
Senior Systems Administrator
Internet - <http://www.co.multnomah.or.us/it/>
Intranet - The MINT

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

From: BARTON Marilyn A
Sent: Friday, February 10, 2006 3:10 PM
To: GALUSHA Reg C
Subject: RE: SPECIAL PROCUREMENT FOR

07/18/05	\$5878.14
08/09/05	5297.65
09/07/05	5556.92
10/12/05	5556.92
11/09/05	4837.49
12/07/05	5067.41
01/10/06	5118.43
02/09/06	5118.43

\$42431.39

Marilyn A. Barton
Multnomah County IT
4747 E Burnside St
327/1
503-988-3100
marilyn.a.barton@co.multnomah.or.us

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

From: GALUSHA Reg C
Sent: Friday, February 10, 2006 2:18 PM
To: BARTON Marilyn A
Subject: FW: SPECIAL PROCUREMENT FOR

Marilyn,

2/13/2006

Could you give me the individual monthly amounts we have paid this fiscal year to ELI?

Thanks,

Reg Galusha

503-988-5490

Fax 503-988-3200

Senior Systems Administrator

Internet - <http://www.co.multnomah.or.us/it/>

Intranet - The MINT

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential information.

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

From: KWONG Catherine Y

Sent: Friday, February 10, 2006 8:36 AM

To: GALUSHA Reg C

Subject: SPECIAL PROCUREMENT FOR

Reg: I am processing this special procurement and I need to confirm the following :

- Special procurement request does not specify the period of this special procurement. However, at the end of the memo, it says after 5 years department will again use market research to determine if a competitive procurement can be conducted. I assume you are requesting a 5-year procurement period. Please confirm.
- Memo says current cost of the redundant circuits is \$5,500 per month. I would like to submit a total contract amount to the Board. Should I say the total contract amount is estimated to be \$330,000 (\$5,500x12x5)?

Catherine Kwong, CPPB, Senior Buyer

Central Procurement and Contract Administration

Multnomah County, Oregon

(503)988-5111, Ext 24151

catherine.y.kwong@co.multnomah.or.us

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

ORDER NO. _____

Approving a Request for Special Procurement to contract with Electric Lightwave, Inc. for the Purchase of Redundant Voice Communication Circuit Services for a Period of 5 Years

The Multnomah County Board of Commissioners Finds:

- a. The Board, acting as the Multnomah County Public Contract Review Board, has reviewed a special procurement request from the Department of County Management, Telecommunications Section to contract with Electric Lightwave, Inc. (ELI) for the purchase of Redundant Voice Communication Circuit services for a period of 5 years.
- b. This procurement is unlikely to encourage favoritism or to substantially diminish competition for public contracts. Telecommunications Section conducted market research in October/November 2005. Time-Warner, Verizon, AT&T, ELI and Integra were identified as potential providers of this service. Verizon and Time-Warner do not serve the demarcation locations identified in the specifications; AT&T did not respond to the request for market research information. Only Integra and ELI responded to the request.

Integra stated in its response that it is unable to competitively compete without installing new hardware and lines or renting hardware and lines owned by ELI. This installation or rental would increase their cost enough to be non-competitive with the current provider. ELI indicated they can continue to provide the services within the competitive range and submitted a bid sheet documenting their quote to provide these services for three or five years. In December, 2005 Central Procurement and Contract Administration (CPCA) posted another request for market research information on the CPCA website, but no other vendor responded to this request.

- c. This procurement will result in cost savings to the County because ELI can provide the services at a lower cost than Integra. Current cost of the redundant circuits is approximately \$6,000 per month and the funds for these services are in the Department's budget. The total contract amount is estimated to be approximately \$360,000.
- d. Upon Board approval, a public notice of this procurement will be posted on the Central Procurement and Contract Administration (CPCA) website seven (7) days prior to award of contract.

The Multnomah County Board of Commissioners Orders:

The Special Procurement to contract with ELI for the purchase of Redundant Voice Communication Circuit services for a period of 5 years is approved.

ADOPTED this 9th day of March, 2006.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON, ACTING
AS THE PUBLIC CONTRACT REVIEW BOARD

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
John Thomas, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON
ACTING AS THE PUBLIC CONTRACT REVIEW BOARD

ORDER NO. 06-025

Approving a Request for Special Procurement to contract with Electric Lightwave, Inc. for the Purchase of Redundant Voice Communication Circuit Services for a Period of 5 Years

The Multnomah County Board of Commissioners Finds:

- a. The Board, acting as the Multnomah County Public Contract Review Board, has reviewed a special procurement request from the Department of County Management, Telecommunications Section to contract with Electric Lightwave, Inc. (ELI) for the purchase of Redundant Voice Communication Circuit services for a period of 5 years.
- b. This procurement is unlikely to encourage favoritism or to substantially diminish competition for public contracts. Telecommunications Section conducted market research in October/November 2005. Time-Warner, Verizon, AT&T, ELI and Integra were identified as potential providers of this service. Verizon and Time-Warner do not serve the demarcation locations identified in the specifications; AT&T did not respond to the request for market research information. Only Integra and ELI responded to the request.

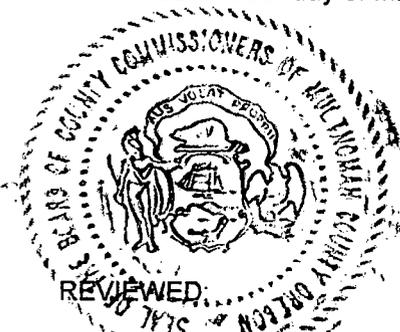
Integra stated in its response that it is unable to competitively compete without installing new hardware and lines or renting hardware and lines owned by ELI. This installation or rental would increase their cost enough to be non-competitive with the current provider. ELI indicated they can continue to provide the services within the competitive range and submitted a bid sheet documenting their quote to provide these services for three or five years. In December, 2005 Central Procurement and Contract Administration (CPCA) posted another request for market research information on the CPCA website, but no other vendor responded to this request.

- c. This procurement will result in cost savings to the County because ELI can provide the services at a lower cost than Integra. Current cost of the redundant circuits is approximately \$6,000 per month and the funds for these services are in the Department's budget. The total contract amount is estimated to be approximately \$360,000.
- d. Upon Board approval, a public notice of this procurement will be posted on the Central Procurement and Contract Administration (CPCA) website seven (7) days prior to award of contract.

The Multnomah County Board of Commissioners Orders:

The Special Procurement to contract with ELI for the purchase of Redundant Voice Communication Circuit services for a period of 5 years is approved.

ADOPTED this 9th day of March, 2006.



AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By John Thomas, Assistant County Attorney

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON, ACTING
AS THE PUBLIC CONTRACT REVIEW BOARD

Diane M. Linn
Diane M. Linn, Chair



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-7
Est. Start Time: 9:38 AM
Date Submitted: 02/28/06

BUDGET MODIFICATION:

Agenda Title: **PROCLAMATION Proclaiming March 12 through 18, 2006 as Lesbian, Gay, Bisexual, and Transgender Health Week in Multnomah County, Oregon**

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

Date Requested:	<u>3/9/2006</u>	Time Requested:	<u>15 minutes</u>
Department:	<u>Non-Departmental</u>	Division:	<u>Rojo de Steffey</u>
Contact(s):	<u>Matthew Lashua</u>		
Phone:	<u>503 988 6796</u>	Ext.: <u>86796</u>	I/O Address: <u>503/600</u>
Presenter(s):	<u>Commissioner Rojo de Steffey, Lillian Shirley, Jessica Guernsey</u>		

General Information

1. **What action are you requesting from the Board?**
 Adopt Proclamation proclaiming the week of March 12 through 18, 2006 as LGBT Health Week in Multnomah County, Oregon.
2. **Please provide sufficient background information for the Board and the public to understand this issue.**
 LGBT people have unique health concerns and often face financial, personal and cultural barriers when attempting to access health care. In conjunction with National LGBT Health Awareness Week, Multnomah County will be sponsoring and participating in a number of events. The goals of these events are designed to raise public awareness of the unique health concerns in LGBT communities, bring attention to health disparities among LGBT communities, to educate LGBT health providers and to raise awareness for medical and health care professionals in the area of cultural competency with regard to LGBT health.
3. **Explain the fiscal impact (current year and ongoing).**
 None.

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

None.

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

Planned Event Sponsored by Multnomah County:

LGBT Health Awareness Week Panel

Multnomah County will be hosting a panel on LGBT health issues featuring community-based programs doing innovative work to address issues in LGBT communities.

Monday, March 13, 4-6 pm

The Multnomah Building, 501 SE Hawthorne Blvd.

Commissioner's Boardroom

All welcome, no charge, light refreshments

Organizations participating on the panel will include:

- Breath Free
- Cascade AIDS Project
- Outside In
- Senior Housing and Retirement Enterprises
- Elder Resource Alliance
- Multnomah County Diversity and Quality Team
- Multnomah County HIV and Hepatitis C Community Programs
- Q Center
- Brother to Brother
- Sexual Minority Youth Resource Center
- Kaiser Permanente
- And others!

Required Signatures

**Department/
Agency Director:**

Maria Pijo de Steffey

Date: 02/28/06

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. _____

Proclaiming March 12 through 18, 2006 as Lesbian, Gay, Bisexual, and Transgender Health Week in Multnomah County, Oregon

The Multnomah County Board of Commissioners Finds:

- a. During the week of March 12 through 18, 2006, the National Coalition for Lesbian, Gay, Bisexual and Transgender Health is committed to raising public awareness of the unique health concerns of LGBT communities. This is accomplished by educating LGBT communities about the health issues pertaining to their unique circumstances, and educating medical and health care professionals in the area of cultural competency with regard to LGBT health.
- b. Under statute it is the responsibility of Multnomah County to provide for the health and well being of its populations. Multnomah County has a unique and vibrant LGBT population that deserves the same opportunities, rights and freedoms accorded to all when accessing health care.
- c. LGBT people are often reluctant to seek care or to 'come out' to health providers leading to under-screening and non-intervention. This reluctance results in a myriad of health concerns from smoking-related diseases to HIV and other sexually transmitted infections, breast cancer, domestic violence and mental health issues.
- d. Gay, Lesbian and Questioning youth are 2-3 times more likely than their straight peers to attempt suicide. Approximately 30% of gay and lesbian youth have attempted suicide. For transgender youth, the figures are even higher – approximately 50%.
- e. Elders in same-sex relationships are at a higher risk of economic devastation than their heterosexual elder counterparts due to the fact that legal protections are not afforded to same-sex couples.
- f. HIV/AIDS continues to devastate LGBT populations and more education and health care is necessary.

The Multnomah County Board of Commissioners Proclaims:

March 12 through 18, 2006 is Lesbian, Gay, Bisexual, and Transgender Health Awareness Week in Multnomah County, Oregon.

ADOPTED this 9th day of March, 2006.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, County Chair

Maria Rojo de Steffey,
Commissioner District 1

Serena Cruz Walsh,
Commissioner District 2

Lisa Naito,
Commissioner District 3

Lonnie Roberts,
Commissioner District 4

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

PROCLAMATION NO. 06-026

Proclaiming March 12 through 18, 2006 as Lesbian, Gay, Bisexual, and Transgender Health Week in Multnomah County, Oregon

The Multnomah County Board of Commissioners Finds:

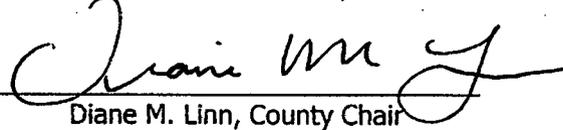
- a. During the week of March 12 through 18, 2006, the National Coalition for Lesbian, Gay, Bisexual and Transgender Health is committed to raising public awareness of the unique health concerns of LGBT communities. This is accomplished by educating LGBT communities about the health issues pertaining to their unique circumstances, and educating medical and health care professionals in the area of cultural competency with regard to LGBT health.
- b. Under statute it is the responsibility of Multnomah County to provide for the health and well being of its populations. Multnomah County has a unique and vibrant LGBT population that deserves the same opportunities, rights and freedoms accorded to all when accessing health care.
- c. LGBT people are often reluctant to seek care or to 'come out' to health providers leading to under-screening and non-intervention. This reluctance results in a myriad of health concerns from smoking-related diseases to HIV and other sexually transmitted infections, breast cancer, domestic violence and mental health issues.
- d. Gay, Lesbian and Questioning youth are 2-3 times more likely than their straight peers to attempt suicide. Approximately 30% of gay and lesbian youth have attempted suicide. For transgender youth, the figures are even higher – approximately 50%.
- e. Elders in same-sex relationships are at a higher risk of economic devastation than their heterosexual elder counterparts due to the fact that legal protections are not afforded to same-sex couples.
- f. HIV/AIDS continues to devastate LGBT populations and more education and health care is necessary.

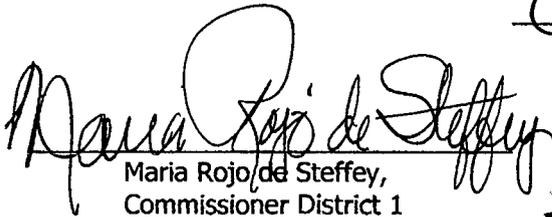
The Multnomah County Board of Commissioners Proclaims:

March 12 through 18, 2006 is Lesbian, Gay, Bisexual, and Transgender Health Awareness Week in Multnomah County, Oregon.

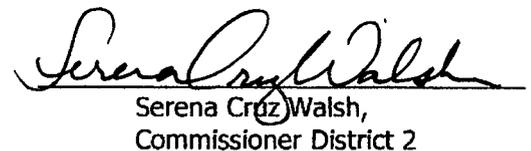
ADOPTED this 9th day of March, 2006.

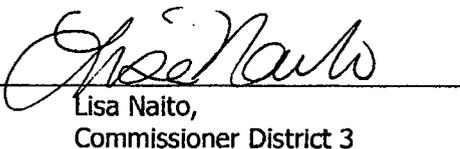
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

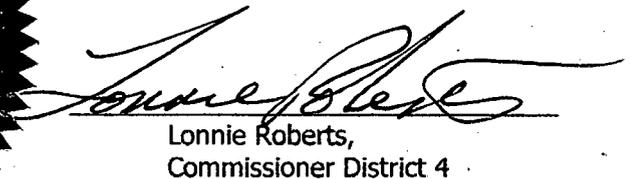

Diane M. Linn, County Chair


Maria Rojo de Steffey,
Commissioner District 1




Serena Cruz Walsh,
Commissioner District 2


Lisa Naito,
Commissioner District 3


Lonnie Roberts,
Commissioner District 4



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-8
Est. Start Time: 9:43 AM
Date Submitted: 02/07/06

Agenda Title: **RESOLUTION Submitting to the Voters Multnomah County Home Rule Charter Housekeeping Amendments**

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

Date Requested: March 9, 2006 **Time Requested:** 5 minutes
Department: Non-Departmental **Division:** County Attorney
Contact(s): Agnes Sowle, County Attorney
Phone: 503-988-3138 **Ext.** 83138 **I/O Address:** 501/500
Presenter(s): Agnes Sowle

General Information

1. What action are you requesting from the Board?

Approve Resolution Submitting To The Voters Multnomah County Home Rule Charter Housekeeping Amendments.

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

The County Home Rule Charter Review Committee (CRC) submitted its report to the Board on July 22, 2004. The CRC found that Charter section 6.50, enacted by initiative petition, combined several unrelated provisions, including sheriff, term limits and running for office midterm. The CRC did not recommend a reorganizing measure with respect to Section 6.50 at the time, because it referred measures amending and repealing parts of section 6.50. The CRC recommended that the Board submit a housekeeping measure to reorganize or renumber this section after the general election.

This measure only moves and renumbers the subsections regarding successive terms and running for office in midterm to section 4.20, Terms of Office, to makes these subsections easier to find. The measure makes no changes to the text of these subsections. The resolution certifies the ballot title,

explanatory statement and charter text for submission to voters at the May 16, 2006, primary election. If the measure is approved by a majority of voters, it will take effect May 17, 2006.

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

N/A

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

N/A

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

Implements 2004 Charter Review Committee recommendation contained in its 6/8/2004 Report.

Required Signatures

**Department/
Agency Director:**



Date: 2/7/2006

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Submitting To The Voters Multnomah County Home Rule Charter Housekeeping Amendments

The Multnomah County Board of Commissioners Finds:

- a. The Multnomah County Home Rule Charter (Charter) creates a Charter Review Committee (Committee) and directs it to review the Charter and any issues relating thereto.
- b. The Charter requires the Committee to report to the people and the Board its findings, conclusions, and recommendations including any amendments proposed to the county charter.
- c. The Committee submitted its report dated June 8, 2004 to the Board on July 22, 2004. The Committee found that Charter section 6.50, enacted by initiative petition, combined several unrelated provisions including the sheriff, term limits and running for office midterm. Because several provisions in section 6.50 were referred to voters for amendment or repeal, the Committee did not propose a reorganizing charter amendment. It recommended that the Board place a housekeeping measure on the ballot after the general election to reorganize or renumber this section.
- d. The Multnomah County Board of Commissioners wishes to refer this housekeeping measure to the voters and has requested the County Attorney to prepare the ballot title and explanatory statement.

The Multnomah County Board of Commissioners Resolves:

1. The attached measure proposing housekeeping amendments to the Charter shall be submitted to the people of Multnomah County at the May 16, 2006, primary election.
2. The ballot title, explanatory statement and changes to the language of the Charter for the measure is attached as Exhibit A.
3. The measure, ballot title, explanatory statement and Charter text are certified to the Director of the Multnomah County Division of Elections (Director).
4. The Director shall publish this measure and include it in the county voters' pamphlet.
5. If this measure is approved by a majority of voters at the May 16, 2006, election, it shall take effect May 17, 2006.

ADOPTED this 9th day of March 2006.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____

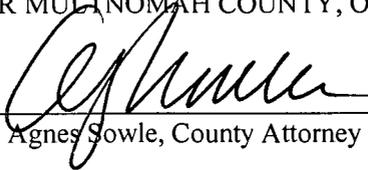

Agnes Sowle, County Attorney

EXHIBIT A

BALLOT MEASURE 26-_____

- CAPTION:** Renumbering Parts of Multnomah County Charter
- QUESTION:** Shall unrelated parts of County Charter section 6.50 be renumbered?
- STATEMENT:** This is a housekeeping amendment. Parts of County Charter section 6.50 are unrelated. One part relates to the sheriff. The other parts relate to term limits and running for office midterm. This measure only moves and renumbers the parts relating to terms to section 4.20, Terms of Office. The measure does not change term limits or running for office midterm. It takes effect on May 17, 2006.

EXPLANATORY STATEMENT

This is a housekeeping amendment. Multnomah County Charter section 6.50 was added to the charter by a voter approved initiative in 1982. Section 6.50 contains a part relating to election of a sheriff that fits in that chapter on Administration. The other parts of section 6.50 relate to term limits and running for office in midterm as they relate to all elected officials, not just the sheriff. The parts on terms would fit better under section 4.20, Terms of Office. This measure only moves and renumbers the parts relating to terms to section 4.20 and would make these parts easier to find. The measure does not change term limits or running for office midterm.

The measure will take effect on May 17, 2006.

EXHIBIT A

Text of Ballot Measure Renumbering Parts of Multnomah County Charter

(Crossed-out shows deleted; double-underlined show added)

6.50. Sheriff; ~~Successive Terms, Running For Office In Midterm.~~

(1) ~~_____~~ The people of Multnomah County shall elect:

~~_____ (1) _____~~ A a county sheriff for the function of said office as prescribed by state law and he or she shall have sole administration of all county jails and correctional institutions located in Multnomah County.

~~_____ (2) (a) _____~~ Notwithstanding any other charter provision to the contrary, the salary for the sheriff shall be fixed by the board of county commissioners in an amount which is not less than that for any member of the sheriff's office.

~~_____ (2) _____~~ Effective January 1, 1985, no incumbent or future elected officer of the county shall be eligible to serve more than two full consecutive four-year terms in any one elective county office within any 12-year period. If an officer of the county is elected or appointed to an elective county office for a term of less than four years, the time so served shall not be counted against the limitation on terms within any 12-year period.

~~_____ (3) _____~~ No elected official of Multnomah County may run for another office in midterm. Filing for another office in midterm shall be the same as a resignation, effective as of date of filing. "Midterm" does not include the final year of an elected official's term. Filing for another office in the last year of an elective term shall not constitute a resignation.

4.20. Terms Of Office; Successive Terms; Running For Office In Midterm.

(1) ~~_____~~ Except as this charter provides to the contrary, the term of office of a person elected to an elective county office:

~~_____~~ (+a) Shall begin the first of the year immediately following his or her election to the office and

~~_____~~ (2b) Shall continue four years.

~~_____ (2) _____~~ Effective January 1, 1985, no incumbent or future elected officer of the county shall be eligible to serve more than two full consecutive four-year terms in any one elective county office within any 12-year period. If an officer of the county is elected or appointed to an elective county office for a term of less than four years, the time so served shall not be counted against the limitation on terms within any 12-year period.

~~_____ (3) _____~~ No elected official of Multnomah County may run for another office in midterm. Filing for another office in midterm shall be the same as a resignation, effective as of date of filing. "Midterm" does not include the final year of an elected official's term. Filing for another office in the last year of an elective term shall not constitute a resignation.

BOGSTAD Deborah L

From: SAMPLE Christopher E
Sent: Thursday, February 09, 2006 1:51 PM
To: KAUFFMAN John
Cc: BOGSTAD Deborah L; KINOSHITA Carol
Subject: RE: Resolution Submitting Charter Housekeeping Amendment to Voters

John,

Looks good. Deb can email or fax me after the board meets on 3/9, and I'll assign a measure number at that time.

Eric

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

From: KAUFFMAN John
Sent: Thursday, February 09, 2006 1:44 PM
To: BATES Julie M; SAMPLE Christopher E
Subject: FW: Resolution Submitting Charter Housekeeping Amendment to Voters

A county measure for the Primary.

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

From: KINOSHITA Carol
Sent: Thursday, February 09, 2006 1:12 PM
To: KAUFFMAN John
Cc: BOGSTAD Deborah L; SOWLE Agnes
Subject: Resolution Submitting Charter Housekeeping Amendment to Voters

Hi John!

Here's a copy of the above item for the 3/9 Board meeting that Agnes asked me to send to you. Thanx!

Carol Kinoshita, *Legislative Paralegal*
503.988.3138 *fx:* 503.988.3377
Office of Multnomah County Attorney
501 SE Hawthorne Blvd., Ste. 500,
Portland, OR 97214 (*interoffice:* 503/500)
Link to Multnomah County Code & Charter:
<http://www2.co.multnomah.or.us/counsel/code/index.shtml>

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 06-027

Submitting to the Voters Multnomah County Home Rule Charter Housekeeping Amendments

The Multnomah County Board of Commissioners Finds:

- a. The Multnomah County Home Rule Charter (Charter) creates a Charter Review Committee (Committee) and directs it to review the Charter and any issues relating thereto.
- b. The Charter requires the Committee to report to the people and the Board its findings, conclusions, and recommendations including any amendments proposed to the county charter.
- c. The Committee submitted its report dated June 8, 2004 to the Board on July 22, 2004. The Committee found that Charter section 6.50, enacted by initiative petition, combined several unrelated provisions including the sheriff, term limits and running for office midterm. Because several provisions in section 6.50 were referred to voters for amendment or repeal, the Committee did not propose a reorganizing charter amendment. It recommended that the Board place a housekeeping measure on the ballot after the general election to reorganize or renumber this section.
- d. The Multnomah County Board of Commissioners wishes to refer this housekeeping measure to the voters and has requested the County Attorney to prepare the ballot title and explanatory statement.

The Multnomah County Board of Commissioners Resolves:

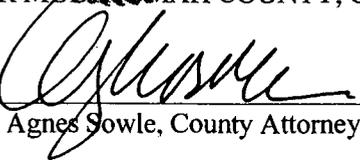
1. The attached measure proposing housekeeping amendments to the Charter shall be submitted to the people of Multnomah County at the May 16, 2006, primary election.
2. The ballot title, explanatory statement and changes to the language of the Charter for the measure is attached as Exhibit A.
3. The measure, ballot title, explanatory statement and Charter text are certified to the Director of the Multnomah County Division of Elections (Director).
4. The Director shall publish this measure and include it in the county voters' pamphlet.
5. If this measure is approved by a majority of voters at the May 16, 2006, election, it shall take effect May 17, 2006.

ADOPTED this 9th day of March 2006.



AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


Agnes Sowle, County Attorney

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

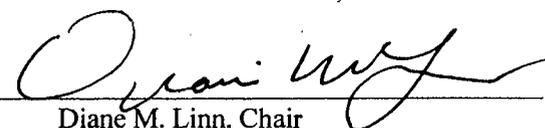

Diane M. Linn, Chair

EXHIBIT A

BALLOT MEASURE 26-78

- CAPTION:** Renumbering Parts of Multnomah County Charter
- QUESTION:** Shall unrelated parts of County Charter section 6.50 be renumbered?
- STATEMENT:** This is a housekeeping amendment. Parts of County Charter section 6.50 are unrelated. One part relates to the sheriff. The other parts relate to term limits and running for office midterm. This measure only moves and renumbers the parts relating to terms to section 4.20, Terms of Office. The measure does not change term limits or running for office midterm. It takes effect on May 17, 2006.

EXPLANATORY STATEMENT

This is a housekeeping amendment. Multnomah County Charter section 6.50 was added to the charter by a voter approved initiative in 1982. Section 6.50 contains a part relating to election of a sheriff that fits in that chapter on Administration. The other parts of section 6.50 relate to term limits and running for office in midterm as they relate to all elected officials, not just the sheriff. The parts on terms would fit better under section 4.20, Terms of Office. This measure only moves and renumbers the parts relating to terms to section 4.20 and would make these parts easier to find. The measure does not change term limits or running for office midterm.

The measure will take effect on May 17, 2006.

EXHIBIT A

Text of Ballot Measure Renumbering Parts of Multnomah County Charter

(~~Crossed-out~~ shows deleted; double-underlined show added)

6.50. ~~Sheriff; Successive Terms; Running For Office In Midterm.~~

(1) The people of Multnomah County shall elect:

~~(1) A~~ county sheriff for the function of said office as prescribed by state law and he or she shall have sole administration of all county jails and correctional institutions located in Multnomah County.

(2) ~~(a)~~ Notwithstanding any other charter provision to the contrary, the salary for the sheriff shall be fixed by the board of county commissioners in an amount which is not less than that for any member of the sheriff's office.

~~(2) Effective January 1, 1985, no incumbent or future elected officer of the county shall be eligible to serve more than two full consecutive four year terms in any one elective county office within any 12 year period. If an officer of the county is elected or appointed to an elective county office for a term of less than four years, the time so served shall not be counted against the limitation on terms within any 12 year period.~~

~~(3) No elected official of Multnomah County may run for another office in midterm. Filing for another office in midterm shall be the same as a resignation, effective as of date of filing. "Midterm" does not include the final year of an elected official's term. Filing for another office in the last year of an elective term shall not constitute a resignation.~~

4.20. Terms Of Office; Successive Terms; Running For Office In Midterm.

(1) Except as this charter provides to the contrary, the term of office of a person elected to an elective county office:

(1a) Shall begin the first of the year immediately following his or her election to the office and

(1b) Shall continue four years.

(2) Effective January 1, 1985, no incumbent or future elected officer of the county shall be eligible to serve more than two full consecutive four-year terms in any one elective county office within any 12-year period. If an officer of the county is elected or appointed to an elective county office for a term of less than four years, the time so served shall not be counted against the limitation on terms within any 12-year period.

(3) No elected official of Multnomah County may run for another office in midterm. Filing for another office in midterm shall be the same as a resignation, effective as of date of filing. "Midterm" does not include the final year of an elected official's term. Filing for another office in the last year of an elective term shall not constitute a resignation.



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 03/09/06
 Agenda Item #: R-9
 Est. Start Time: 9:45 AM
 Date Submitted: 01/31/06

BUDGET MODIFICATION: -

**RESOLUTION Authorizing an Application for a \$2,000,000 Loan from the
 Agenda Oregon Transportation Infrastructure Bank for the Burnside Bridge Lift Span
 Title: Rehabilitation Project [Continued from February 23, 2006]**

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

Date Requested:	<u>March 9, 2006</u>	Time Requested:	<u>5 minutes</u>
Department:	<u>Community Services</u>	Division:	<u>Land Use/Transportation</u>
Contact(s):	<u>Jerry Elliott</u>		
Phone:	<u>503-988-4624</u>	Ext.	<u>84624</u>
		I/O Address:	<u>455/116</u>
Presenter(s):	<u>Cecilia Johnson and Jerry Elliott</u>		

General Information

1. What action are you requesting from the Board?

Approve authorization for a loan application to the Oregon Transportation Infrastructure Bank for the Burnside Bridge. The department recommends approval so that the project can proceed.

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

The original estimate for the Burnside Bridge Lift Span Rehabilitation project was \$8.3 million. After construction bids were open, the lowest bid was \$10.3 million. Highway Bridge Rehabilitation and Replacement funds provided \$6.9 million. The County had committed \$1.4 million as matching funds. An additional \$2 million is needed to complete this project. No additional matching funds are needed. Other bridge construction in the State and the cost of steel escalated the price unexpectedly.

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

The County's Bridge Fund will need to repay the Oregon Transportation Infrastructure Bank starting in 2010. The approximate cost per year will be \$500,000 for a total of \$2.5 million. The repayment will impact the County's ability to provide matching funds for other projects.

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

The application is a standard loan application that ODOT uses for infrastructure projects with local jurisdictions.

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

Loan negotiations took place between ODOT and the County Bridge Manager.

Required Signatures

**Department/
Agency Director:**



Date: 01/31/06

Budget Analyst:

Date: _____

Department HR:

Date: _____

Countywide HR:

Date: _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Authorizing an Application for a \$2,000,000 Loan from the Oregon Transportation Infrastructure Bank for the Burnside Bridge Lift Span Rehabilitation Project

The Multnomah County Board of Commissioners Finds:

- a. The original estimate for the Burnside Bridge Lift Span Rehabilitation Project (Project) was approximately \$8.3 million and is now \$10.3 million.
- b. The County needs to borrow \$2,000,000 to cover the shortfall on the Project.
- c. The Finance and Budget Office has reviewed the loan request and determined that it would be cost-effective to borrow funds from the Oregon Transportation Infrastructure Bank for the Project.

The Multnomah County Board of Commissioners Resolves:

1. The County is authorized to borrow up to \$2,000,000 from the Oregon Transportation Infrastructure Bank to fund the additional amount needed for the Burnside Bridge Lift Span Rehabilitation Project.
2. The Finance Director is authorized to sign any and all documents relating to the loan for the Project on behalf of Multnomah County.

ADOPTED this 9th day of March, 2006.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Matthew O. Ryan, Assistant County Attorney

BOGSTAD Deborah L

From: ROJO DE STEFFEY Maria
Sent: Tuesday, March 07, 2006 12:51 PM
To: SCHILLING Karen C; LINN Diane M; CRUZ Serena M; NAITO Lisa H; ROBERTS Lonnie J
Cc: JOHNSON Cecilia; ELLIOTT Gerald T; ISLEY Sheila L; BOGSTAD Deborah L
Subject: RE: Postponing the Burnside Bridge Loan agenda item

Thanks. I would be happy to make the motion.

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

From: SCHILLING Karen C
Sent: Tuesday, March 07, 2006 12:46 PM
To: LINN Diane M; ROJO DE STEFFEY Maria; CRUZ Serena M; NAITO Lisa H; ROBERTS Lonnie J
Cc: JOHNSON Cecilia; ELLIOTT Gerald T; ISLEY Sheila L
Subject: Postponing the Burnside Bridge Loan agenda item

We would like to postpone this agenda item scheduled for March 9 so that we have time to meet with you to discuss the financial impacts of the loans on the transportation budget.

Sheila Isley will be contacting your offices to set up a time.

I have sent Deb Bogstad a request to schedule this for March 16.

Thanks for your patience.

Karen



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 03/09/06
 Agenda Item #: R-10
 Est. Start Time: 9:50 AM
 Date Submitted: 03/01/06

BUDGET MODIFICATION:

Agenda Title: Government Revenue Contract (190 Agreement) 0607001 with the City of Portland for Sheriff's Office Jail Staff to Participate in the "Home Again" Program

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

Date Requested:	<u>March 9, 2006</u>	Time Requested:	<u>15 minutes</u>
Department:	<u>Sheriff's Office</u>	Division:	<u>Corrections</u>
Contact(s):	<u>Christine Kirk</u>		
Phone:	<u>503-988-4301</u>	Ext.:	<u>84301</u>
		I/O Address:	<u>503/350</u>
Presenter(s):	<u>Sheriff Giusto, Christine Kirk</u>		

General Information

1. What action are you requesting from the Board?

Approval of government contract 0607001.

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

As part of the 10-year plan to end homelessness in Portland and Multnomah County, the Sheriff's Office will participate by dedicating jail staff to assist in discharging homeless incarcerated individuals into appropriate housing with service linkages. Homeless individuals with special needs reduce their criminal justice involvement if their housing and service needs are met in a community based setting. The individuals most frequently booked into the jail who are homeless and require appropriate services and housing upon leaving jail will be indentified. Sheriff's Office jail staff will conduct outreach to housing providers in the community, coordinate visits between providers and inmates, and develop partnerships with housing and service providers for effective placements.

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

The City will reimburse County \$75,000.00 for staffing expenditures and anticipated expenses.

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

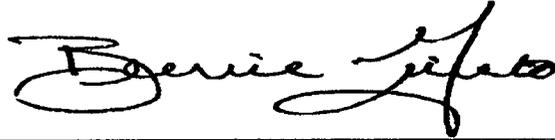
The County Attorney's office has reviewed the Agreement.

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

None, other than described above.

Required Signatures

**Department/
Agency Director:**



Date: 02/28/06

Budget Analyst:

Date: _____

Department HR:

Date: _____

Countywide HR:

Date: _____

AGREEMENT NO.

**INTERGOVERNMENTAL AGREEMENT
between the City OF PORTLAND and
the MULTNOMAH COUNTY SHERIFF'S OFFICE**

This Agreement is between City of Portland, Oregon (City) and Multnomah County by and through Multnomah County Sheriff's Office (Subrecipient) or in partnership (the parties) to support systems change activities that result in positive discharges for homeless individuals incarcerated or otherwise involved in corrections, and related components of "Home Again: A 10-year Plan to End Homelessness in Portland and Multnomah County."

RECITALS:

1. The Multnomah County Sheriff's Office operates the jail system for Multnomah County, which frequently holds homeless individuals, many of whom have special needs.
2. Research indicates that homeless individuals with special needs will reduce their criminal justice involvement if their housing and service needs are met in a community based setting.
3. The Multnomah County Sheriff's Office is a key partner in implementing "Home Again: A 10-year plan to end homelessness in Portland and Multnomah County," (10-year plan) and has requested support from the City to better engage systems and implement systems change required to improve discharge planning activities to help end chronic and other homelessness.
4. The City finds that this participation in policy development and program planning is essential to the effective implementation of the 10-year plan, including planning for resource shifts to bring together housing and services resources for frequent users of jails who are better served by community based, permanent supportive housing.
5. There is funding available for this Agreement in the approved FY 2005-06 Housing and Community Development (BHCD) budget from the Corporation for Supportive Housing (CSH), Robert Wood Johnson Foundation.
6. An Agreement should be entered into with the Multnomah County Sheriff's Office in the amount of \$75,000 to support staffing to implement systems change that will create permanent supportive housing and support other components of the 10-year plan.

AGREED:

- I. Scope of Services
 - A. The Subrecipient will provide the services described below for the duration of the Agreement:
 1. Staffing (1 FTE) to effectively discharge clients into appropriate housing with service linkages. To that end, the Planner will do the following:
 - a. Conduct outreach to providers in the community

- b. Coordinate visits between providers and inmates as appropriate
 - c. Develop partnerships with existing housing and service providers for effective placement and retention
 - d. Provide linkages through follow-up services (i.e., probation/parole, housing agency, service agency, or individual discharge planner) to prevent recidivism into homelessness and criminal justice system.
2. Support to influence and change systems that prevent effective discharge of homeless inmates to housing with appropriate service linkages.
 3. Identify the most frequently booked individuals who are also homeless and require appropriate services and housing upon exit from jail.
 4. Track individuals who are assisted by this project who are also chronically homeless. Chronic homelessness is defined as an individual with a disability who has been homeless for a year or more, or who has had 4 episodes of homelessness in 3 years.
 5. Participate in regular planning meetings involving systems change activities related to "Home Again: A 10-year plan to End Homelessness in Portland and Multnomah County."
- B. Performance measures include:
1. On a monthly basis, 70% of the Planner's caseload of 20-30 clients will be sent directly to stable housing in the community.
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 5. Identification of systems barriers in corrections that prevent discharge into housing and services.
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- C. Subrecipient will prepare quarterly progress reports on the project in a form that is consistent with Attachment A, which will be submitted by the Subrecipient to the City by the 15th day following the end of each calendar quarter.
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- A. The City will reimburse the Subrecipient for actual expenditures or anticipated expenses (based on an official bid or estimate) in accordance with the Budget (Attachment B), upon submission of an itemized billing statement (Attachment C)

from Subrecipient. Subrecipient may submit such requests for reimbursement on a monthly basis.

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- D. Total compensation under this Agreement shall not exceed SEVENTY FIVE THOUSAND DOLLARS (\$75,000).

III. City Project Manager

- A. The City Project Manager shall be Heather Lyons, or such person as shall be designated in writing by the Director of the Bureau of Housing and Community Development.

The City Project Manager is authorized to approve work and billings hereunder, to give notices referred to herein, to terminate the agreement as provided herein, and to carry out any other City actions referred to herein.

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- A. **TERMINATION FOR CAUSE.** If, through any cause, either of the PARTIES shall fail to fulfill in a timely and proper manner their obligations under this Agreement, or if either of the PARTIES shall violate any of the covenants, agreements, or stipulations of this Agreement, then either of the PARTIES shall have the right to terminate this Agreement by giving written notice to the other Party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Subrecipient under this Agreement shall, at the option of the City, become the property of the City and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the PARTIES shall not be held liable for damages perceived to be sustained by the other Party by virtue of any breach of this Agreement.

- B. **TERMINATION FOR CONVENIENCE.** The PARTIES may terminate this Agreement at any time for any reason deemed appropriate by providing thirty (30) days written Agreement to the other Party. If the Agreement is terminated by the City as provided herein, the Subrecipient will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Subrecipient covered by this Agreement less payments of compensation previously made.

- C. **REMEDIES.** In the event of termination or breach of this Agreement by either of the PARTIES, then the PARTIES' remedy shall be limited to termination of the Agreement and receipt of payment [or setoffs] as provided in section B hereof. In the event of termination the City may complete the work at its own expense either itself or by Agreement with another subrecipient, or by a combination thereof.
- D. **CHANGES.** The City may, from time to time, request changes in the scope of the services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of the Subrecipient'S compensation, shall be incorporated in written amendments to this Agreement to be approved by the Bureau Director and mutually agreed to by both PARTIES. Any change that increases in total the amount of compensation payable to the Subrecipient to \$100,000 or more must be approved by ordinance of the City Council. The Bureau Director may approve increases in compensation that result in total compensation of less than \$100,000. Other changes, including changes to scope of work and budget line items, may be approved by the Project Manager.
- E. **NON-DISCRIMINATION.** During the performance of this Agreement, the Subrecipient agrees as follows:
1. The Subrecipient will comply with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 (24 CFR 1), Fair Housing Act (24 CFR 100), and Executive Order 11063 (24 CFR 107).
 2. The Subrecipient will comply with prohibitions against discrimination on the basis of age under Section 109 of the Act as well as the Age Discrimination Act of 1975 (24 CFR 146), and the prohibitions against discrimination against otherwise qualified individuals with handicaps under Section 109 as well as section 504 of the Rehabilitation Act of 1973 (24 CFR 8).
 3. The Subrecipient will comply with the equal employment and affirmative action requirements of Executive Order 11246, as amended by Order 12086 (41 CFR 60).
 4. The Subrecipient will comply with the equal employment and non-discrimination requirements of Portland City Code Sections 3.100.005 (City Policies Relating to Equal Employment Opportunity, Affirmative Action and Civil Rights), 3.100.042 (Certification of Contractors), and Chapter 23 – Civil Rights.
 5. Subrecipient will comply with the Americans with Disabilities Act (42 USC 12131, 47 USC 155, 201, 218 and 225), which provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodation, state and local government services and telecommunications. The Act also requires the removal of architectural and communication barriers that are structural in nature in existing facilities. For CDBG and/or HOME funded projects, the Subrecipient will also comply with affirmative marketing policy and outreach to minorities and women and to entities owned by minorities and women per 24 CFR 92.351 and/or 24 CFR 570.601(a)(2), if the funds will be used for housing containing 5 or more assisted units.
- F. **ACCESS TO RECORDS.** The City, or their duly authorized representatives, shall have access to any books, general organizational and administrative information, documents, papers, and records of the Subrecipient which are directly pertinent to this Agreement, for the purpose of making audit examination, excerpts, and transcriptions.

All required records must be maintained by the Subrecipient for three years after the City makes final payment and all other pending matters are closed.

G. **MAINTENANCE OF RECORDS.** The Subrecipient shall maintain records on a current basis to support its billings to the City. The City or its authorized representative shall have the authority to inspect, audit, and copy on reasonable notice and from time-to-time any records of the Subrecipient regarding its billings or its work hereunder. The Subrecipient shall retain these records for inspection, audit, and copying for 3 years from the date of completion or termination of this Agreement.

H. **AUDIT OF PAYMENTS.** The City, either directly or through a designated representative, may audit the records of the Subrecipient at any time during the 3 year period established by Section G above. The City shall make available its Audit results to Subrecipient.

If an audit discloses discrepancies in its reimbursements then the PARTIES shall agree to reconcile the account discrepancy and make written request for payment to the other Party for payment of the corrected amount. Payment will not be unreasonably withheld by either Party.

I. **INDEMNIFICATION.** Each Party shall hold harmless, defend, and indemnify itself and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from work under this Agreement.

J. **WORKERS' COMPENSATION INSURANCE.**

(a) The Subrecipient, its subcontractors, if any, and all employers working under this Agreement, are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. A certificate of insurance, or copy thereof, shall be attached to this Agreement and shall be incorporated herein and made a term and part of this Agreement. The Subrecipient further agrees to maintain workers' compensation insurance coverage for the duration of this Agreement.

(b) In the event the Subrecipient's workers' compensation insurance coverage is due to expire during the term of this Agreement, the Subrecipient agrees to timely renew its insurance, either as a carrier-insured employer or a self-insured employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration, and the Subrecipient agrees to provide the City of Portland such further certification of workers' compensation insurance a renewals of said insurance occur.

(c) If the Subrecipient believes itself to be exempt from the workers' compensation insurance coverage requirement of (a) of this subsection, the Subrecipient agrees to accurately complete the City of Portland's Questionnaire for Workers' Compensation Insurance and Qualification as an

Independent Contractor prior to commencing work under this Agreement. In this case, the Questionnaire shall be attached to this Agreement and shall be incorporated herein and made a term and part of this Agreement. Any misrepresentation of information on the Questionnaire by the Subrecipient shall constitute a breach of this Agreement. In the event of breach pursuant to this subsection, City may terminate the Agreement immediately and the notice requirement contained in Section (A), TERMINATION FOR CAUSE, hereof shall not apply.

K. LIABILITY INSURANCE.

In lieu of filing the certificate of insurance required herein, the Subrecipient shall furnish a declaration that the Subrecipient is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.270.

L. SUBCONTRACTING AND ASSIGNMENT. The Subrecipient shall not subcontract its work under this Agreement, in whole or in part, without the written approval of the City. The Subrecipient shall require any approved subcontractor to agree, as to the portion subcontracted, to fulfill all obligations of the Agreement as specified in this Agreement. Notwithstanding City approval of a subcontractor, the Subrecipient shall remain obligated for full performance hereunder, and the City shall incur no obligation other than its obligations to the Subrecipient hereunder. The Subrecipient agrees that if subcontractors are employed in the performance of this Agreement, the Subrecipient and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation. The Subrecipient shall not assign this Agreement in whole or in part or any right or obligation hereunder, without prior written approval of the City. Subcontractors shall be responsible for adhering to all regulations cited within this Agreement.

M. INDEPENDENT CONTRACTOR STATUS. The Subrecipient is engaged as an independent contractor and the Subrecipient and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.

The Subrecipient and its subcontractors and employees are not employees of the City and are not eligible for any benefits through the City, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.

N. REPORTING REQUIREMENTS. The Subrecipient shall report on its activities in a format and by such times as prescribed by the City.

O. CONFLICTS OF INTEREST. No City officer or employee, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

No City officer or employees who participated in the award of this Agreement shall be employed by the Subrecipient during the period of the Agreement.

- P. **OREGON LAWS AND FORUM.** This Agreement shall be construed according to the laws of the State of Oregon.

Any litigation between the City and the Subrecipient arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

- Q. **COMPLIANCE WITH LAWS.** In connection with its activities under this Agreement, the Subrecipient shall comply with all applicable federal, state, and local laws and regulations.

In the event that the Subrecipient provides goods or services to the City in the aggregate in excess of \$2,500.00 per fiscal year, the Subrecipient agrees it has certified with the City's Equal Employment Opportunity certification process.

- R. **INDEPENDENT FINANCIAL AUDITS/REVIEWS.** Any Subrecipient receiving \$300,000 or more in City funding, in any program year, is required to obtain an independent audit of the City-funded program(s). Any Subrecipient receiving between \$25,000 and \$300,000 in City funds, in any program year, is required to obtain an independent financial review. Additionally, contractors receiving \$500,000 in federal funds may be required to obtain a full audit, if the City believes it is warranted. Two copies of all required financial audits or reviews will be submitted to the designated City Project Manager within thirty days of their completion.

- S. **SEVERABILITY.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.

- T. **INTEGRATION.** This Agreement contains the entire Agreement between the City and the Subrecipient and supercedes all prior written or oral discussions or Contracts.

- U. **PROGRAM AND FISCAL MONITORING.** The City through the Bureau of Housing and Community Development shall monitor on a regular basis to assure Agreement compliance. Such monitoring may include, but are not limited to, on site visits, telephone interviews, and review of required reports and will cover both programmatic and fiscal aspects of the Agreement. The frequency and level of monitoring will be determined by the City Project Manager.

Project Report for Multnomah County Sheriff's Office
BENEFICIARY DATA

Reporting Period From: To:

Participant Information	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	YTD*
Individuals					

1. Gender

Males					
Females					
Gender Total*					

2. Race

Ethnicity	Hispanic	Non Hispanic								
White										
Black/African American										
Asian										
American Indian/Alaskan Native										
Native Hawaiian/Other Pacific Islander										
American Indian/Alaskan Native & White										
Asian & White										
Black/African American & White										
Am. Indian/Alaskan Native & Black/African American										
Other										
Total*										

4. Age

18-21					
22-30					
31-50					
51 and Over					
Age Total*					

5. Other Characteristics

Chronically Homeless				
Veteran				
Employed				
Female Headed Households (includes single women)				
Elderly Head of Household (over 65)				
Disabled/Special Needs				
Total				

*Totals Should Equal

Project Report for Transition Projects, Inc.
Outcome and Reporting Data: Transition Projects
Reporting Period From: _____ To: _____

Agency Specific Outputs and Outcomes

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter/ YTD*	Year End Goal
Sheltered & Assisted					
# of individuals assisted					200
# of individuals identified as part of frequent booking list					
# of individuals who meet the chronic homeless definition					20
Housing Placement					
# & % of all individuals who exit jail into stable housing					140/70%
Type of Housing					
Emergency Shelter					
Transitional Housing - Scattered Site					
Transitional Housing - Facility based					
Permanent Supportive Housing					
Permanent Housing - Subsidized					
Permanent Housing - Unsubsidized					
With Family/Friends					
Other Discharge					
Streets					
Other Institution (i.e., Hospital, Residential Treatment)					
With Family/Friends					
Other (please explain)					
Housing Retention**					
% Retention 3 months					70%
% Retention 6 months					60%
% Retention 12 months					50%

*YTD totals should equal all four quarters

**To be tracked by agencies who "receive" inmates and submitted to planner for reporting.

Provide 4th Quarter and Full Year Data for the Year End Report.

Please describe in narrative how MCSO is achieving the following outcomes:

- Identification of systems barriers in corrections that prevent discharge into housing and services.
- Identification of systems barriers outside corrections that promote discharge into homelessness.
- Efforts to make change in systems to promote effective discharge.
- Number of formal agreements between MCSO and service providers and housing agencies.
- Any other useful information that shows measured success or barriers in implementing this project:

**MCSO Budget
FY 2005-06**

	2006 Program Budget Total	2006 BHCD Request
Salaries/Wages (Attach Detail of Positions/Salaries)	\$45,710	
Taxes/Benefits	\$28,071	
<i>Subtotal</i>	<i>73,781</i>	
Materials and Services		
	05/06 Program Budget Total	05/06 BHCD Request
Rent		
Utilities		
Communication		
Equipment Rental		
Office Supplies		
Education/Training		
Printing		
Postage		
Local Travel		
Operating Supplies		
Professional Services		
Subcontracted Programs		
Insurance		
Audit/Financial Services		
Miscellaneous		
Other [Shared Services: Finance & HR]		
<i>Subtotal</i>		
Capital Costs: Construction/Acquisition		
*Central Indirect	1,219	
Total Budget	\$75,000	\$75,000

*indirect cost allocation plan on file (?)

MULTNOMAH COUNTY MULTNOMAH COUNTY SHERIFF'S OFFICE

BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT

REQUEST FOR PAYMENT*

Request For Payment # _____

Billing Period: _____

Contract Number: _____

Permanent Supportive Housing Capacity Building

BUDGET CATEGORY	CONTRACTED BUDGET	AMOUNT THIS BILL	AMOUNT BILLED TO DATE	BALANCE
Personnel	\$73,781			
Indirect	\$1,219			
TOTAL	\$75,000			

Please attach detailed information as specified in the contract

Total Amount Requested _____

Prepared By _____ Phone No. _____

Approved By _____

*NOTE: Please reproduce this form on agency letterhead or submit cover letter to this invoice that includes total requested and authorizing signature.

MULTNOMAH COUNTY CONTRACT APPROVAL FORM (CAF)

Contract #: 0607001

Pre-approved Contract Boilerplate (with County Attorney signature) Attached Not Attached

Amendment #: _____

CLASS I Based on Informal / Intermediate Procurement	CLASS II Based on Formal Procurement	CLASS III Intergovernmental Contract (IGA)
<input type="checkbox"/> Personal Services Contract	<input type="checkbox"/> Personal Services Contract	<input type="checkbox"/> Expenditure Contract
<input type="checkbox"/> PCRB Contract <input type="checkbox"/> Goods or Services <input type="checkbox"/> Maintenance or Licensing Agreement <input type="checkbox"/> Public Works / Construction Contract <input type="checkbox"/> Architectural & Engineering Contract	<input type="checkbox"/> PCRB Contract <input type="checkbox"/> Goods or Services <input type="checkbox"/> Maintenance or Licensing Agreement <input type="checkbox"/> Public Works / Construction Contract <input type="checkbox"/> Architectural & Engineering Contract	<input checked="" type="checkbox"/> Revenue Contract <input type="checkbox"/> Grant Contract <input type="checkbox"/> Non-Financial Agreement
<input type="checkbox"/> Revenue Contract <input type="checkbox"/> Grant Contract <input type="checkbox"/> Non-Financial Agreement	<input type="checkbox"/> Revenue Contract <input type="checkbox"/> Grant Contract <input type="checkbox"/> Non-Financial Agreement	<input type="checkbox"/> INTER-DEPARTMENTAL AGREEMENT (IDA)

Department: Sheriff's Office

Division/
Program: Corrections

Date: 02/17/06

Originator: Christine Kirk

Phone: 503-988-4301

Bldg/Room: 503/350

Contact: Brad Lynch

Phone: 503-988-4336

Bldg/Room: 503/350

Description of Contract: IGA to allow jail staff to participate in the "Home Again" program to end homelessness.

RENEWAL: PREVIOUS CONTRACT #(S) _____

EEO CERTIFICATION EXPIRES _____

PROCUREMENT 46-0130(1)(f) _____
 EXEMPTION OR _____
 CITATION # _____

ISSUE _____
 DATE: _____

EFFECTIVE _____
 DATE: _____

END _____
 DATE: _____

CONTRACTOR IS: MBE WBE ESB QRF State Cert# _____ or Self Cert Non-Profit N/A (Check all boxes that apply)

Contractor	City of Portland			Remittance address	_____		
Address	1120 SW 5 th Ave			(if different)	_____		
City/State	Portland, Or			Payment Schedule / Terms:	_____		
ZIP Code	97230			<input type="checkbox"/> Lump Sum \$ _____	<input type="checkbox"/> Due on Receipt		
Phone	503-823-4000			<input type="checkbox"/> Monthly \$ _____	<input type="checkbox"/> Net 30		
Employer ID# or SS#	_____			<input type="checkbox"/> Other \$ _____	<input type="checkbox"/> Other		
Contract Effective Date	03/01/06	Term Date	02/28/07	<input type="checkbox"/> Price Agreement (PA) or Requirements Funding Info:			
Amendment Effect Date	_____	New Term Date	_____	_____			
Original Contract Amount	\$ 75,000.00			Original PA/Requirements Amount	\$ _____		
Total Amt of Previous Amendments	\$ _____			Total Amt of Previous Amendments	\$ _____		
Amount of Amendment	\$ _____			Amount of Amendment	\$ _____		
Total Amount of Agreement \$	\$ 75,000.00			Total PA/Requirements Amount	\$ _____		

REQUIRED SIGNATURES:

Department Manager _____ DATE _____

County Attorney _____ DATE _____

CPCA Manager _____ DATE _____

County Chair _____ DATE 03-09-06

Sheriff Bernie Hynes SHERIFF DATE 2/28/06

Contract Administration _____ DATE _____

COMMENTS: _____

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # R-10 DATE 03-09-06

DEBORAH L. BOGSTAD, BOARD CLERK

AGREEMENT NO.

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between the City OF PORTLAND and
the MULTNOMAH COUNTY SHERIFF'S OFFICE**

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from Subrecipient. Subrecipient may submit such requests for reimbursement on a monthly basis.

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- A. **TERMINATION FOR CAUSE.** If, through any cause, either of the PARTIES shall fail to fulfill in a timely and proper manner their obligations under this Agreement, or if either of the PARTIES shall violate any of the covenants, agreements, or stipulations of this Agreement, then either of the PARTIES shall have the right to terminate this Agreement by giving written notice to the other Party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Subrecipient under this Agreement shall, at the option of the City, become the property of the City and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the PARTIES shall not be held liable for damages perceived to be sustained by the other Party by virtue of any breach of this Agreement.

- B. **TERMINATION FOR CONVENIENCE.** The PARTIES may terminate this Agreement at any time for any reason deemed appropriate by providing thirty (30) days written Agreement to the other Party. If the Agreement is terminated by the City as provided herein, the Subrecipient will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Subrecipient covered by this Agreement less payments of compensation previously made.

- C. **REMEDIES.** In the event of termination or breach of this Agreement by either of the PARTIES, then the PARTIES' remedy shall be limited to termination of the Agreement and receipt of payment [or setoffs] as provided in section B hereof. In the event of termination the City may complete the work at its own expense either itself or by Agreement with another subrecipient, or by a combination thereof.
- D. **CHANGES.** The City may, from time to time, request changes in the scope of the services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of the Subrecipient'S compensation, shall be incorporated in written amendments to this Agreement to be approved by the Bureau Director and mutually agreed to by both PARTIES. Any change that increases in total the amount of compensation payable to the Subrecipient to \$100,000 or more must be approved by ordinance of the City Council. The Bureau Director may approve increases in compensation that result in total compensation of less than \$100,000. Other changes, including changes to scope of work and budget line items, may be approved by the Project Manager.
- E. **NON-DISCRIMINATION.** During the performance of this Agreement, the Subrecipient agrees as follows:
1. The Subrecipient will comply with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 (24 CFR 1), Fair Housing Act (24 CFR 100), and Executive Order 11063 (24 CFR 107).
 2. The Subrecipient will comply with prohibitions against discrimination on the basis of age under Section 109 of the Act as well as the Age Discrimination Act of 1975 (24 CFR 146), and the prohibitions against discrimination against otherwise qualified individuals with handicaps under Section 109 as well as section 504 of the Rehabilitation Act of 1973 (24 CFR 8).
 3. The Subrecipient will comply with the equal employment and affirmative action requirements of Executive Order 11246, as amended by Order 12086 (41 CFR 60).
 4. The Subrecipient will comply with the equal employment and non-discrimination requirements of Portland City Code Sections 3.100.005 (City Policies Relating to Equal Employment Opportunity, Affirmative Action and Civil Rights), 3.100.042 (Certification of Contractors), and Chapter 23 – Civil Rights.
 5. Subrecipient will comply with the Americans with Disabilities Act (42 USC 12131, 47 USC 155, 201, 218 and 225), which provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodation, state and local government services and telecommunications. The Act also requires the removal of architectural and communication barriers that are structural in nature in existing facilities. For CDBG and/or HOME funded projects, the Subrecipient will also comply with affirmative marketing policy and outreach to minorities and women and to entities owned by minorities and women per 24 CFR 92.351 and/or 24 CFR 570.601(a)(2), if the funds will be used for housing containing 5 or more assisted units.
- F. **ACCESS TO RECORDS.** The City, or their duly authorized representatives, shall have access to any books, general organizational and administrative information, documents, papers, and records of the Subrecipient which are directly pertinent to this Agreement, for the purpose of making audit examination, excerpts, and transcriptions.

All required records must be maintained by the Subrecipient for three years after the City makes final payment and all other pending matters are closed.

G. **MAINTENANCE OF RECORDS.** The Subrecipient shall maintain records on a current basis to support its billings to the City. The City or its authorized representative shall have the authority to inspect, audit, and copy on reasonable notice and from time-to-time any records of the Subrecipient regarding its billings or its work hereunder. The Subrecipient shall retain these records for inspection, audit, and copying for 3 years from the date of completion or termination of this Agreement.

H. **AUDIT OF PAYMENTS.** The City, either directly or through a designated representative, may audit the records of the Subrecipient at any time during the 3 year period established by Section G above. The City shall make available its Audit results to Subrecipient.

If an audit discloses discrepancies in its reimbursements then the PARTIES shall agree to reconcile the account discrepancy and make written request for payment to the other Party for payment of the corrected amount. Payment will not be unreasonably withheld by either Party.

I. **INDEMNIFICATION.** Each Party shall hold harmless, defend, and indemnify itself and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from work under this Agreement.

J. **WORKERS' COMPENSATION INSURANCE.**

(a) The Subrecipient, its subcontractors, if any, and all employers working under this Agreement, are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. A certificate of insurance, or copy thereof, shall be attached to this Agreement and shall be incorporated herein and made a term and part of this Agreement. The Subrecipient further agrees to maintain workers' compensation insurance coverage for the duration of this Agreement.

(b) In the event the Subrecipient's workers' compensation insurance coverage is due to expire during the term of this Agreement, the Subrecipient agrees to timely renew its insurance, either as a carrier-insured employer or a self-insured employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration, and the Subrecipient agrees to provide the City of Portland such further certification of workers' compensation insurance a renewals of said insurance occur.

(c) If the Subrecipient believes itself to be exempt from the workers' compensation insurance coverage requirement of (a) of this subsection, the Subrecipient agrees to accurately complete the City of Portland's Questionnaire for Workers' Compensation Insurance and Qualification as an

Independent Contractor prior to commencing work under this Agreement. In this case, the Questionnaire shall be attached to this Agreement and shall be incorporated herein and made a term and part of this Agreement. Any misrepresentation of information on the Questionnaire by the Subrecipient shall constitute a breach of this Agreement. In the event of breach pursuant to this subsection, City may terminate the Agreement immediately and the notice requirement contained in Section (A), TERMINATION FOR CAUSE, hereof shall not apply.

K. LIABILITY INSURANCE.

In lieu of filing the certificate of insurance required herein, the Subrecipient shall furnish a declaration that the Subrecipient is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.270.

- L. SUBCONTRACTING AND ASSIGNMENT. The Subrecipient shall not subcontract its work under this Agreement, in whole or in part, without the written approval of the City. The Subrecipient shall require any approved subcontractor to agree, as to the portion subcontracted, to fulfill all obligations of the Agreement as specified in this Agreement. Notwithstanding City approval of a subcontractor, the Subrecipient shall remain obligated for full performance hereunder, and the City shall incur no obligation other than its obligations to the Subrecipient hereunder. The Subrecipient agrees that if subcontractors are employed in the performance of this Agreement, the Subrecipient and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation. The Subrecipient shall not assign this Agreement in whole or in part or any right or obligation hereunder, without prior written approval of the City. Subcontractors shall be responsible for adhering to all regulations cited within this Agreement.

- M. INDEPENDENT CONTRACTOR STATUS. The Subrecipient is engaged as an independent contractor and the Subrecipient and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.

The Subrecipient and its subcontractors and employees are not employees of the City and are not eligible for any benefits through the City, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.

- N. REPORTING REQUIREMENTS. The Subrecipient shall report on its activities in a format and by such times as prescribed by the City.
- O. CONFLICTS OF INTEREST. No City officer or employee, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

No City officer or employees who participated in the award of this Agreement shall be employed by the Subrecipient during the period of the Agreement.

- P. OREGON LAWS AND FORUM. This Agreement shall be construed according to the laws of the State of Oregon.

Any litigation between the City and the Subrecipient arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

- Q. COMPLIANCE WITH LAWS. In connection with its activities under this Agreement, the Subrecipient shall comply with all applicable federal, state, and local laws and regulations.

In the event that the Subrecipient provides goods or services to the City in the aggregate in excess of \$2,500.00 per fiscal year, the Subrecipient agrees it has certified with the City's Equal Employment Opportunity certification process.

- R. INDEPENDENT FINANCIAL AUDITS/REVIEWS. Any Subrecipient receiving \$300,000 or more in City funding, in any program year, is required to obtain an independent audit of the City-funded program(s). Any Subrecipient receiving between \$25,000 and \$300,000 in City funds, in any program year, is required to obtain an independent financial review. Additionally, contractors receiving \$500,000 in federal funds may be required to obtain a full audit, if the City believes it is warranted. Two copies of all required financial audits or reviews will be submitted to the designated City Project Manager within thirty days of their completion.

- S. SEVERABILITY. If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.

- T. INTEGRATION. This Agreement contains the entire Agreement between the City and the Subrecipient and supercedes all prior written or oral discussions or Contracts.

- U. PROGRAM AND FISCAL MONITORING. The City through the Bureau of Housing and Community Development shall monitor on a regular basis to assure Agreement compliance. Such monitoring may include, but are not limited to, on site visits, telephone interviews, and review of required reports and will cover both programmatic and fiscal aspects of the Agreement. The frequency and level of monitoring will be determined by the City Project Manager.

V. Period of Agreement and Contract

The term of this Contract shall be effective as of March 1, 2006 and shall remain in effect during any period Subrecipient has control over Housing and Community Development funds, including program income. The Contract shall terminate as of February 28, 2007.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their authorized officers.

MULTNOMAH COUNTY, OREGON

City OF PORTLAND

BY Bornie Giusto 3/8/06
Sheriff Bornie Giusto Date
Multnomah County Sheriff's Office

BY Erik Sten 2/28/06
Erik Sten Date
Commissioner of Public Works

BY Diane Linn 03-09-06
Diane Linn, Multnomah Date
County Chair

REVIEWED:

APPROVED AS TO FORM:

J.A.W. 3/7/06
County Counsel for Date
Multnomah County, Oregon

APPROVED AS TO FORM
Linda Mengler 2/7/06
Linda Mengler Date
City ATTORNEY

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-10 DATE 03-09-06
DEBORAH L. BOGSTAD, BOARD CLERK

Project Report for Multnomah County Sheriff's Office
BENEFICIARY DATA

Reporting Period From: _____ To: _____

Participant Information	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	YTD*
Individuals					

1. Gender

Males					
Females					
Gender Total*					

2. Race

Ethnicity	Hispanic		Non Hispanic		Hispanic		Non Hispanic		Hispanic		Non Hispanic	
	anic	H	anic	H	anic	H	anic	H	anic	H		
White												
Black/African American												
Asian												
American Indian/Alaskan Native												
Native Hawaiian/Other Pacific Islander												
American Indian/Alaskan Native & White												
Asian & White												
Black/African American & White												
Am. Indian/Alaskan Native & Black/African American												
Other												
Total*												

4. Age

18-21					
22-30					
31-50					
51 and Over					
Age Total*					

5. Other Characteristics

Chronically Homeless					
Veteran					
Employed					
Female Headed Households (includes single women)					
Elderly Head of Household (over 65)					
Disabled/Special Needs					
Total					

*Totals Should Equal

Project Report for Transition Projects, Inc.
Outcome and Reporting Data: Transition Projects
 Reporting Period From: _____ To: _____

Agency Specific Outputs and Outcomes

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter/ YTD*	Year End Goal
Sheltered & Assisted					
# of individuals assisted					200
# of individuals identified as part of frequent booking list					
# of individuals who meet the chronic homeless definition					20
Housing Placement					
# & % of all individuals who exit jail into stable housing					140/70%
Type of Housing					
Emergency Shelter					
Transitional Housing - Scattered Site					
Transitional Housing - Facility based					
Permanent Supportive Housing					
Permanent Housing - Subsidized					
Permanent Housing - Unsubsidized					
With Family/Friends					
Other Discharge					
Streets					
Other Institution (i.e., Hospital, Residential Treatment)					
With Family/Friends					
Other (please explain)					
Housing Retention**					
% Retention 3 months					70%
% Retention 6 months					60%
% Retention 12 months					50%

*YTD totals should equal all four quarters

**To be tracked by agencies who "receive" inmates and submitted to planner for reporting.

Provide 4th Quarter and Full Year Data for the Year End Report.

Please describe in narrative how MCSO is achieving the following outcomes:

- Identification of systems barriers in corrections that prevent discharge into housing and services.
- Identification of systems barriers outside corrections that promote discharge into homelessness.
- Efforts to make change in systems to promote effective discharge.
- Number of formal agreements between MCSO and service providers and housing agencies.
- Any other useful information that shows measured success or barriers in implementing this project:

**MCSO Budget
FY 2005-06**

	2006 Program Budget Total	2006 BHCD Request
Salaries/Wages (Attach Detail of Positions/Salaries)	\$45,710	
Taxes/Benefits	\$28,071	
<i>Subtotal</i>	<i>73,781</i>	
Materials and Services		
	05/06 Program Budget Total	05/06 BHCD Request
Rent		
Utilities		
Communication		
Equipment Rental		
Office Supplies		
Education/Training		
Printing		
Postage		
Local Travel		
Operating Supplies		
Professional Services		
Subcontracted Programs		
Insurance		
Audit/Financial Services		
Miscellaneous		
Other [Shared Services: Finance & HR]		
<i>Subtotal</i>		
Capital Costs: Construction/Acquisition		
*Central Indirect	1,219	
Total Budget	\$75,000	\$75,000

*indirect cost allocation plan on file (?)

MULTNOMAH COUNTY MULTNOMAH COUNTY SHERIFF'S OFFICE

BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT

REQUEST FOR PAYMENT*

Request For Payment # _____

Billing Period: _____

Contract Number: _____

Permanent Supportive Housing Capacity Building

BUDGET CATEGORY	CONTRACTED BUDGET	AMOUNT THIS BILL	AMOUNT BILLED TO DATE	BALANCE
Personnel	\$73,781			
Indirect	\$1,219			
TOTAL	\$75,000			

Please attach detailed information as specified in the contract

Total Amount Requested _____

Prepared By _____ Phone No. _____

Approved By _____

*NOTE: Please reproduce this form on agency letterhead or submit cover letter to this invoice that includes total requested and authorizing signature.

ORDINANCE NO. 179940

* Authorize an Intergovernmental Agreement with Multnomah County Sheriff's Office in the amount of \$75,000 to improve discharge planning and provide for payment (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Multnomah County Sheriff's Office operates the jail system for Multnomah County, which frequently holds homeless individuals, many of whom have special needs.
2. Research indicates that homeless individuals with special needs will reduce their criminal justice involvement if their housing and service needs are met in a community based setting.
3. The Multnomah County Sheriff's Office is a key partner in implementing "Home Again: A 10-year plan to end homelessness in Portland and Multnomah County," (10-year plan) and has requested support from the City to better engage systems and implement systems change required to improve discharge planning activities to help end chronic and other homelessness.
4. The City finds that this participation in policy development and program planning is essential to the effective implementation of the 10-year plan, including planning for resource shifts to bring together housing and services resources for frequent users of jails who are better served by community based, permanent supportive housing.
5. There is funding available for this Agreement in the approved FY 2005-06 Housing and Community Development (BHCD) budget from the Corporation for Supportive Housing (CSH), Robert Wood Johnson Foundation.
6. An Agreement should be entered into with the Multnomah County Sheriff's Office in the amount of \$75,000 to support staffing to implement systems change that will create permanent supportive housing and support other components of the 10-year plan.

NOW, THEREFORE, the Council directs:

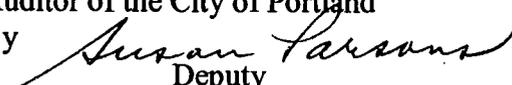
- a. The Commissioner of Public Works is hereby authorized to enter into an agreement with Multnomah County Sheriff's Office in a form substantially in accordance with the Interagency Agreement attached as Exhibit A (attached to the original ordinance).

b. The Mayor and City Auditor are hereby authorized to pay for said contract from the Community Development Block Grant Fund and General Fund.

Section 2. The Council declares that an emergency exists because delay in funding would interrupt Multnomah County Sheriff's Office ability to develop and improve discharge planning; therefore, this ordinance shall be in force and effect from and after its passage by Council.

Passed by the Council, FEB 22 2006

Commissioner Erik Sten
Heather Lyons
February 15, 2006

GARY BLACKMER
Auditor of the City of Portland
By 
Deputy



MULTNOMAH COUNTY, OREGON

COUNTY

COMMISSIONERS

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

RISK MANAGEMENT PROPERTY & LIABILITY PROGRAMS
DEPARTMENT OF COUNTY MANAGEMENT

MULTNOMAH BUILDING
501 SE HAWTHORNE BLVD.,
SUITE 531
PORTLAND, OR 97214-3501

PHONE (503) 988-5851

FAX (503) 988-5725

August 5, 2005

Re: Multnomah County – Self-Insured Liability and Workers' Compensation Program

To Whom It May Concern:

The purpose of this letter is to inform you of Multnomah County's insurance program. The County maintains an insurance fund from which to pay all costs and expenses relating to claims for which they are self-insured. The County is self-insured for liability up to \$1,000,000 per occurrence, and Workers' Compensation up to \$750,000. Excess coverage is carried over these self-insured levels. The County will not add any entity or person to the Excess Liability policy as an "Additional Insured".

Please let me know if you have any questions. My number is (503) 988-5851.

Sincerely,

Helen Barkley
Risk Management Property & Liability Programs
Department of County Management

APPROVED AS TO FORM

CITY ATTORNEY



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-11 DATE 03-09-06
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-11
Est. Start Time: 9:53 AM
Date Submitted: 02/09/06

BUDGET MODIFICATION: DCM-11

Budget Modification DCM 11 Reclassifying Positions in Assessment & Taxation, Budget Office, Facilities & Property Management, and Tax Administration/SAP, and Adding 0.16 FTE in Assessment & Taxation, as Determined by the
Agenda Title: Class/Comp Unit of Central Human Resources

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

Date Requested: <u>March 9, 2006</u>	Time Requested: <u>5 minutes</u>
Department: <u>County Management</u>	Division: <u>Director's Office</u>
Contact(s): <u>Bob Thomas</u>	
Phone: <u>503 988-4283</u> Ext. <u>84283</u> I/O Address: <u>503 / 531</u>	
Presenter(s): <u>Bob Thomas, Kathy Tuneberg, Doug Butler</u>	

General Information

1. What action are you requesting from the Board?

The department is requesting the Board approve a budget modification relating to the reclassification of positions in Assessment & Taxation, Budget Office, Facilities & Property Management, and Tax Administration/SAP, as determined by the County's Class Comp Unit; and adding 0.16 FTE in Assessment & Taxation.

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

The Department of County Management is asking the Board to approve the reclassification and position requests for these eleven listed positions:

Position Title (Old)	Position Title (New)	Position Number	FTE
<u>Positions in Assessment & Taxation (A&T):</u>			

▪ Data Analyst to Tax Exemption Specialist	703962	No change in FTE
▪ Vacant Office Assistant Sr to Property Appraiser 1	705828	No change in FTE
▪ Office Assistant Sr to Appraiser Technician Real Property	708565	No change in FTE
▪ Vacant Office Assistant Sr to Cartographer	703518	No change in FTE
▪ Vacant Office Assistant 2	New position	Add 0.16 FTE, 0.5 FTE annualized

Position in Budget Office:

▪ Vacant Finance Specialist 2 to Budget Analyst Sr	712515	No change in FTE
--	--------	------------------

Positions in Facilities & Property Management:

▪ Facilities Specialist 2 to Facilities Specialist 3	704378	No change in FTE
▪ Facilities Specialist 2 to Facilities Specialist 3	703973	No change in FTE
▪ Facilities Specialist 2 to Facilities Specialist 3	706246	No change in FTE
▪ Office Assistant Sr to Management Assistant	705385	No change in FTE

Position in Tax Administration / SAP:

▪ Finance Manager to Program Manager, Senior	702580	No change in FTE
--	--------	------------------

County Human Resources has reviewed and approved the reclassification of each of these positions listed above.

All reclassification requests in A&T are a result of changes in the overall duties and work needs of each unit. The work has evolved and previous classifications are no longer appropriate, as determined by County Class Comp. Classification changes for the first four A&T reclassifications shown result in a net decrease in FY 2007 personnel costs. In A&T Data Operations we are requesting to combine professional service dollars currently paying for temporary help with a vacant half-time Office Assistant 2 position in another work unit to create a full-time Office Assistant 2. This equates to adding 0.16 FTE this year, 0.5 FTE annualized.

In the Budget Office, a vacant Finance Specialist 2 was reclassified by Class Comp to a Budget Analyst Sr level based on duties described. Like the other Budget Analyst Srs in this office, this position will be providing analysis in areas such as finance, human resources; develop and maintain data bases and related management systems; prepare financial forecasting and budget projections; perform cost control analyses; monitors expenditures and revenues, reports and recommends corrective actions.

In Facilities, the first position shown above is in the Disposition/Moves, Adds, Changes Unit, and has gradually assumed duties similar to others on the work team. Class Comp recommended that this position be classified at the same level as others in that unit. The next two positions listed for Facilities & Property Management were employee requested reclassifications and have been assigned to new levels by Class Comp based on the duties of each position. The last Facilities position is a request to reclassify a vacant Office Assistant Sr position to Management Assistant. This position is intended to provide the Facilities Director with advanced administrative assistance and project management support.

The final position is to reclassify the manager of the Tax Administration/SAP Division from Finance Manager to Program Manager, Senior. This one was also assigned by Class Comp to the Program

Manager Senior based on the duties of this position. This person has been performing the functions since June 2005 and under the personnel rules was required to perform the duties for 6 months to be reclassified. Duties also include serving as the Assistant ITAX Administrator.

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

Budget modification detail is attached. All reclassifications are accomplished within current FY 2006 budgeted resources. In all budgets materials and services are reduced to implement these changes. Overall personnel increases for FY 2006 are \$44,268, with a matching reduction in materials and services. All of these costs are covered within existing resources. In future years these positions will have increases due to COLA, merit increases, and increased benefit costs.

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

Employees have the right to request evaluation of the appropriateness of their classifications. The Classification/Compensation Unit has a formal process for evaluating these requests. The reclassifications for which approval is sought in this request, have been reviewed by the Classification/Compensation Unit and the positions have been found to be wrongly classed. By contract and under our personnel rules, we are required to compensate employees appropriately based on these findings.

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

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

NA

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- **What revenue is being changed and why?**
Service reimbursement revenue to the Risk Management and Business Services Fund are impacted by this bud mod. Risk Management Fund service reimbursement revenue is increased by \$3,578 and Business Services Fund service reimbursement revenue is decreased by \$177.
- **What budgets are increased/decreased?**
Risk Management Fund expenditures will increase by \$3,578 due to this bud mod, while the Business Services Fund expenditures will decrease by \$177.
- **What do the changes accomplish?**
This budget modification implements budget changes and position changes as described in this document. This includes adding 0.16 FTE in Assessment & Taxation (0.5 FTE annualized).
- **Do any personnel actions result from this budget modification? Explain.**
Reclassification of existing positions and adding 0.16 FTE in A&T (0.5 FTE annualized).
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**
Any changes will be covered within existing departmental resources.
- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**
These changes are ongoing if the Board approves FY 2007 program offers related to each program represented here.
- **If a grant, what period does the grant cover?**
NA
- **If a grant, when the grant expires, what are funding plans?**
NA

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

ATTACHMENT B

BUDGET MODIFICATION: DCM - 11

Required Signatures

**Department/
Agency Director:**

David G. Boyer

Date: 02/09/06

Budget Analyst:

Christy

Date: 02/09/06

Department HR:

A. Casby - M. U.S.

Date: 02/09/06

Countywide HR:

David B. Turner

Date: 02/09/06

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 06

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit		WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center							
1	70-05	1000	20		706406		60000	523,828	463,688	(60,140)		Reclassify two OA Sr positions in Clerical Support to Appraiser 1 & Appr Tech Real, and move positions to Residential Appraisal and Special Programs at .75 FTE per position; and Transfer .17 FTE OA2 to Data Operations new position.
2	70-05	1000	20		706406		60130	160,135	141,750	(18,385)		Reclassify two OA Sr positions in Clerical Support to Appraiser 1 & Appr Tech Real, and move positions to Residential Appraisal and Special Programs at .75 FTE per position; and Transfer .17 FTE OA2 to Data Operations new position.
3	70-05	1000	20		706406		60140	166,439	147,791	(18,648)	(97,173)	Reclassify two OA Sr positions in Clerical Support to Appraiser 1 & Appr Tech Real, and move positions to Residential Appraisal and Special Programs at .75 FTE per position; and Transfer .17 FTE OA2 to Data Operations new position.
4	70-05	1000	20		706405		60000	1,307,857	1,336,373	28,516		Transfer of Appr 1 position to Residential Appr Program at .75 FTE.
5	70-05	1000	20		706405		60130	400,612	409,329	8,717		Transfer of Appr 1 position to Residential Appr Program at .75 FTE
6	70-05	1000	20		706405		60140	314,657	323,130	8,473	45,708	Transfer of Appr 1 position to Residential Appr Program at .75 FTE
7	70-05	1000	20		706402		60000	276,261	303,215	26,954		Transfer of Appraisal Tech position to Special Programs at .75 FTE; Reclassify Data Analyst to Tax Exemption Specialist at .75 FTE
8	70-05	1000	20		706402		60130	84,453	92,693	8,240		Transfer of Appraisal Tech position to Special Programs at .75 FTE; Reclassify Data Analyst to Tax Exemption Specialist at .75 FTE
9	70-05	1000	20		706402		60140	70,913	79,284	8,371	43,565	Transfer of Appraisal Tech position to Special Programs at .75 FTE; Reclassify Data Analyst to Tax Exemption Specialist at .75 FTE
10	70-05	1000	20		705400		60000	197,582	206,650	9,068		New OA2 position partial year in A&T Data Operations
11	70-05	1000	20		705400		60130	58,173	60,945	2,772		New OA2 position partial year in A&T Data Operations
12	70-05	1000	20		705400		60140	65,864	69,366	3,502	15,342	New OA2 position partial year in A&T Data Operations
13	70-05	1000	20		706406		60365	24,519	22,585	(1,934)		Reduce HR OPS in Clerical Support due to position transfers
14	70-05	1000	20		706405		60365	35,960	36,870	910		Increase HR OPS in Residential
15	70-05	1000	20		706402		60365	3,269	4,136	867		Increase HR OPS in Special Programs
16	70-05	1000	20		705400		60365	9,807	10,112	305		Increase HR OPS in Data Operations
17	70-05	1000	20		706405		60240	13,000	11,578	(1,422)		Decrease in Supplies offsetting position reclassifications
18	70-05	1000	20		706405		60360	32,321	32,287	(34)		Decrease FIN OPS due to decrease in Supplies
19	70-05	1000	20		705400		60170	77,375	71,387	(5,988)		Decrease Professional Services in Data Operations - converted
20	70-05	1000	20		705400		60360	9,766	9,622	(144)		Decrease FIN OPS in Data Operations
21	70-05	1000	20		706204		60000	981,899	972,165	(9,734)		Decrease Base -transfer position to RecMgmt ORMAP
22	70-05	1000	20		706204		60130	300,824	297,848	(2,976)		Decrease salary related-transfer position to Rec Mgmt ORMAP
23	70-05	1000	20		706204		60140	285,799	282,960	(2,839)		Decrease ins/benefits-transfer position to Rec Mgmt ORMAP
24	70-05	1000	20		706204		60365	39,230	38,921	(309)	(23,298)	Decrease HR OPS
25	70-05	1505	20		ORMAP.7.2		60000	0	9,922	9,922		Increase Base -reclassified OA Sr to Cartographer
26	70-05	1505	20		ORMAP.7.2		60130	9,650	12,683	3,033		Increase Salary Related - reclassified OA Sr to Cartographer
27	70-05	1505	20		ORMAP.7.2		60140	2,051	4,903	2,852		Increase Insurance / Benefits - Reclassified OA Sr to Cartographer
28	70-05	1505	20		ORMAP.7.2		60365	0	315	315	16,122	Increase HR OPS
29	70-05	1000	20		706202		60240	6,000	5,742	(258)		Decrease Supplies
30	70-05	1000	20		706202		60360	29,655	29,649	(6)	(264)	Decrease FIN OPS
										0	0	Total - Page 2
										0	0	GRAND TOTAL

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 06

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center						
31	72-20	1000	20		701000	60000	751,843	757,331	5,488		Increase permanent
32	72-20	1000	20		701000	60130	238,656	240,333	1,677		Increase salary related
33	72-20	1000	20		701000	60140	134,188	134,545	357		Increase insurance
34	72-20	1000	20		701000	60365	14,711	14,861	150	7,672	Increase HR Ops Charge
35	72-20	1000	20		701000	60220	2,000	500	(1,500)		Decrease Repairs & Maint
36	72-20	1000	20		701000	60260	1,500	0	(1,500)		Decrease Local Travel
37	72-20	1000	20		701000	60340	6,500	2,008	(4,492)		Decrease Dues and Subscriptions
36	72-20	1000	20		701000	60360	14,704		(180)	(7,672)	Decrease Fin Ops Charge
31	72-50	3505	20		902450	60000	311,118	313,635	2,517		Increase permanent
32	72-50	3505	20		902450	60130	95,109	95,878	769		Increase salary related
33	72-50	3505	20		902450	60140	67,463	67,652	189		Increase insurance
34	72-50	3505	20		902395	60000	373,657	372,707	(950)		Decrease permanent
35	72-50	3505	20		902395	60130	114,227	113,937	(290)		Decrease salary related
36	72-50	3505	20		902395	60140	80,980	80,909	(71)		Decrease insurance
37	72-52	3505	20		902201	60000	354,402	342,680	(11,722)		Decrease permanent
38	72-50	3505	20		902201	60130	108,341	104,758	(3,583)		Decrease salary related
39	72-50	3505	20		902201	60140	88,362	84,570	(3,792)		Decrease insurance
40	72-50	3505	20		902000	60000	104,112	128,112	24,000		Increase permanent
41	72-50	3505	20		902000	60130	31,827	39,164	7,337		Increase salary related
42	72-50	3505	20		902000	60140	16,634	21,347	4,713		Increase insurance
43	72-50	3505	20		902500	60365	13,024	13,404	380		Increase HR Ops Charge
44	72-50	3505	20		902575	60170	1,216,010	1,196,971	(19,039)		Decrease prof svc to offset personnel increase due to pers changes
45	72-50	3505	20		902500	60360	3,201	2,744	(457)	0	Decrease Fin Ops Charge
46	72-40	1000	20		704800	60000	101,905	104,079	2,174		Increase permanent
47	72-40	1000	20		704800	60130	31,152	31,817	665		Increase salary related
48	72-40	1000	20		704800	60140	22,510	22,651	141		Increase insurance
49	72-40	1000	20		704800	60365	2,942	3,001	59		Increase HR Ops Charge
50	72-40	1000	20		704800	60240	2,500	1,250	(1,250)		Decrease Supplies
51	72-40	1000	20		704800	60260	3,800	2,082	(1,718)		Decrease Travel and Training
52	72-40	1000	20		704800	60360	2,713	2,642	(71)		Decrease Fin Ops Charge
53	72-40	1000	20		ITAX.DBCS.FINADMIN	60000	259,022	264,094	5,072		Increase permanent
54	72-40	1000	20		ITAX.DBCS.FINADMIN	60130	78,433	79,984	1,551		Increase salary related
55	72-40	1000	20		ITAX.DBCS.FINADMIN	60140	59,235	59,565	330		Increase insurance
56	72-40	1000	20		ITAX.DBCS.FINADMIN	60365	5,967	6,105	138		Increase HR Ops Charge
57	72-40	1000	20		ITAX.DBCS.FINADMIN	60180	200,000	195,000	(5,000)		Decrease Printing
58	72-40	1000	20		ITAX.DBCS.FINADMIN	60240	50,400	48,475	(1,925)		Decrease Supplies
59	72-40	1000	20		ITAX.DBCS.FINADMIN	60360	3,735	3,569	(166)		Decrease Fin Ops Charge
									0	0	Total - Page 3
									0	0	GRAND TOTAL

EXPENDITURES & REVENUES

Budget/Fiscal Year: 06

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	Func. Area	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center						
60	71-20	3506	0020		712006			(881)	(881)		Increase HR Ops Service Reimbursement Revenue
61	71-20	3506	0020		712006			881	881		Increase Supplies
62	71-10	3506	0020		711100			1,058	1,058		Decrease Fin Ops Service Reimbursement Revenue
63	71-10	3506	0020		711100			(1,058)	(1,058)		Decrease Supplies
64	71-20	3500	0020		705210			(3,578)	(3,578)		Increase Risk Mgmt Fund Serv Reimb Revenue
65	71-20	3500	0020		705210			3,578	3,578		Increase balancing expend
66								0			
67								0			
68								0			
69								0			
70								0			
71								0			
72								0			
73								0			
74								0			
75								0			
76								0			
77								0			
78								0			
79								0			
80								0			
81								0			
82								0			
83								0			
84								0			
85								0			
86								0			
87								0			
88								0			
								0	0		Total - Page 4
								0	0		GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

ANNUALIZED									
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6002	61997	Office Assistant SR	705828	(1.00)	(34,778)	(10,632)	(11,086)	(56,496)
1000	6051	61996	Property Appraiser 1	705828	1.00	38,022	11,623	11,297	60,942
1000	6002	61997	Office Assistant SR	708565	(1.00)	(37,793)	(11,553)	(11,283)	(60,629)
1000	6040	62739	Appraisal Tech Real	708565	1.00	33,784	10,328	11,022	55,134
1000	6073	62739	Data Analyst	703962	(1.00)	(44,350)	(13,558)	(11,709)	(69,617)
1000	6045	62739	Tax Exemption Specialist	703962	1.00	45,966	14,052	11,814	71,832
1000	6001	61997	Office Assistant 2	704565	(0.50)	(16,798)	(5,135)	(5,505)	(27,438)
1000	6001	61989	Office Assistant 2	NEW	1.00	27,478	8,400	10,612	46,490
1000	6002	61798	Sr Office Assistant	703518	(1.00)	(38,935)	(11,902)	(11,357)	(62,194)
1000	6082	61796	Cartographer	703518	1.00	39,839	12,179	11,416	63,434
1000	6030	61260	Finance Specialist 2	712515	(1.00)	(42,500)	(12,992)	(11,588)	(67,080)
1000	9730	61260	Budget Analyst Sr	712515	1.00	58,965	18,025	12,659	89,649
3505	6017	61987	Facilities Specialist 2	704378	(1.00)	(52,659)	(16,098)	(12,775)	(81,532)
3505	6016	61987	Facilities Specialist 3	704378	1.00	55,176	16,867	12,964	85,008
3505	6017	63208	Facilities Specialist 2	703973	(1.00)	(56,062)	(17,138)	(13,031)	(86,231)
3505	6016	63208	Facilities Specialist 3	703973	1.00	54,781	16,747	12,935	84,463
3505	6017	63208	Facilities Specialist 2	706246	(1.00)	(55,163)	(16,863)	(12,963)	(84,990)
3505	6016	63208	Facilities Specialist 3	706246	1.00	55,494	16,964	12,988	85,446
3505	6002	64177	Office Assistant Sr	705385	(1.00)	(35,166)	(10,750)	(11,463)	(57,380)
3505	9710	61976	Management Assistant	705385	1.00	72,000	22,010	14,226	108,236
1000	9336	63975	Finance Manager	702580	(1.00)	(85,680)	(26,192)	(14,395)	(126,267)
1000	9362	63975	Program Manager Sr	702580	1.00	92,926	28,407	14,866	136,199
TOTAL ANNUALIZED CHANGES					0.50	74,547	22,789	9,643	106,979

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

CURRENT YEAR									
Fund	Job #	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6002	61997	Office Assistant SR	705828	(0.75)	(26,084)	(7,974)	(8,314)	(42,372)
1000	6051	61996	Property Appraiser 1	705828	0.75	28,516	8,717	8,473	45,706
1000	6002	61997	Office Assistant SR	708565	(0.75)	(28,345)	(8,665)	(8,462)	(45,472)
1000	6040	62739	Appraisal Tech Real	708565	0.75	25,338	7,746	8,266	41,350
1000	6073	62739	Data Analyst	703962	(1.00)	(44,350)	(13,558)	(11,709)	(69,617)
1000	6045	62739	Tax Exemption Specialist	703962	1.00	45,966	14,052	11,814	71,832
1000	6001	61997	Office Assistant 2	704565	(0.17)	(5,711)	(1,746)	(1,872)	(9,329)
1000	6001	61989	Office Assistant 2	NEW	0.33	9,068	2,772	3,502	15,342
1000	6002	61798	Sr Office Assistant	703518	(0.25)	(9,734)	(2,976)	(2,839)	(15,549)
1000	6082	61796	Cartographer	703518	0.25	9,922	3,033	2,852	15,807
1000	6030	61260	Finance Specialist 2	712515	(0.33)	(14,167)	(4,331)	(3,863)	(22,361)
1000	9730	61260	Budget Analyst Sr	712515	0.33	19,655	6,008	4,220	29,883
3505	6017	61987	Facilities Specialist 2	704378	(1.00)	(52,659)	(16,098)	(12,775)	(81,532)
3505	6016	61987	Facilities Specialist 3	704378	1.00	55,176	16,867	12,964	85,008
3505	6017	63208	Facilities Specialist 2	703973	(1.00)	(56,062)	(17,138)	(13,031)	(86,231)
3505	6016	63208	Facilities Specialist 3	703973	1.00	54,781	16,747	12,935	84,463
3505	6017	63208	Facilities Specialist 2	706246	(1.00)	(55,163)	(16,863)	(12,963)	(84,990)
3505	6016	63208	Facilities Specialist 3	706246	1.00	55,494	16,964	12,988	85,446
3505	6002	64177	Office Assistant Sr	705385	(0.33)	(11,722)	(3,583)	(3,792)	(19,097)
3505	9710	61976	Management Assistant	705385	0.33	24,000	7,337	4,713	36,049
1000	9336	63975	Finance Manager	702580	(1.00)	(85,680)	(26,192)	(14,395)	(126,267)
1000	9362	63975	Program Manager Sr	702580	1.00	92,926	28,407	14,866	136,199
TOTAL CURRENT FY CHANGES					0.16	31,165	9,526	3,578	44,268



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

Board Clerk Use Only

Meeting Date:	<u>03/09/06</u>
Agenda Item #:	<u>R-12</u>
Est. Start Time:	<u>9:55 AM</u>
Date Submitted:	<u>02/24/06</u>

BUDGET MODIFICATION: -

Agenda Title: Presentation and Request for Acceptance of the Recommendations of the Multnomah County Sheriff's Office and Internal Service Review Task Force Convened Pursuant to Board Adopted Fiscal Year 2006 Budget Note

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

Date Requested:	<u>March 9, 2006</u>	Time Requested:	<u>30 minutes</u>
Department:	<u>County Management/MCSO</u>	Division:	<u>Directors Office</u>
Contact(s):	<u>Dave Boyer and Tim Moore</u>		
Phone:	<u>503 988-3903</u>	Ext.	<u>83903</u>
		I/O Address:	<u>503/531</u>
Presenter(s):	<u>Dave Boyer</u>		

General Information

1. What action are you requesting from the Board?

Acceptance and support of the MCSO/Internal Service Review Task Force recommendations.

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

In a Budget Note, the Board of County Commissioners charged the Department of County Management, the Sheriff's office, staff from the Board of County Commissioners and mutually agreed-upon citizen representatives to form a task force to review internal service costs in the Sheriff's budget. The charge to the Internal Service Reimbursement Task Force was to examine County Internal Service Reimbursements and Sheriff's Office support to determine if there are areas of duplication or the opportunities for efficiencies. In addition to Tim Moore and Dave Boyer, members of the Task Force were: Karyne Dargan, Larry Aab, Don Washburn, Mary Carroll, Christine Kirk, Rob Fussell, Mark Campbell, Garr Nielsen, Raimond Adgers, Scott Marcy, Terri Naito, Shelli Romero, Judith Devilliers and Becky Steward.

During the fall of 2005, subgroups composed of subject matter experts (SME's) providing or contributing similar services from county and the Sheriff's Office met to prepare task lists defining their contributions to ISR/support activities and identify areas of potential duplicative overlap or efficiencies.

A number of other people were involved in the analysis and should be recognized for their hard work: Becky Porter, Andy Potter, Tom Guiney, Michelle Gardner, Rich Swift, Chris Payne, Gar Nielsen, Doug Butler, Wanda Yantis, Steve Wright, Shannon Braaksma, Sjohn Williamson, Aaron Wilson, Gail Rubin, Travis Graves, Jennifer Ott, Mindy Harris, Mike Waddell, Michelle Cross, Rob Gabris, Helen Barkley, Carol Hasler, and Brett Guinan.

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

It is expected that the recommendations will identify several hundred thousand of potential savings.

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

This is a follow up to a Budget Note included in the FY 2005/2006 Adopted Budget.

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

None.

Required Signatures

**Department/
Agency Director:**

David A. Boyer

Date: 02/24/06

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

MULTNOMAH COUNTY OREGON

Department of County Management
Sheriff's Office



MCSO ISR Task Force

TO: Board of County Commissioners

FROM: Dave Boyer, Director County Management
Tim Moore, Chief Deputy Corrections Division

DATE: February 21, 2006

SUBJECT: MCSO ISR Task Force Recommendations

Summary

In a Budget Note, the Board of County Commissioners charged the Department of County Management, the Sheriff's office, staff from the Board of County Commissioners and mutually agreed-upon citizen representatives to form a task force to review internal service costs in the Sheriff's budget. The charge to the Internal Service Reimbursement Task Force was to examine County Internal Service Reimbursements and Sheriff's Office support to determine if there are areas of duplication or the opportunities for efficiencies. In addition to Tim Moore and Dave Boyer, members of the Task Force were: Karyne Dargan, Larry Aab, Don Washburn, Mary Carroll, Christine Kirk, Rob Fussell, Mark Campbell, Garr Nielsen, Raimond Adgers, Scott Marcy, Terri Naito, Shelli Romero, Judith Devilliers and Becky Steward.

During the fall of 2005, subgroups composed of subject matter experts (SME's) providing or contributing similar services from county and the Sheriff's Office met to prepare task lists defining their contributions to ISR/support activities and identify areas of potential duplicative overlap or efficiencies. The goal of these subgroups was to:

1. Identify overall service delivery and potential areas of duplication or efficiencies. Report on areas of overlap both in terms of resource allocation and service delivery, level of effort, and administrative support.
2. Determine if the activity is so unique that it is not normally performed in other areas of the county or requires specialized skills unique to the business needs of the Sheriff's Office or County.
3. Determine origination of the activity. If the activity originates in Sheriff's Office and concludes in County are there any duplicative functions that could be combined?

A number of people were involved in the analysis and should be recognized for their hard work: Becky Porter, Andy Potter, Tom Guiney, Michelle Gardner, Rich Swift, Chris Payne, Gar Nielsen, Doug Butler, Wanda Yantis, Steve Wright, Shannon Braaksma, Sjohn Williamson, Aaron Wilson, Gail Rubin, Travis Graves, Jennifer Ott, Mindy Harris, Mike Waddell, Michelle Cross, Rob Gabris, Helen Barkley, Carol Hasler, Brett Guinan, Larry Aab, and Karyne Dargan.

The subgroups completed their analysis and made recommendations to the task force which include a combination of the County and/or the Sheriff's office continuing to provide his internal services. The recommendations have been reviewed with the Sheriff's Office and the Task Force is recommending that the Board support the implementation of these recommendations as soon as possible.

INFORMATION TECHNOLOGY

Desktop Services and Email

There have been technology and environmental changes since separate Active Directory domains were implemented almost 4 years ago. There are several areas where further analysis is needed to determine the feasibility of managing the desktop environments differently, while continuing to meet the business objectives. The business objectives include:

- All IT solutions must meet the following criteria defined by MCSO:
- Must be secure
- Must retain flexibility for future Sheriffs
- Must be able to communicate quickly and as needed with the public
- Must be portable for future change, including new partnerships

The areas to be further analyzed include:

- Multiple forests and active directory management
- Thin Client

Telecommunications

- MCSO currently provides Telecomm services to various buildings. It is feasible to move Telecomm from these buildings to another county PBX that would be managed by Telecomm. An audit of current equipment and services will be conducted to determine whether service or equipment reductions can be achieved. MCSO staff has met with the county telephone office to assess the cost effectiveness of replacing the current system. Since the system is wholly owned and maintained by the Sheriff's Office analysis will include a cost of system upgrade in relation to timing and future Board action on facility replacement.

Helpdesk Services

- Customer service can be improved by having a consistent number to call 24*7 daily. In addition, there are multiple infrastructures and applications supporting the Helpdesk environments. Sheriff's and IT staff will begin investigating this as soon as possible, and to analyze the cost savings potential.

Data Center Management

- MCSO currently has servers in the basement of the Multnomah Building. In conjunction with the Facilities Disposition Plan assessment of moving IT from the Kelly Building to The Multnomah Building, options for co-locating hardware will be considered. MCSO has distributed data centers while County IT has a consolidated data center. The DA is also interested in evaluating the opportunities for consolidating servers. The timeline will be tied to the Kelly Building move planning if this project moves forward.

Information Security

- Tim Rowan, Information Security Officer, will convene a committee with members from MCSO, DA and County IT to determine joint security policy to ensure that Multnomah County's information assets are managed in a consistent way. Though this isn't likely to

result in cost savings, it will minimize risk and liability to all three entities since some of our infrastructure is shared.

Applications

- Sheriff's Office business applications are currently provided by IT and have as much shared methodologies, development tools; and infrastructure as other county departments. Opportunities for efficiencies are currently under consideration county-wide. To achieve the objective of communicating quickly to the public, MSCO will retain their web environment. One possible area for future analysis is document imaging. This should be done in conjunction with Records Management, and more importantly in the context of process development and workflow, and should be coordinated with a project that requires integrated electronic document management and flow. (no immediate action)

FLEET AND ELECTRONIC SERVICES

To clarify and improve processes and procedures involved in the provision of fleet and electronic services support to the Sheriff's Office, the following should be continued or implemented:

- Define roles for the MCSO and FREDs based on the following respectively:
 - MCSO will manage their internal demand for fleet services. Demand management consists of the following:
 - Determine the most cost effective number and types of vehicles and equipment required to meet the operational needs of the MCSO.
 - Determine internal assignments and usages of vehicles for the MCSO.
 - Determine the types of specialized equipment needed for MCSO vehicles.
 - FREDs will manage the supply of fleet and electronic services for the County, including the MCSO. Supply management consists of the following:
 - Vehicle and equipment acquisition for and assignment to departments and agencies, including the MCSO.
 - Management of all installation, maintenance, and repair services.
 - Management and accounting of fleet funds and the County's replacement program.
 - Provision of administrative services for all County vehicles, including those assigned to the MCSO.
 - The MCSO and FREDs will work in partnership to:
 - Provide fleet management data to maximize overall cost savings and efficiencies.
 - Utilize industry best practices to maximize cost savings and efficiencies;
 - Make vehicle replacement decisions that meet the operational needs of the MCSO and minimize long-term costs.
 - Plan and schedule work in a manner that considers downtime and overall cost impacts, outsourcing options, and internal capacities.
 - Develop plans to reduce overall vehicle usage, increase per vehicle usage where practical, and minimize future costs.
 - Develop an MCSO specific addendum to the existing County-wide Service Level Agreement that provides: additional specificity to the roles of staff; additional benchmarking, performance indicators, and data reporting; and any exclusions or exemptions from County-wide practices necessary to meet the special needs of the MCSO.

- The Service Level Agreements, administrative procedures, internal guidelines, policies, procedures, and other aspects of the County's fleet management system will be utilized by and for the MCSO except where modified by the MCSO addendum to the County-wide SLA described above.
- The MCSO Logistics Unit transfers responsibility for the seven "SO owned vehicles" to Fleet Services upon mutual agreement of MCSO addendum to the County-wide Service Level Agreement Addendum.
- Fleet Services will exclusively supply and manage the repair, maintenance, and equipment installation for all County vehicles including vehicles assigned to the MCSO either through internal resources or through contractors in a manner that meets realistic and mutually agreed upon standards.
- A long-term replacement program for the vehicles assigned to the MCSO will be jointly developed with the MCSO identifying the number, types, and anticipated annual usages of vehicles required to meet the MCSO mission into the future and with FREDs providing a funding and implementation plan to meet those needs.

CENTRAL STORES / SHERIFF'S WAREHOUSE

- MCSO Auxiliary Services operates an inmate commissary that requires product security throughout the process to ensure that contraband is not introduced into the jail environment. This function involves: the breaking down of bulk purchases into individual product items (candy bar, snack items, bar of soap, etc.); creating individual small sealed shipments of products, including invoices, matched to individual inmate orders; individual inmate orders are then combined into locked containers for individual jail dorms; containers are then combined with other products (janitorial supplies, office supplies, etc.) for delivery to the various detention facilities; commissary containers are then delivered to the inside of secure areas of the detention facilities and transferred to the Correction Deputies for distribution. *To maintain jail security, the team recommends maintaining the Commissary function with the MCSO Auxiliary Services Unit.*
- Some deliveries to the jails require direct contact with inmates by the delivery staff. To ensure facility security and delivery staff safety, *the team recommends that all deliveries involving inmate contact be addressed by security trained MCSO staff.*
- Distribution Services staff provides interoffice mail pickup/delivery and US Mail pickup at the Detention Facilities. MCSO Auxiliary Services staff provides commissary and other deliveries to these same facilities. *The team recommends that MCSO delivery schedules and workloads be explored to see whether MCSO delivery staff could transport interoffice mail and outgoing US Mail to and from the FREDs Distribution Center in a manner that maintains interoffice and US Mail processing schedules.*
- Materiel Management's Central Stores gains volume discounts by combining the needs of various County and other government programs into bulk purchases. *The team recommends that products offered through Central Stores and used by the MCSO be purchased through Central Stores.*

- Central Stores adjusts the products offered based on the needs of its customers. *The team recommends that all bulk purchase needed by the MCSO for items other than specific law enforcement security needs (guns, ammunition, body armor, etc.) be purchased through Central Stores.*
- The MCSO has Buyer staff within Auxiliary Services that provides procurement services throughout the MCSO. *The team recommends that the MCSO maintain staffing for specialized procurement (guns, ammunition, body armor, small quantity orders, etc.). We further recommend that Materiel Management staff provide backup to the MCSO in this area as requested.*
- Additional storage and transactional support or backup can be provided to the MCSO Auxiliary services by Materiel Management should the need arise. Sufficient shifts of some of the MCSO warehousing (not Commissary) functions might allow for consolidation of space within existing facilities to the point of potentially eliminating the needs for the MCSO Hassalo Warehouse. This potential would require significant additional review and analysis by MCSO and Facilities staff. Any decision not to renew the Hassalo Warehouse lease would have to occur by the end of May 2006 to meet the notification requirements of the lease which expires in September, 2006.

FACILITIES

- Because of the unique conditions and requirements for the operation of corrections facilities, the MCSO and Facilities have developed a division of responsibilities that permits both parties to operate effectively. Specifically, Facilities is solely responsible for property management in non-detention areas while special arrangements have been made within detention areas. In limited circumstances this has meant that the MCSO provides some services within detention areas (e.g., janitorial) that Facilities provides in all other County space. Both Facilities and the Sheriff's Office feel that these services are performed effectively.

RISK MANAGEMENT

- In the area of risk management, Safety in particular has some area of duplication. Specifically, the Hearing Conservation Program, Respiratory Protection, Hazardous Communications, Personal Protective Equipment, Blood Borne Pathogens, Employee Safety Training, Industrial Hygiene and Occupational Exposure Records Management are areas where potential efficiencies and cost savings can be achieved. The Central Safety / Worker's Comp unit has two certified industrial hygienists on staff that are able to perform the legally required testing, training, and monitoring activities mandated by OSHA. The Sheriff's Office Life Safety Officer, a position with a four year rotational assignment, currently performs some of these same mandated activities. The County may be able to realize some savings in the areas that are applicable to all employers & types of employees by assigning these tasks to the Central Safety / Worker's Comp unit, and assign responsibility for the activities that are more corrections and/or law enforcement specific to the Life Safety Officer. The Task Force recommends that these groups meet to determine the best utilization of staff to eliminate duplication.

FINANCE

- Time entry is performed on a daily basis for every employee in the Sheriff's Office. For the rest of the County, the entry is performed once per pay period. The Sheriff's Office

examined alternatives to entering time worked that would require fewer staff resources. In addition, the duties of the MCSO Auditor appeared to duplicate some efforts carried out by the General Ledger staff in Central Finance. For example, the MCSO auditor trains staff on administrative policies and procedures, a service that is also provided by Central Finance each month at SAP user group meetings. The Task Force recommends that these groups meet to determine the best utilization of staff to eliminate duplication.

HUMAN RESOURCES

- No notable duplications of service or potential cost savings.

RECORDS

- No notable duplications of service or potential cost savings.

DISTRIBUTION

- No notable duplications of service or potential cost savings.

PROCUREMENT AND CONTRACTS

- No notable duplications of service or potential cost savings.

Attachment D FY 2006 Budget Notes

Joint Budgeting with Other Local Jurisdictions

Safety is a top priority to citizens throughout the county. Currently both Multnomah County, the City of Portland and other jurisdictions within the county commit substantial portions of their budgets to safety – and none has enough to do all that it wants.

Given the complementary nature of the safety activities in these jurisdictions, they could deliver even more results for the money available IF they worked together and used their combined resources to buy safety results. Doing so would mean:

- Agreeing on the results, indicators of success, and the factors that contribute most to delivering safety to citizens. (Multnomah has a first draft of this work complete as a result of its 2005-06 budget process.)
- Agreeing on the strategies (i.e. frameworks or overall approaches, not programs) they would together choose that would most effectively deliver safety.
- Obtaining program offers from both city and county departments to deliver a specific result at a specific price within a specific time.
- Ranking those program offers based on their relative effectiveness per dollar in achieving safety.
- Developing new or revised programs even more effective at achieving safety.
- Choosing an order for funding to guide final budget decisions.

The goal of this process will be to successfully deliver safety results to citizens throughout the county with the reduced resources expected to be available in 2007 and beyond. The Board directs that \$50,000 be earmarked in Contingency to help support this process.

City of Portland Jail Beds

The City of Portland has purchased a one-time allocation to increase jail capacity for their local offenders. Within legal constraints, the City has the right to determine how that capacity will best fit their needs and objectives. The allocation will increase local capacity in the jail system by 57 beds. The Sheriff's Office shall track and report the utilization rate and profile the offenders using this additional capacity. The City Council, the Local Public Safety Coordinating Council, and the Board of Commissioners—through regular Board meetings—and will receive regular quarterly reports of the utilization of this resource.

Use of ITAX Sunset Reserves

The Board has set-aside approximately \$10 million in contingency of one-time-only funds to manage the reductions as a result of the sunset of ITAX. The Board had indicated their willingness to review proposed programs or projects to invest in FY 2006 projects that will reduce the cost of future County operations significantly greater than these original investments. In addition to FY 2007 savings, projects selected must also maintain or improve

Attachment D FY 2006 Budget Notes

service to County customers or end users served.

Cultural Competency

Multnomah County currently provides \$1 million to provide Mental Health services to specific ethnic, cultural, and underrepresented communities and the County will issue an RFP to distribute these resources. The Board of County Commissioners seeks to strengthen the County's commitment to culturally competent service delivery. Culturally competent services should be integral elements in the framework of service delivery to ethnic, cultural and underrepresented communities County-wide, by contractors and employees alike. The Board seeks to ensure there is performance based contracting processes and procedures regarding those resources and services.

Staff shall review how the resources are being directed in terms of the clientele we are to serve and are those services best delivered directly by the County, community based providers, a larger not-for-profit organization, or a combination of all three. The Board is concerned by changing demographics and wants to ensure that people served by the County reflect the entire community.

With regard to mental health contracts specifically, staff shall review the level of funding and services reaching the communities that the Board has determined are underrepresented in the mental health system. Funds will be reallocated where services are determined to be deficient ON AN ONGOING BASIS.

The Department of County Management shall report back to the Board about current status and proposed policy direction for planned improvements no later than January 31, 2006.

Reporting on Internal Services, Central Procurement & Contracting, Countywide Administration

In light of the departmental restructuring and reductions the County faces in FY 2007, The Board directs the Chief Financial Officer by September 30, 2005 to:

- Report to the Board on the status of Central Procurement and Contracting Administration (CPCA) as it relates to the morale of CPCA staff, knowledge and skill level of staff, status of unexecuted contracts and other issues that may come up.
- Report to the Board on Internal Services as it relates to service level agreements with departments, cost saving plans/recommendations for information technology, facilities, FREDS and Risk Management. In addition a report will be made on the revised service and delivery methods for human resources and financial operations.
- Provide a detailed schedule and analysis of administrative costs within the departmental budgets. The analysis will compare each department and will include: the Directors, Deputy Director, finance/business/budget staff, hr staff, evaluation staff and other

Attachment D FY 2006 Budget Notes

appropriate staff. The CFO is to work with the departments to ensure that all staff are included.

Performance Contracting

The County wants to be able to evaluate the effectiveness of programs and contractors. To accomplish this the Board is asking the Department of County Management to lead the efforts to develop language to ensure that performance outcomes and measures are included in County contracts that will indicate progress being made on the marquee indicators of the six priority areas. The outcomes and measures will be used in evaluating programs and contractors. The process will begin with a review of mental health contracts, paying specific attention to a contractor's performance in adequately serving all demographic groups.

Flash Money

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

Alignment of Gang Programs

The Board directs staff from DCJ, OSCP, DCHS to work together to improve and coordinate the County's gang intervention and prevention programs throughout the County. The interdepartmental group will align gang services, coordinate target populations and what define what results are expected from the programs. The group will provide a report to the Board by October, 2005.

Synthetic Opiate Program Sunset

The Board directs County Human Services and the Department of Community Justice to provide the Board with a plan to reduce the utilization of clients receiving methadone and direct remaining resource methadone from for-profit agencies to not-for-profit agencies. Of the \$400,000 budgeted for this program, the Board directs that \$150,000 placed contingency until the Board has an opportunity to review the plan proposed by the departments. It is the Boards intent that this program be phased out over the course of FY 2006.

Funding Flexibility for Medium & High Risk Offenders

Anticipated reductions to the county's percentage of State DOC funding would eliminate services for high risk offenders. DCJ's program offers for medium risk offenders could fund those services and supervision to ensure that public safety is continued for the most dangerous offenders. In the event the State cuts come to pass, DCJ is directed to provide a revised plan for this program,

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FY 2006 Budget Notes

for review and approval by the Board.

Prioritizing use of Resources for Senior Services

The State budget has eliminated a portion of the funding for Mental Health Older & Disabled Services. It is unclear whether or not that State cut will be restored by the end of the legislative session. The Board is requesting that Aging staff develop a proposal for the Board's consideration regarding prioritizing resources for senior services (long term care and mental health multidisciplinary team) and the best use of use of those resources.

Children's Mental Health HeadStart

The Board requests clarification on the general fund and state funding sources for Children's Mental Health and Headstart program. The \$200,000 proposed reduction to this program, is merely a placeholder until County Human Services can provide clarification regarding how to maximize State Medicaid reimbursement dollars. It is the intent of the Board to fully fund the program offer up to the \$900,000 or an equivalent service level. \$200,000 will be earmarked in contingency pending the results of DCHS analysis, report, recommendation and ultimate Board action.

Domestic Violence

Domestic Violence services are vitally important to the welfare of our community. To this end, the Board will purchase 3 program offers related to domestic violence services. These are:

- Program Offer #25082A—General DV Services
- Program Offer #25082B—Centralized DV Access Line
- Program Offer #25083B—HUD DV Housing

It is the Board's intent that the Department of County Human Services (DCHS) will provide domestic violence services at current service levels and serve culturally specific populations. To that end, the Board will propose an amendment to provide \$100,000 of funding for Program Offer #25083A—Culturally Specific DV. This amount will increase the total funding for domestic violence services over the total FY 2005 amount, and will enable the department to maintain its current level of effort in this critical service area. DCHS will report back on the performance measures and results for these four program offers regularly throughout FY 2006.

City of Portland Jail Beds – A&D Treatment Support

The City of Portland has purchased a one-time allocation to increase jail capacity for their local offenders. Within legal constraints, the City has the right to determine how that capacity will best fit their needs and objectives. The allocation will increase local capacity in the jail system by 57 beds. The Sheriff's Office shall track and report the utilization rate and profile the offenders using this additional capacity. The City Council, the Local Public Safety Coordinating Council, and the Board of Commissioners—through regular Board meetings—and will receive regular quarterly reports of the utilization of this resource.

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FY 2006 Budget Notes

Of the City's \$1.8 million public safety contribution, \$1.3 million will be allocated to open a dorm at Inverness (57 beds), \$500,000 will be used to match the \$2 million contribution by the County to maintain a total of 68 alcohol and drug treatment beds that would have closed due to State budget cuts.

County Management & Sheriff's Office Internal Service Taskforce

The Department of County Management, the Sheriff's office, staff from the Board of County Commissioners and mutually agreed-upon citizen representatives will form a task force to review internal service costs in the Sheriff's budget. This proposal is in addition to the budget note entitled, "Reporting on Internal Services, Central Procurement & Contracting, Countywide Administration," that will be looking at these issues across the County.

The goal of the County-Sheriff's Office Internal Service Task Force will be to find \$6 million of general fund savings through elimination of duplication and inefficiencies in internal services. The task force will maximize value for County taxpayers by seeking the best solutions countywide. Task force recommendations may include a combination of the County and/or the Sheriff's office continuing to provide his internal services.

If at least \$2.6 million of general fund savings is identified by Dec. 31st, then \$600,000 of those savings will be appropriated to open two dorms at Inverness Jail for three months (April – June 2006). Remaining savings may be used to offset public safety cuts for FY 2007. This entire proposal is contingent on the closure of Close Street Supervision for FY 2006. It is the intent of the Board to provide transition funding to the Sheriff's Office for a period of no more than two months to ramp down Close Street Supervision. The Budget Office will bring a budget modification to implement this action.

Project Respond

The Board values the work of Project Respond, a mental health outreach program operated by Cascadia Behavioral Healthcare. Project Respond's community outreach teams maintain an important link between our community's public safety and mental health service systems, responding to more than 2,200 crisis calls annually in downtown Portland and the surrounding areas. In years past, the County has provided some funding to Project Respond through the Portland Business Alliance. For FY 2006, the County will seek to provide its funding for this service directly to Cascadia Behavioral Healthcare. The Budget Office is directed to work with the County Attorney to determine the feasibility of this alternative, and to report back to the Board no later than August 31, 2005.



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-13
Est. Start Time: 10:15 AM
Date Submitted: 02/24/06

BUDGET MODIFICATION: -

Agenda Title: **Briefing on Department Administrative Costs Pursuant to Board Adopted Fiscal Year 2006 Budget Note**

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

Date Requested:	<u>March 9 2006</u>	Time Requested:	<u>30 minutes</u>
Department:	<u>County Management</u>	Division:	<u>Director's Office</u>
Contact(s):	<u>Bob Thomas</u>		
Phone:	<u>(503) 988-4283</u>	Ext.	<u>84283</u>
		I/O Address:	<u>503 / 531</u>
Presenter(s):	<u>Dave Boyer, Bob Thomas</u>		

General Information

1. What action are you requesting from the Board?

No Board Action is requested. Informational only.

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

In a Budget Note to the FY 2006 Adopted Budget, the Board directed the Chief Financial Officer (CFO) to provide a detailed schedule and analysis of administrative costs within the departmental budgets. The CFO was to work with all departments to ensure that all staff are included. The analysis prepared will be described to the Board at this briefing.

This project identified staff in each County department providing administrative and managerial support for the remainder of that department. This staff includes:

- Department Directors;
- Department deputies;
- Department finance, business and budget staff;
- Department human resources staff;
- Evaluation staff;
- and other appropriate staff.

This did not include division level management or administrative staff primarily responsible for managing or providing support to programs, sections or the divisions themselves. Administrative Service Managers agreed that this list would be expanded to include all departmental procurement, training, safety, volunteer coordination, information technology, and facilities support positions.

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

No immediate financial impact. No Board action is being requested or recommended at this time.

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

None

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

None

Required Signatures

**Department/
Agency Director:**

David G. Boyer

Date: 02/24/06

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

County-wide Administration Costs – FY 2006 Budget Note

In a Budget Note to the FY 2006 Adopted Budget, the Board directed the Chief Financial Officer (CFO) by September 30, 2005 to provide a detailed schedule and analysis of administrative costs within the departmental budgets. The CFO was to work with all departments to ensure that all staff are included. This analysis is being prepared in light of the departmental restructuring and reductions the County faces in FY 2007.

On September 29th, Dave Boyer told Board members that this information would be presented by the end of November.

Definition of "Administration"

This project identified staff in each County department that provide administrative and managerial support for the remainder of that department. This includes:

- Department Directors
- Deputies
- Department Finance, Business, Budget staff
- Human Resources staff
- Evaluation staff
- Other appropriate staff

This did not include division level management or administrative staff primarily responsible for managing or providing support to programs, sections or the divisions themselves. Administrative Service Managers agreed that this list would be expanded to include all departmental procurement, training, safety, volunteer coordination, information technology, and facilities support positions.

Process

A subcommittee was assembled by the Administrative Service Managers (ASMs) to gather these costs. ASMs designated one person per department to this group.

Using FY 2006 Adopted Budget detail, each department listed those positions that fit the definition above for "administration." Specific information described by departments will include:

- Job Class Number of each position
- Position Classification
- FTE of position (0.5, 1.0 FTE, etc.),
- Name of employee in position
- Total personal services budgeted for each position,
- Comments about the service provided by each position (budget, HR, etc.)

As an element of information gathering, division level staff providing any of the defined functions (evaluation, budget, etc.) were listed separately with the same data assembled for each position.

The subcommittee reviewed data gathered by departments and determine whether each list represents an accurate depiction of "administration," in each organization. The division level lists from each department were reviewed to validate that no positions listed were department-wide in nature.

Departments prepared short narratives that described how each was unique in function and organization. These narratives also contained descriptions of their administrative structure.

The CFO's Office reviewed these lists and added back additional positions to lists for specific categories that had been omitted (Research and Evaluation staff). The HR Realignment described to the Board on September 29th was included on each department's list to display Human Resource services county-wide as best as accurately as possible. Deputy Directors were shown as whole positions regardless of funding or described responsibilities.

On November 10th, this material was presented to Administrative Service Managers for their review. Minor changes to the comparison tables were recommended and have been incorporated into this latest packet. Departments were also provided the opportunity to update the narratives they prepared regarding their administrative structure.

On November 30th, this information was presented to the Executive Team for discussion and their input. Team members agreed to provide an organizational chart for each department showing the location within the organization of each position listed in the administrative review.

Materials Presented

This packet includes:

- Brief narrative prepared by departments to explain their administrative models
- Department organization table showing location within the organization of each position included within this administrative review
- Departmental lists of FY 2006 "Administrative Positions" at both the Department and Division level
- Summary table of FY 2006 Admin FTE per department by category
- Summary table of the FY 2006 cost of Admin positions per department by category
- Comparison tables of FY 2006 departmental Admin FTE and costs compared to total number of employees and total budget – this is shown with departmental Information Technology units included in the first comparison and not included in the second

County-wide Administration Costs – FY 2006 Budget Note

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- Human Resources staff
- Evaluation staff
- Other appropriate staff

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Process

A subcommittee was assembled by the Administrative Service Managers (ASMs) to gather these costs. ASMs designated one person per department to this group.

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- Name of employee in position
- Total personal services budgeted for each position,
- Comments about the service provided by each position (budget, HR, etc.)

As an element of information gathering, division level staff providing any of the defined functions (evaluation, budget, etc.) were listed separately with the same data assembled for each position.

The subcommittee reviewed data gathered by departments and determine whether each list represents an accurate depiction of "administration," in each organization. The division level lists from each department were reviewed to validate that no positions listed were department-wide in nature.

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- Comparison tables of FY 2006 departmental Admin FTE and costs compared to total number of employees and total budget – this is shown with departmental Information Technology units included in the first comparison and not included in the second

Department of County Management Organization Model

The Department of County Management was created in May 2005 to consolidate the County's internal services and key support functions within one organization.

The Chief Financial Officer serves as department director and as the ultimate financial authority for the County, responsible for establishing and adjusting the County's overall financial policies.

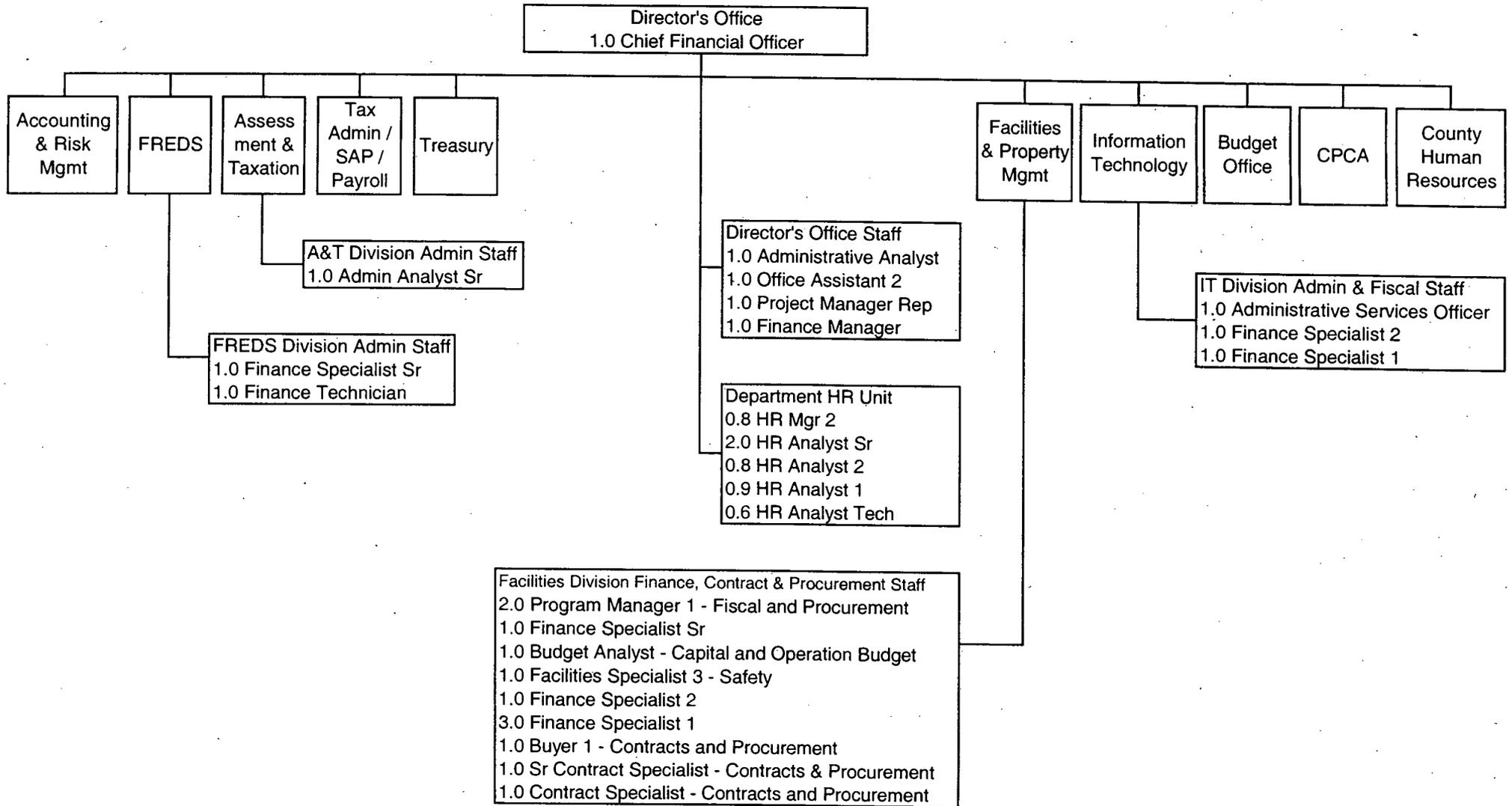
The department is organized with a small Director's Office (Office of the Chief Financial Officer) and ten divisions. The ten divisions include Accounting & Risk Management, the Budget Office, Assessment & Taxation, Treasury, Facilities & Property Management, FREDS (Fleet, Records, Electronics and Distribution Services), Information Technology, CPCA (Central Procurement and Contract Administration), and County Human Resources.

The Director's Office (Office of the Chief Financial Officer) provides departmental management and also houses two smaller programs (Sustainability, Affirmative Action, Cultural Competency) with county-wide significance. The department does not have a deputy director. Fiscal and administrative support is provided by the Director's Office to Accounting & Risk Management, the Budget Office, SAP/Tax Administration, and Treasury. The Director's Office also provides overall department budget and financial management.

The DCM Human Resources Team provides services to the entire department, to Non-Departmental organizations and some services to the Department of Community Services.

The department's four largest divisions have unique lines of business and are largely self-contained for financial administrative purposes. Assessment & Taxation assesses and collects the County's property taxes; Facilities & Property Management manages the County's property portfolio and capital construction projects; FREDS operates an extensive fleet and electronic services programs, manages the archival of County records, manages the County's Central Stores, and operates the County's interoffice mail distribution system; Information Technology manages and operates the County's IT infrastructure backbone, connects the County to the world via telephone and network connections and develops and manages application systems for departments.

**FY 2006 Department of County Management
Department Administrative Positions**



Department of County Management
7-Oct-05

FY 2006 Department Level Administration

Div Pers Svcs to Add	Div List to Add	Dept Pers Svcs	Dept List	JCN	Position Classification	FTE	FY 06 Pers Svcs Budget	SAP Position No	Comments
		\$ 182,817	1.00	9810	Chief Financial Officer	1.00	\$ 182,817	706632	Department Director / CFO
		\$ 53,389	1.00	6001	Office Assistant 2	1.00	\$ 53,389	712449	Department Admin
		\$ 98,416	1.00	6063	Project Manager - Represented	1.00	\$ 98,416	700751	Department Communications
		\$ 83,603	1.00	9006	Administrative Analyst	1.00	\$ 83,603	703502	Department Admin Department
		\$ 126,268	1.00	9336	Finance Manager	1.00	\$ 126,268	703971	Budget/Finance/Admin
		\$ 94,892	0.80	9621	Human Resources Manager 2	0.80	\$ 94,892	700412	Department HR
		\$ 94,606	1.00	9748	Human Resources Analyst Sr	1.00	\$ 94,606	700110	Department HR
		\$ 97,580	1.00	9748	Human Resources Analyst Sr	1.00	\$ 97,580	700618	Department HR
		\$ 39,019	0.60	6101	Human Resources Technician	0.60	\$ 39,019	701885	Department HR
		\$ 73,828	0.80	9670	Human Resources Analyst 2	0.80	\$ 73,828	702791	Department HR
		\$ 61,101	0.90	9080	Human Resources Analyst 1	0.90	\$ 61,101	706544	Department HR
						10.10	\$ 1,005,518		

FY 2006 Division Level Administration

Div Pers Svcs to Add	Div List to Add	Dept Pers Svcs	Dept List	JCN	Position Classification	FTE	FY 06 Pers Svcs Budget	SAP Position No	Comments
\$ 92,285	1.00				<u>Assessment & Taxation Division</u>				
				9005	Administrative Analyst, Senior	1.00	\$ 92,285	703936	Division Administration
					<u>Facilities & Property Management</u>				
\$ 90,181	1.00			6026	Budget Analyst	1.00	\$ 90,181	709768	Division Budget
\$ 71,880	1.00			6030	Finance Specialist 2	1.00	\$ 71,880	701387	Division Finance/Budget
\$ 90,181	1.00			6032	Finance Specialist Senior	1.00	\$ 90,181	702857	Division Finance/Budget
\$ 120,500	1.00			9615	Program Manager 1	1.00	\$ 120,500	701672	Division Finance/Budget
\$ 97,402	1.00			6016	Facilities Specialist 3	1.00	\$ 97,402	705443	Division Safety
					<u>Former Shared Services - within Accounting & Risk Management</u>				
\$ 82,752	1.00			6015	Contract Specialist	1.00	\$ 82,752	703185	Division Procurement/Contracts
\$ 58,955	1.00			6029	Finance Specialist 1	1.00	\$ 58,955	704780	Division Finance
\$ 67,153	1.00			6029	Finance Specialist 1	1.00	\$ 67,153	701754	Division Finance
\$ 61,143	1.00			6029	Finance Specialist 1	1.00	\$ 61,143	704756	Division Finance
\$ 97,120	1.00			6031	Senior Contract Specialist	1.00	\$ 97,120	705649	Division Procurement/Contracts
\$ 64,786	1.00			6112	Buyer 1	1.00	\$ 64,786	709938	Division Procurement/Contracts
\$ 120,642	1.00			9615	Program Manager 1	1.00	\$ 120,642	704803	Division Procurement/Contracts
					<u>Fleet, Records, Electronics, Distribution and Stores</u>				
\$ 58,855	1.00			6027	Finance Technician	1.00	\$ 58,855	701915	Division Finance
\$ 82,539	1.00			6032	Finance Specialist Senior	1.00	\$ 82,539	705669	Division Finance/Budget
					<u>Information Technology</u>				
\$ 67,090	1.00			6029	Finance Specialist 1	1.00	\$ 67,090	701845	Division Finance
\$ 72,865	1.00			6030	Finance Specialist 2	1.00	\$ 72,865	710367	Division Finance
\$ 105,316	1.00			9607	Administrative Services Officer	1.00	\$ 105,316	703908	Division Finance/Budget
\$1,501,646	18.00	\$ 1,005,518	10.10						

Div Pers Svcs to Add	Div List to Add	Dept Pers Svcs	Dept List
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Multnomah County Department Administrative Positions - Combined Department and Division Level

County Department	Department Director	Deputy Director	Department Chief of Staff	Assistant Director	Communications Staff	Dept Administrative Staff	Research / Evaluation	Web Master	Information Technology	Facilities Coordination	Department Budget	Department Finance	Accounts Receivable	Grant Accountants / Writers	Contracts / Procurement	Payroll - Timekeeping	Dept Human Resources Sta	Department-wide Training	Department-wide Safety	Volunteer Coordinators	Total for Each Dept
District Attorney	1.00	1.00	-	-	-	4.00	-	-	5.00	-	1.00	3.00	-	-	-	-	1.00	-	-	-	16.00
Sheriff's Office	1.00	-	-	-	1.00	6.00	3.00	1.00	8.00	-	-	8.00	-	-	3.00	5.00	11.00	6.00	1.00	1.00	55.00
Community Justice	1.00	-	-	1.00	-	5.45	3.25	0.55	-	-	2.00	5.00	-	1.00	5.50	-	5.00	2.00	-	1.00	32.75
Health	1.00	1.00	-	-	-	6.30	18.60	-	-	1.00	3.00	14.80	11.00	3.00	-	-	7.50	2.80	-	-	70.00
County Human Services	1.00	-	0.25	-	1.00	6.00	5.00	-	-	Partial FTE	2.00	14.30	-	5.00	3.00	-	4.40	1.00	Partial FTE	-	42.95
School & Community Partnerships	1.00	-	-	-	-	3.00	3.00	-	-	-	1.00	1.00	-	1.50	1.00	-	0.60	-	-	-	12.10
Library	1.00	-	-	-	1.00	8.40	-	1.00	-	0.50	1.00	3.00	-	-	-	1.00	4.00	1.00	Partial FTE	3.00	24.90
Community Services	1.00	1.00	-	-	1.00	2.20	-	-	-	-	1.00	8.00	-	-	-	-	2.30	-	1.00	1.00	18.50
County Management	1.00	-	-	-	1.00	2.00	-	-	-	-	2.00	10.00	-	-	7.00	-	5.10	-	-	-	28.10
Non-Departmental	-	-	-	-	-	-	-	-	-	-	0.05	-	-	0.50	-	-	0.60	-	-	-	1.15
All Departments	9.00	3.00	0.25	1.00	5.00	43.35	32.85	2.55	13.00	1.50	13.05	67.10	11.00	11.00	19.50	6.00	41.50	12.80	2.00	6.00	301.45

For purposes of County-wide comparison, all department Research and Evaluation positions, Volunteer Coordinator positions, Training, and Safety positions are shown on this list

Multnomah County Department Administrative Positions - Combined Department and Division Level

County Department	Department Director	Deputy Director	Department Chief of Staff	Assistant Director	Communications Staff	Dept Administrative Staff	Research / Evaluation	Web Master	Information Technology	Facilities Coordination	Department Budget	Department Finance	Accounts Receivable	Grant Accountants / Writers	Contracts / Procurement	Payroll - Timekeeping	Dept Human Resources Sta	Department-wide Training	Department-wide Safety	Volunteer Coordinators	Total for Each Dept
District Attorney	27,990	173,555	-	-	-	388,523	-	-	462,325	-	93,936	194,443	-	-	-	-	70,979	-	-	-	1,411,751
Sheriff's Office	165,023	-	-	-	142,923	620,227	276,227	75,922	751,399	-	-	461,433	-	141,543	188,634	301,883	803,640	567,088	91,712	88,410	4,676,062
Community Justice	177,341	-	-	140,687	-	533,466	305,803	47,796	-	-	178,594	428,913	-	-	418,245	-	492,721	160,988	-	77,607	2,962,161
Health	175,037	144,722	-	-	-	565,046	1,644,568	-	-	71,192	301,951	1,087,218	702,532	215,576	-	-	636,278	220,512	-	-	5,764,633
County Human Services	174,431	-	34,212	-	75,211	610,945	460,549	-	-	Partial FTE	162,702	1,084,160	-	387,490	177,042	-	385,235	84,080	Partial FTE	-	3,636,058
School & Community Partnerships	175,037	-	-	-	-	322,681	210,878	-	-	-	79,276	67,153	-	104,229	75,691	-	63,180	-	-	-	1,098,126
Library	181,108	-	-	-	115,895	765,542	-	96,475	-	59,913	84,463	220,946	-	-	-	64,988	360,448	70,224	Partial FTE	200,036	2,220,038
Community Services	175,037	122,125	-	-	64,264	179,408	-	-	-	-	117,369	551,230	-	-	-	-	231,014	-	92,935	67,831	1,601,213
County Management	182,817	-	-	-	98,416	136,992	-	-	-	-	216,449	858,913	-	-	552,552	-	461,026	-	-	-	2,507,164
Non-Departmental	-	-	-	-	-	-	-	-	-	-	5,436	-	-	35,300	-	-	55,472	-	-	-	96,208
All Departments	1,433,821	440,402	34,212	140,687	496,709	4,122,829	2,898,025	220,193	1,213,723	131,105	1,240,176	4,954,410	702,532	884,139	1,412,164	366,871	3,559,994	1,102,892	184,647	433,884	25,973,415

Department Administration as a percentage of total FTE and Department Budget
Includes Department Information Technology Staff shown as Admin

County Department	Total Employees in SAP - Active	Notes - see bottom of sheet	Plus Fin Ops and HR Staff in DCM	Total Adjusted Employees in Dept	Total "Admin" FTE	Admin FTE percent of total Employees	Div Admin Budget	Dept Admin Budget	Total Admin Budget	Total Department Budget	Admin Percentage of Dept Budget
District Attorney	232		-	232.00	16.00	6.90%	-	\$ 1,411,751	\$ 1,411,751	\$ 22,977,673	6.14%
Sheriffs Office	825		-	825.00	55.00	6.67%	-	\$ 4,676,062	\$ 4,676,062	\$ 99,216,122	4.71%
Community Justice	641		9.00	650.00	32.75	5.04%	-	\$ 2,962,161	\$ 2,962,161	\$ 77,497,361	3.82%
Health	1,204		20.30	1,224.30	70.00	5.72%	1,790,024	\$ 3,974,609	\$ 5,764,633	\$ 115,671,165	4.98%
County Human Services	579		12.40	591.40	42.95	7.26%	1,073,695	\$ 2,562,363	\$ 3,636,058	\$ 185,735,481	1.96%
School & Community Partnerships	86	¹	2.60	88.60	12.10	13.66%	-	\$ 1,098,126	\$ 1,098,126	\$ 31,660,708	3.47%
Library	620		7.00	627.00	24.90	3.97%	-	\$ 2,220,038	\$ 2,220,038	\$ 48,074,498	4.62%
Community Services	307	²	2.00	309.00	18.50	5.99%	582,678	\$ 1,018,535	\$ 1,601,213	\$ 96,679,132	1.66%
County Management	618		(53.30)	564.70	28.10	4.98%	1,501,646	\$ 1,005,518	\$ 2,507,164	\$ 237,807,350	1.05%
Non-Departmental	84	³	-	84.00	1.15	1.37%	-	\$ 96,208	\$ 96,208	\$ 203,833,136	0.05%
All Departments	5,196		0.00	5,196.00	301.45	5.80%	4,948,043	\$ 21,025,372	\$ 25,973,415	\$ 1,119,152,626	2.32%

Same Information as Above, but Information Technology Staff Not included as Admin
This table below only impacts figures from the MCSO and District Attorney's Office

County Department	Total Employees in SAP - Active	Notes - see bottom of sheet	Plus Fin Ops and HR Staff in DCM	Total Adjusted Employees in Dept	Total "Admin" FTE (No IT)	Admin FTE percent of total Employees	Dept Admin Budget (No IT)	Total Department Budget	Admin Percentage of Dept Budget
District Attorney	232		-	232.00	11.00	4.74%	\$ 949,426	\$ 22,977,673	4.13%
Sheriffs Office	825		-	825.00	47.00	5.70%	\$ 3,924,663	\$ 99,216,122	3.96%
Community Justice	641		9.00	650.00	32.75	5.04%	\$ 2,962,161	\$ 77,497,361	3.82%
Health	1,204		20.30	1,224.30	70.00	5.72%	\$ 5,764,633	\$ 115,671,165	4.98%
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Non-Departmental	84	³	-	84.00	1.15	1.37%	\$ 96,208	\$ 203,833,136	0.05%
All Departments	5,196		0.00	5,196.00	288.45	5.55%	\$ 24,759,691	\$ 1,119,152,626	2.21%

Cash Transfers have been pulled out of Departmental Budgets in both tables to eliminate double counting of expenditures within departments.

Notes:

- DSCP is an administrative organization, with 80% of its budget dedicated to contracted services which require a greater amount of admin support for procurement, contract processing, and payment than a direct service organization; and given the relative size and scope of DSCP, this support is provided at the Department level
- Community Services - Election Workers count as 0.1 employee each, as was used in the HR Realignment Study
- Commission on Children and Families employees are shown under DSCP since DSCP provides most admin support for that group

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FY 2006 Budget Notes

Joint Budgeting with Other Local Jurisdictions

Safety is a top priority to citizens throughout the county. Currently both Multnomah County, the City of Portland and other jurisdictions within the county commit substantial portions of their budgets to safety – and none has enough to do all that it wants.

Given the complementary nature of the safety activities in these jurisdictions, they could deliver even more results for the money available IF they worked together and used their combined resources to buy safety results. Doing so would mean:

- Agreeing on the results, indicators of success, and the factors that contribute most to delivering safety to citizens. (Multnomah has a first draft of this work complete as a result of its 2005-06 budget process.)
- Agreeing on the strategies (i.e. frameworks or overall approaches, not programs) they would together choose that would most effectively deliver safety.
- Obtaining program offers from both city and county departments to deliver a specific result at a specific price within a specific time.
- Ranking those program offers based on their relative effectiveness per dollar in achieving safety.
- Developing new or revised programs even more effective at achieving safety.
- Choosing an order for funding to guide final budget decisions.

The goal of this process will be to successfully deliver safety results to citizens throughout the county with the reduced resources expected to be available in 2007 and beyond. The Board directs that \$50,000 be earmarked in Contingency to help support this process.

City of Portland Jail Beds

The City of Portland has purchased a one-time allocation to increase jail capacity for their local offenders. Within legal constraints, the City has the right to determine how that capacity will best fit their needs and objectives. The allocation will increase local capacity in the jail system by 57 beds. The Sheriff's Office shall track and report the utilization rate and profile the offenders using this additional capacity. The City Council, the Local Public Safety Coordinating Council, and the Board of Commissioners—through regular Board meetings—and will receive regular quarterly reports of the utilization of this resource.

Use of ITAX Sunset Reserves

The Board has set-aside approximately \$10 million in contingency of one-time-only funds to manage the reductions as a result of the sunset of ITAX. The Board had indicated their willingness to review proposed programs or projects to invest in FY 2006 projects that will reduce the cost of future County operations significantly greater than these original investments. In addition to FY 2007 savings, projects selected must also maintain or improve

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service to County customers or end users served.

Cultural Competency

Multnomah County currently provides \$1 million to provide Mental Health services to specific ethnic, cultural, and underrepresented communities and the County will issue an RFP to distribute these resources. The Board of County Commissioners seeks to strengthen the County's commitment to culturally competent service delivery. Culturally competent services should be integral elements in the framework of service delivery to ethnic, cultural and underrepresented communities County-wide, by contractors and employees alike. The Board seeks to ensure there is performance based contracting processes and procedures regarding those resources and services.

Staff shall review how the resources are being directed in terms of the clientele we are to serve and are those services best delivered directly by the County, community based providers, a larger not-for-profit organization, or a combination of all three. The Board is concerned by changing demographics and wants to ensure that people served by the County reflect the entire community.

With regard to mental health contracts specifically, staff shall review the level of funding and services reaching the communities that the Board has determined are underrepresented in the mental health system. Funds will be reallocated where services are determined to be deficient ON AN ONGOING BASIS.

The Department of County Management shall report back to the Board about current status and proposed policy direction for planned improvements no later than January 31, 2006.

Reporting on Internal Services, Central Procurement & Contracting, Countywide Administration

In light of the departmental restructuring and reductions the County faces in FY 2007, The Board directs the Chief Financial Officer by September 30, 2005 to:

- Report to the Board on the status of Central Procurement and Contracting Administration (CPCA) as it relates to the morale of CPCA staff, knowledge and skill level of staff, status of unexecuted contracts and other issues that may come up.
- Report to the Board on Internal Services as it relates to service level agreements with departments, cost saving plans/recommendations for information technology, facilities, FREDS and Risk Management. In addition a report will be made on the revised service and delivery methods for human resources and financial operations.
- Provide a detailed schedule and analysis of administrative costs within the departmental budgets. The analysis will compare each department and will include: the Directors, Deputy Director, finance/business/budget staff, hr staff, evaluation staff and other

Attachment D

FY 2006 Budget Notes

appropriate staff. The CFO is to work with the departments to ensure that all staff are included.

Performance Contracting

The County wants to be able to evaluate the effectiveness of programs and contractors. To accomplish this the Board is asking the Department of County Management to lead the efforts to develop language to ensure that performance outcomes and measures are included in County contracts that will indicate progress being made on the marquee indicators of the six priority areas. The outcomes and measures will be used in evaluating programs and contractors. The process will begin with a review of mental health contracts, paying specific attention to a contractor's performance in adequately serving all demographic groups.

Flash Money

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

Alignment of Gang Programs

The Board directs staff from DCJ, OSCP, DCHS to work together to improve and coordinate the County's gang intervention and prevention programs throughout the County. The interdepartmental group will align gang services, coordinate target populations and what define what results are expected from the programs. The group will provide a report to the Board by October, 2005.

Synthetic Opiate Program Sunset

The Board directs County Human Services and the Department of Community Justice to provide the Board with a plan to reduce the utilization of clients receiving methadone and direct remaining resource methadone from for-profit agencies to not-for-profit agencies. Of the \$400,000 budgeted for this program, the Board directs that \$150,000 placed contingency until the Board has an opportunity to review the plan proposed by the departments. It is the Boards intent that this program be phased out over the course of FY 2006.

Funding Flexibility for Medium & High Risk Offenders

Anticipated reductions to the county's percentage of State DOC funding would eliminate services for high risk offenders. DCJ's program offers for medium risk offenders could fund those services and supervision to ensure that public safety is continued for the most dangerous offenders. In the event the State cuts come to pass, DCJ is directed to provide a revised plan for this program,

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for review and approval by the Board.

Prioritizing use of Resources for Senior Services

The State budget has eliminated a portion of the funding for Mental Health Older & Disabled Services. It is unclear whether or not that State cut will be restored by the end of the legislative session. The Board is requesting that Aging staff develop a proposal for the Board's consideration regarding prioritizing resources for senior services (long term care and mental health multidisciplinary team) and the best use of use of those resources.

Children's Mental Health HeadStart

The Board requests clarification on the general fund and state funding sources for Children's Mental Health and Headstart program. The \$200,000 proposed reduction to this program, is merely a placeholder until County Human Services can provide clarification regarding how to maximize State Medicaid reimbursement dollars. It is the intent of the Board to fully fund the program offer up to the \$900,000 or an equivalent service level. \$200,000 will be earmarked in contingency pending the results of DCHS analysis, report, recommendation and ultimate Board action.

Domestic Violence

Domestic Violence services are vitally important to the welfare of our community. To this end, the Board will purchase 3 program offers related to domestic violence services. These are:

- Program Offer #25082A—General DV Services
- Program Offer #25082B—Centralized DV Access Line
- Program Offer #25083B—HUD DV Housing

It is the Board's intent that the Department of County Human Services (DCHS) will provide domestic violence services at current service levels and serve culturally specific populations. To that end, the Board will propose an amendment to provide \$100,000 of funding for Program Offer #25083A—Culturally Specific DV. This amount will increase the total funding for domestic violence services over the total FY 2005 amount, and will enable the department to maintain its current level of effort in this critical service area. DCHS will report back on the performance measures and results for these four program offers regularly throughout FY 2006.

City of Portland Jail Beds – A&D Treatment Support

The City of Portland has purchased a one-time allocation to increase jail capacity for their local offenders. Within legal constraints, the City has the right to determine how that capacity will best fit their needs and objectives. The allocation will increase local capacity in the jail system by 57 beds. The Sheriff's Office shall track and report the utilization rate and profile the offenders using this additional capacity. The City Council, the Local Public Safety Coordinating Council, and the Board of Commissioners—through regular Board meetings—and will receive regular quarterly reports of the utilization of this resource.

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Of the City's \$1.8 million public safety contribution, \$1.3 million will be allocated to open a dorm at Inverness (57 beds), \$500,000 will be used to match the \$2 million contribution by the County to maintain a total of 68 alcohol and drug treatment beds that would have closed due to State budget cuts.

County Management & Sheriff's Office Internal Service Taskforce

The Department of County Management, the Sheriff's office, staff from the Board of County Commissioners and mutually agreed-upon citizen representatives will form a task force to review internal service costs in the Sheriff's budget. This proposal is in addition to the budget note entitled, "Reporting on Internal Services, Central Procurement & Contracting, Countywide Administration," that will be looking at these issues across the County.

The goal of the County-Sheriff's Office Internal Service Task Force will be to find \$6 million of general fund savings through elimination of duplication and inefficiencies in internal services. The task force will maximize value for County taxpayers by seeking the best solutions countywide. Task force recommendations may include a combination of the County and/or the Sheriff's office continuing to provide his internal services.

If at least \$2.6 million of general fund savings is identified by Dec. 31st, then \$600,000 of those savings will be appropriated to open two dorms at Inverness Jail for three months (April – June 2006). Remaining savings may be used to offset public safety cuts for FY 2007. This entire proposal is contingent on the closure of Close Street Supervision for FY 2006. It is the intent of the Board to provide transition funding to the Sheriff's Office for a period of no more than two months to ramp down Close Street Supervision. The Budget Office will bring a budget modification to implement this action.

Project Respond

The Board values the work of Project Respond, a mental health outreach program operated by Cascadia Behavioral Healthcare. Project Respond's community outreach teams maintain an important link between our community's public safety and mental health service systems, responding to more than 2,200 crisis calls annually in downtown Portland and the surrounding areas. In years past, the County has provided some funding to Project Respond through the Portland Business Alliance. For FY 2006, the County will seek to provide its funding for this service directly to Cascadia Behavioral Healthcare. The Budget Office is directed to work with the County Attorney to determine the feasibility of this alternative, and to report back to the Board no later than August 31, 2005.



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: R-14
Est. Start Time: 10:35 AM
Date Submitted: 03/01/06

BUDGET MODIFICATION: -

Agenda Title: **Briefing on Department of County Human Services Related Board Adopted Fiscal Year 2006 Budget Notes**

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

Date Requested:	<u>March 9, 2006</u>	Time Requested:	<u>30 minutes</u>
Department:	<u>County Human Services</u>	Division:	<u>Director's Office</u>
Contact(s):	<u>Jana McLellan</u>		
Phone:	<u>503 988-3691</u>	Ext.	<u>25390</u>
		I/O Address:	<u>167/1/620</u>
Presenter(s):	<u>Iris Bell, Rex Surface</u>		

General Information

1. What action are you requesting from the Board?

There is no Board action requested. This is only for briefing purposes to update all seven DCHS FY 2006 Budget Notes.

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

In a Budget Note to the FY 2006 Adopted Budget, the Board directed the Department of County Human Services (DCHS) to review seven different budget notes. This briefing is to update the Board as to the status of each of those seven budget notes, and receive any further clarification on this assignment. The analysis prepared for this review will be presented and discussed at the briefing.

To date, four of these budget notes are already completed and were presented to the Board over the last few months. These four completed budget notes include:

Alignment of Gang Programs;
Prioritizing Use of Resources for Senior Services;
Domestic Violence;
Project Respond.

The three budget notes that will be presented in detail at this briefing include:

Cultural Competency;
Synthetic Opiate Program Sunset;
Children's Mental Health HeadStart.

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

There is no immediate fiscal impact from this briefing. No Board action is being requested at this time.

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

None.

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

There was much citizen involvement specifically addressing the Department's work around Budget Note #5, Cultural Competency. Many key providers of culturally specific mental health providers were invited to discuss their concerns and opportunities for solutions to address the lack of mental health services for underrepresented communities. Findings of these meetings as well as recommended solutions that the Department and County can support will be presented during this briefing.

Required Signatures

**Department/
Agency Director:**

Pat Surface

Date: 03/01/06

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date:

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FY 2006 Budget Notes

Joint Budgeting with Other Local Jurisdictions

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- Agreeing on the results, indicators of success, and the factors that contribute most to delivering safety to citizens. (Multnomah has a first draft of this work complete as a result of its 2005-06 budget process.)
- Agreeing on the strategies (i.e. frameworks or overall approaches, not programs) they would together choose that would most effectively deliver safety.
- Obtaining program offers from both city and county departments to deliver a specific result at a specific price within a specific time.
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The Department of County Management shall report back to the Board about current status and proposed policy direction for planned improvements no later than January 31, 2006.

Reporting on Internal Services, Central Procurement & Contracting, Countywide Administration

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- Report to the Board on the status of Central Procurement and Contracting Administration (CPCA) as it relates to the morale of CPCA staff, knowledge and skill level of staff, status of unexecuted contracts and other issues that may come up.
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- Provide a detailed schedule and analysis of administrative costs within the departmental budgets. The analysis will compare each department and will include: the Directors, Deputy Director, finance/business/budget staff, hr staff, evaluation staff and other

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appropriate staff. The CFO is to work with the departments to ensure that all staff are included.

Performance Contracting

The County wants to be able to evaluate the effectiveness of programs and contractors. To accomplish this the Board is asking the Department of County Management to lead the efforts to develop language to ensure that performance outcomes and measures are included in County contracts that will indicate progress being made on the marquee indicators of the six priority areas. The outcomes and measures will be used in evaluating programs and contractors. The process will begin with a review of mental health contracts, paying specific attention to a contractor's performance in adequately serving all demographic groups.

Flash Money

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

Alignment of Gang Programs

The Board directs staff from DCJ, OSCP, DCHS to work together to improve and coordinate the County's gang intervention and prevention programs throughout the County. The interdepartmental group will align gang services, coordinate target populations and what define what results are expected from the programs. The group will provide a report to the Board by October, 2005.

Synthetic Opiate Program Sunset

The Board directs County Human Services and the Department of Community Justice to provide the Board with a plan to reduce the utilization of clients receiving methadone and direct remaining resource methadone from for-profit agencies to not-for-profit agencies. Of the \$400,000 budgeted for this program, the Board directs that \$150,000 placed contingency until the Board has an opportunity to review the plan proposed by the departments. It is the Boards intent that this program be phased out over the course of FY 2006.

Funding Flexibility for Medium & High Risk Offenders

Anticipated reductions to the county's percentage of State DOC funding would eliminate services for high risk offenders. DCJ's program offers for medium risk offenders could fund those services and supervision to ensure that public safety is continued for the most dangerous offenders. In the event the State cuts come to pass, DCJ is directed to provide a revised plan for this program,

Attachment D

FY 2006 Budget Notes

for review and approval by the Board.

Prioritizing use of Resources for Senior Services

The State budget has eliminated a portion of the funding for Mental Health Older & Disabled Services. It is unclear whether or not that State cut will be restored by the end of the legislative session. The Board is requesting that Aging staff develop a proposal for the Board's consideration regarding prioritizing resources for senior services (long term care and mental health multidisciplinary team) and the best use of use of those resources.

Children's Mental Health HeadStart

The Board requests clarification on the general fund and state funding sources for Children's Mental Health and Headstart program. The \$200,000 proposed reduction to this program, is merely a placeholder until County Human Services can provide clarification regarding how to maximize State Medicaid reimbursement dollars. It is the intent of the Board to fully fund the program offer up to the \$900,000 or an equivalent service level. \$200,000 will be earmarked in contingency pending the results of DCHS analysis, report, recommendation and ultimate Board action.

Domestic Violence

Domestic Violence services are vitally important to the welfare of our community. To this end, the Board will purchase 3 program offers related to domestic violence services. These are:

- Program Offer #25082A—General DV Services
- Program Offer #25082B—Centralized DV Access Line
- Program Offer #25083B—HUD DV Housing

It is the Board's intent that the Department of County Human Services (DCHS) will provide domestic violence services at current service levels and serve culturally specific populations. To that end, the Board will propose an amendment to provide \$100,000 of funding for Program Offer #25083A—Culturally Specific DV. This amount will increase the total funding for domestic violence services over the total FY 2005 amount, and will enable the department to maintain its current level of effort in this critical service area. DCHS will report back on the performance measures and results for these four program offers regularly throughout FY 2006.

City of Portland Jail Beds – A&D Treatment Support

The City of Portland has purchased a one-time allocation to increase jail capacity for their local offenders. Within legal constraints, the City has the right to determine how that capacity will best fit their needs and objectives. The allocation will increase local capacity in the jail system by 57 beds. The Sheriff's Office shall track and report the utilization rate and profile the offenders using this additional capacity. The City Council, the Local Public Safety Coordinating Council, and the Board of Commissioners—through regular Board meetings—and will receive regular quarterly reports of the utilization of this resource.

Attachment D

FY 2006 Budget Notes

Of the City's \$1.8 million public safety contribution, \$1.3 million will be allocated to open a dorm at Inverness (57 beds), \$500,000 will be used to match the \$2 million contribution by the County to maintain a total of 68 alcohol and drug treatment beds that would have closed due to State budget cuts.

County Management & Sheriff's Office Internal Service Taskforce

The Department of County Management, the Sheriff's office, staff from the Board of County Commissioners and mutually agreed-upon citizen representatives will form a task force to review internal service costs in the Sheriff's budget. This proposal is in addition to the budget note entitled, "Reporting on Internal Services, Central Procurement & Contracting, Countywide Administration," that will be looking at these issues across the County.

The goal of the County-Sheriff's Office Internal Service Task Force will be to find \$6 million of general fund savings through elimination of duplication and inefficiencies in internal services. The task force will maximize value for County taxpayers by seeking the best solutions countywide. Task force recommendations may include a combination of the County and/or the Sheriff's office continuing to provide his internal services.

If at least \$2.6 million of general fund savings is identified by Dec. 31st, then \$600,000 of those savings will be appropriated to open two dorms at Inverness Jail for three months (April – June 2006). Remaining savings may be used to offset public safety cuts for FY 2007. This entire proposal is contingent on the closure of Close Street Supervision for FY 2006. It is the intent of the Board to provide transition funding to the Sheriff's Office for a period of no more than two months to ramp down Close Street Supervision. The Budget Office will bring a budget modification to implement this action.

Project Respond

The Board values the work of Project Respond, a mental health outreach program operated by Cascadia Behavioral Healthcare. Project Respond's community outreach teams maintain an important link between our community's public safety and mental health service systems, responding to more than 2,200 crisis calls annually in downtown Portland and the surrounding areas. In years past, the County has provided some funding to Project Respond through the Portland Business Alliance. For FY 2006, the County will seek to provide its funding for this service directly to Cascadia Behavioral Healthcare. The Budget Office is directed to work with the County Attorney to determine the feasibility of this alternative, and to report back to the Board no later than August 31, 2005.

BOGSTAD Deborah L

From: MCLELLAN Jana E
Sent: Wednesday, March 08, 2006 1:07 PM
To: ROBERTS Lonnie J
Cc: BOGSTAD Deborah L; CRUZ Serena M; LINN Diane M; ROJO DE STEFFEY Maria; NAITO Lisa H; NAITO Terri W; LASHUA Matthew; CARROLL Mary P; MARTIN Chuck T; WEST Kristen; SURFACE Rex B; LIEUALLEN Matt; BELL Iris D; MOUSHEY Patsy
Subject: Request to postpone R-14 Briefing on Thursday, March 9th

Dear Commissioner Roberts:

I have been asked by Iris Bell and Rex Surface to update you on the current status of this week's briefing on the DCHS budget notes (R-14). Due to the cancellation of the board staff meeting this week, both Rex and Iris met individually with staff of the other three Commissioner's offices and presented the most recent update of these budget notes. A few good questions came out of those discussion and we would ask for a one week delay on this briefing item, from the 9th to the 16th, to answer those questions. The other Commissioners are in support of this shift and we ask also for your permission to delay the item one week.

It is our hope that the questions can be answered, the board report updated and we'll have the opportunity at next week's Board staff meeting to review all the information.

With kind regards,
Jana McLellan
DCHS-Director's Office
X25390



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST**

Board Clerk Use Only

Meeting Date: 03/09/06
Agenda Item #: E-1
Est. Start Time: 11:00 AM
Date Submitted: 02/28/06

BUDGET MODIFICATION: -

Agenda Title: Executive Session Pursuant to ORS 192.660(2)(h)

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

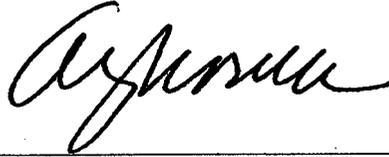
Date Requested:	<u>March 9, 2006</u>	Time Requested:	<u>15-30 mins</u>
Department:	<u>Non-Departmental</u>	Division:	<u>County Attorney</u>
Contact(s):	<u>Agnes Sowle</u>		
Phone:	<u>503 988-3138</u>	Ext.	<u>83138</u>
Presenter(s):	<u>Agnes Sowle and Invited Others</u>		
I/O Address:	<u>503/500</u>		

General Information

1. **What action are you requesting from the Board?**
 No Final Decision will be made in the Executive Session.
2. **Please provide sufficient background information for the Board and the public to understand this issue.**
 Only Representatives of the News Media and Designated Staff are allowed to Attend. Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session.
3. **Explain the fiscal impact (current year and ongoing).**
4. **Explain any legal and/or policy issues involved.**
 ORS 192.660(2)(h).
5. **Explain any citizen and/or other government participation that has or will take place.**

Required Signatures

**Department/
Agency Director:**



Date: 02/28/06

Budget Analyst:

Date:

Department HR:

Date:

Countywide HR:

Date: